

COVID-19 safety plan

Use this template to document how your organization will keep workers and other people safe at your workplace during the COVID-19 pandemic. [How to develop your COVID-19 safety plan: A guide for Ontario workplaces](#) explains what you should think about and gives examples to help you come up with your plan.

Company details

Business name: OSSTF District 10

Revision date: April 21, 2021

Date completed: November 23, 2020

Developed by: Staff

Division/group: N/A

Others consulted: DON CAMERON/OSSTF

Date distributed: April 21, 2021

Provide as much information in response to each question as possible. This will help your workers and other people to know exactly what to do and what to expect.

The final page will help you create a snapshot version of your plan to post in the workplace. This can act as a reference for workers and let others who come into your workplace know what you are doing to help keep everyone in your workplace safe.

The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required. Refer to the Ontario government’s [COVID-19 website](#) for up-to-date information.

1. How will you ensure all workers know how and are able to keep themselves safe from exposure to COVID-19?

Consider: What guidance will you need to provide? How will you share information? Do you need new or more frequent types of communication? Where will you update yourself on new COVID-19 guidance?

Example: Ensure our procedures are up to date by a daily review of Ministry of Health guidance.

Actions: (for all staff)

- Weekly review of Lambton Public Health workplace resources
- Daily informal meetings of all staff (via applicable format) when more than one person is working in the office

2. How will you screen for COVID-19?

Consider: How you will stay current about what symptoms to look for? Will you use a screening checklist? Who will do the screening? Who needs to be screened and how often?

Example: To find out if workers are well when they come to work, we will ask each worker basic questions about their physical health and symptoms using the provincial list of COVID-19 symptoms.

Actions: (for all staff)

- Daily active individual screening for all staff using the Ontario COVID-19 screening tool, documented on sign-in each day
- Mandatory screening checklist used for any essential visitors prior to entry and sign-in

3. How will you control the risk of transmission in your workplace?

Include how you will maximize distance and separation, reduce transmission from surfaces and objects, and support good hand and respiratory hygiene.

Consider: What [engineering and administrative controls](#) will you use? What changes will you make? Who needs to be in the workplace? How will you gather worker ideas about different ways of working?

Example: We have a new policy that limits time in the kitchen to 10 minutes, we have created a new outdoor break area in our parking lot and have changed how we schedule shifts and breaks.

Actions: (for all staff)

- Maskless periods (ie. lunch/coffee break) occur in isolation
- Hand sanitization mandatory upon entry
- Hand sanitizer and tissues at each work station
- Hand washing available
- Ample supply of cleaning/disinfecting products
- Individual use of materials (pens, phones, etc.)
- Masks supplied to visitors at sanitized sign in station
- Masks worn at all times
- Investigate options for air purifiers and safe meeting options

4. What will you do if there is a potential case, or suspected exposure to, COVID-19 at your workplace?

Consider: What is the contact information for your local public health unit? What are your isolation procedures? How will you gather workplace contact information for public health contact tracing?

Example: We have designated a safe isolation area in the workplace and created a checklist with the procedures of what to do if some gets sick at work, including key contact numbers.

Actions: (for all staff)

- Provide time to seek testing and/or complete isolation required
- Contact Lambton Public Health for guidance and use daily sign in sheets for contact tracing
- Provide time for vaccination appointments

5. How will you manage any new risks caused by changes to the way you operate your business?

Consider: With workers, review existing critical risks and whether work practice changes will affect your current risk management strategy. Are any new risks introduced due to changes in worker numbers or work practices? What new risk controls are required?

Example: We will establish regular check-ins with workers about how they're coping with the change to shift work.

Actions: (for all staff)

- Keep office doors locked at all times and use a doorbell entry system
- Ensure ability for staff to pivot to alternative to work from home
- Until further notice, every effort will be made to have only one staff member in the building at any time for essential purposes only

6. How will you make sure your plan is working?

Consider: How often will you schedule a review of your plan? How will you get input and ideas from workers and clients? Who is responsible for evaluating how things are working and for adapting the plan as you find better/easier ways to do things? How will you communicate changes?

Example: We will set up a weekly meeting between the CEO and the health and safety representative.

Actions: (for all staff)

- Plans will be reviewed with all staff whenever public health directives change

COVID-19 safety plan – snapshot

This snapshot can be posted in a place where it can be seen easily so your workers, clients and other people entering the workplace will know what actions are being taken.

Business name: OSSTF District 10

Division/group: N/A

Date completed: Nov 23/2020

Revision date: April 21, 2021

Measures we're taking

How we're ensuring workers know how to keep themselves safe from exposure to COVID-19

- Weekly review of Lambton Public Health workplace resources
- Daily informal meetings of all staff (via applicable format)

How we're screening for COVID-19

- Daily active individual screening for all staff using the Ontario COVID-19 screening tool, documented on sign-in each day
- Mandatory screening checklist used for any essential visitors prior to entry and sign-in

How we're controlling the risk of transmission in our workplace

Physical distancing and separation

- Maskless periods (ie. lunch/coffee break) occur in isolation
- Masks worn at all times

Cleaning

- Hand sanitizer and tissues at each work station
- Hand sanitization mandatory upon entry
- Hand washing available
- Ample of supply of cleaning/disinfecting products

Other

- Individual use of materials (pens, phones, etc.)
- Masks supplied to visitors at sanitized sign in station
- Investigate options for air purifiers and safe meeting options

What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace

- Provide time to seek testing and/or complete isolation required
- Contact Lambton Public Health for guidance and use daily sign in sheets for contact tracing
- Provide time for vaccination appointments

How we're managing any new risks caused by the changes made to the way we operate our business

- Keep office doors locked at all times and use a doorbell entry system
- Ensure ability for staff to pivot to alternative to work from home
- Until further notice, every effort will be made to have only one staff member in the building at any time for essential purposes only

How we're making sure our plan is working

- Plans will be reviewed with all staff whenever public health directives change