

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: **Township of Wilmot**

Revision date: January 4, 2022

Date completed: **November 9, 2020**

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Division/group: **Parks, Facilities & Recreation Services**

Others consulted: **Corporate Leadership Team**

Date distributed: **November 9, 2020**

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:

- Creation of vaccination policy OHS-055 Pandemic illness and Vaccination
- Introduction of educate and test program for all unvaccinated staff
- Ensure work practices are up to date by frequent review of Ministry of Health Guidance.
- CLT, HR participate on Regional Groups to ensure up to date and consistent safe work practices are established and maintained.
- Staff will receive verbal/written updates regarding new protocols or changes to the legislation (HR and Directors)
- Updated safety plans will be posted on all Health and Safety boards in all facilities occupied by staff (HR & Directors)
- Opportunities for staff to reach out to Human Resources and Employee Assistance Plan resources will be offered regularly (HR)
- Regular meetings with the COVID Task Force, ECG team and with each department's staff teams will be scheduled and will include all updates (HR & Directors)

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:

- Rapid antigen testing for unvaccinated staff
- Public Health screening checklists / questions will be used
- QR codes and URL links have been sent to all staff and responses are sent to their applicable supervisor daily <https://forms.wilmot.ca/Finance/COVID-19-Employee-Self-Screening-Tool>
- Customers will be screened online and/or in person prior to entering the facility(s)
- Minor sport groups or other organizing bodies who are screening their own participants must submit screening information on a daily basis to the Township or ensure it is readily available upon request.

Records of customer and staff screening will be kept for 4 weeks per legislation

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:

- Temporary closure of facilities (when necessary)
- Work from Home unless critical to be on-site/inperson (operational / emergency needs)
- Physical Distancing
- Barriers were installed at all front line counters
- Hand sanitizer available throughout municipal buildings, hand hygiene practices
- Frequent HVAC unit inspections, component updating/replacement as needed
- Online screening for employees and contractors

- 3-ply medical masks in common areas or where physical distancing is not maintained
- Eye protection where physical distancing is not maintained
- Carpooling protocols
- Security guards introduced to control entrance and ensure protocols are enforced as needed
- Signage on footpath through common areas in public areas as needed
- Adjusting capacity for programming to ensure physical distancing as required
- Increased cleaning protocols
- Safety plans were required of all public user groups to ensure legislation is followed.

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:

- Staff are instructed to notify their supervisor and complete the Public Health Self Assessment <https://covid-19.ontario.ca/self-assessment/> communicate next steps as prescribed by Public Health to their supervisor
- Deep cleaning and fogging of work spaces will be completed when deemed necessary

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:

- Introduction of Homewood Health Services Pathfinder program to all FT employees
- Consistent checkin for supervisors and PT staff
- Encouraging employees to discuss safety related concerns due to changes with supervisor, HR and / or JHSC

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:

- Daily review of RAT educate and test program participants and follow up
- Staff encouraged to discuss concerns with JHSC, supervisor or HR
- Opportunities for meeting independently with HR to provide employees a safe space to discuss personal and / or work related concerns
- We continue to consult regional partners and provide consistent approaches where feasible.

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: Township of Wilmot

Division/group: PFRS

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Measures we're taking

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

- Work from Home
- Physical distancing
- Hand sanitizer and hand hygiene
- Barriers at front line counters
- HVAC unit inspections
- Online screening of employees
- Carpooling protocols
- Cleaning protocols
- Face coverings
- Security guards to control arena entrance and ensure protocols are followed

How we're screening for COVID-19

- Online screening <https://forms.wilmot.ca/Finance/COVID-19-Employee-Self-Screening-Tool>

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

Physical distancing and separation

- Barriers at front line counters
- Stanchions / signage to keep pedestrian traffic from crossing

- Minimizing number of spaces for programming
- Hand sanitizer stations in all buildings including public and staff areas.

Cleaning

- Disinfectants and hand sanitizer being used and available throughout the work areas
- Increased frequency of cleaning of used high touch point areas

Other

- Face coverings are mandatory in all public areas within the building

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

- Staff are instructed to notify their supervisor and complete the Public Health Self-Assessment <https://covid-19.ontario.ca/self-assessment/> and communicate next steps as prescribed by Public Health to their supervisor

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

- Encouraging employees to discuss safety related concerns due to changes with supervisor, HR and / or JHSC
- Ensuring we are complying with all new legislative requirements and protocols

How we're making sure our plan is working

- Weekly COVID Task Force meetings to discuss and address challenges and changes to legislation
- Bi-weekly meetings with parks and recreation supervisory and management staff to review the plan and protocols and how they are working
- Staff are encouraged to discuss any concerns you have with your supervisor, HR or members of JHSC