

# 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:** Parks, Facilities &  
Recreation Services

**Date completed:** November 9, 2020

**Revision date:**

## 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 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