

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:

Revision date:

Date completed:

Developed by:

Division/group: Convenience store

Others consulted: OKBA

Date distributed:

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:

- posting notices in common areas
- post information for workers and other people entering the workplace
- share information in all languages spoken by your workers, if possible
- remind workers about available social and [mental health supports](#), and encourage them to use these resources
- share information to help your workers stay healthy while commuting and travelling as part of their work
- train and re-train on procedures

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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:

screening

- passive screening: people assess their own risk factors and make the decision themselves

Screen actively

- Actively screen each person entering the workplace for work purposes, including workers, volunteers, suppliers and contractors.
- Screening should occur before or when the person arrives at the workplace at the beginning of their shift or visit.
- Use the [COVID-19 screening tool for workplaces](#) or ensure that your screening process includes all the questions from the screening tool.
- A screener (or automated system) should advise anyone who does not pass the screening:
 - that they may not enter the workplace, including any outdoor, or partially outdoor, workplaces
 - to go home to self-isolate immediately
 - to contact their health care provider or Telehealth Ontario (1-866-797-0000) to find out if they need a COVID-19 test and for further instructions
- consider actively monitoring workers for symptoms more than once during their shift

Use signage

- Post clear signage at all entrances with the screening questions and instructions.

- If active screening of non-workers entering the workplace is not possible (for example, public transit, grocery stores), post signage instructing people with symptoms not to enter.

Encourage workers to self-monitor

- Encourage workers to monitor their own symptoms at all times.
- Ensure workers know where to find the [online COVID-19 self-assessment](#) tool.
- Ask workers to use the tool at home if they have any symptoms and to follow the instructions.
- Ensure workers know who their workplace contact is and how to get in touch with them in case the self-assessment, public health or their health care provider suggests they self-isolate, or if they start to experience symptoms at work.

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.

physical distancing and separation

Actions:

- barriers, such as plexiglass, to maintain separation as a primary means of control
- scheduling and other administrative changes to reduce the number of people who must share the same space including during shifts, lunch and other breaks providing adequate space by using and repurposing all available areas inside your facility and in the surrounding outdoor space

control masking

- How effective using masks as source control may be in your workplace. This will depend on the type of mask(s) used and whether they are worn properly and consistently.
- Encouraging clients, customers and visitors to your workplace to wear face coverings (for example, non-medical mask, cloth mask) to help protect your workers and to reduce the risk of transmission of COVID-19 in your community.
- requirements of the [local public health unit](#)
- relevant bylaws in the municipality in which you do business
- requirements under the [Reopening Ontario \(A Flexible Response to COVID-19\) Act](#) that are applicable to your business

Ventilation and air flow

- use portable air cleaners

- keep windows and doors open as much as possible, including in colder weather
- adjust HVAC systems to increase the amount of fresh air and reduce recirculation
- continue ventilation and air exchange after regular business hours
- use available outdoor space whenever possible (for example, for meetings, breaks, client interactions such as curbside pick-up)
- consider going beyond minimum standards if possible

Reduce transmission from surfaces and objects

- identify commonly touched surfaces and commonly used areas in your workplace and put into place a schedule to clean and disinfect them
- consider whether there are high-touch surfaces that may need to be cleaned and disinfected more often
- assign tools, equipment and workstations to a single user if possible, or limit the number of users
- regularly [clean and disinfect](#) any shared equipment and tools, including between users

respiratory hygiene

- post reminders to wash hands, use proper cough and sneeze etiquette and avoid touching eyes, nose or mouth
- provide ways to properly clean hands by providing access to soap and water and, if that is not possible, alcohol-based hand sanitizer
- ensure that workers can clean their hands frequently and whenever needed
- have all workers and visitors properly clean their hands before entering the workplace and after contact with objects and surfaces others may have touched

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 someone gets sick at work, including key contact numbers.

Actions: If the person is very ill, call 911 and let the operator know that they may have COVID-19.

Ask the person to contact their doctor or [Telehealth Ontario](#) at [Toll-free: 1-866-797-0000](#) for further directions about testing and self-isolation.

Step 2: Contact public health

- dates and times of interactions
- approximate length and frequency of interactions
- full names
- contact telephone numbers
- addresses (for workers) or the name of the visitor's business

Step 3: Follow public health direction

- other workers who were exposed are notified and sent home to self-isolate, self-monitor and report any possible COVID-19 symptoms
- the workplace be shut down while the affected workplace or area and equipment are disinfected
- other public health measures are implemented

Self-isolation and return-to-work

- have symptoms
- had close contact with an individual with symptoms or a confirmed diagnosis
- have travelled outside of Canada

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:

- workers having been away from their work
- changes to processes and procedures
- restarting activities and machinery that have been shut down
- stress and change – consider how this affects your workers' mental health

If your plan introduces shift work or splits teams that would normally work together, describe what steps you'll take to:

- manage the impacts of shift work, including fatigue, transport, childcare and the potential dilution of skills available within a split team or rostered workgroup
- ensure each team has access to the right skills and support to be able to work safely

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:

- How will your health and safety representatives or JHSC be involved in evaluating how well the plan is working?
 - Add your COVID-19 measures and procedures to the JHSC checklist for required monthly inspections.
 - In health care workplaces the joint health and safety committee or health and safety representatives **must be** consulted.
- monitor so that i can evaluate how well the new protocols are being followed
- communicate changes to processes, ensure all workers know about the changes and are trained to implement them.
- update and share new versions of your plan

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:

Division/group: Convenience Store

Date completed:

Revision date:

Measures we're taking

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

- posting notices in common areas
- remind workers about available social and [mental health supports](#), and encourage them to use these resources
- share information to help your workers stay healthy while commuting and travelling as part of their work
- train and re-train on procedures
- post information for workers and other people entering the workplace

How we're screening for COVID-19

- passive screening: people assess their own risk factors and make the decision themselves
- Screen shield at the acounter that customer can't contact directly with person to person.
- Actively screen each person entering the workplace for work purposes, including workers, volunteers, suppliers and contractors.
- A screener (or automated system) should advise anyone who does not pass the screening:
 - that they may not enter the workplace, including any outdoor, or partially outdoor, workplaces
 - to go home to self-isolate immediately
 - to contact their health care provider or Telehealth Ontario (1-866-797-0000) to find out if they need a COVID-19 test and for further instructions

- Visitors Log

Use signage

- Post clear signage at all entrances with the screening questions and instructions.
- If active screening of non-workers entering the workplace is not possible (for example, public transit, grocery stores), post signage instructing people with symptoms not to enter.

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

Physical distancing and separation

- barriers, such as plexiglass, to maintain separation as a primary means of control
- scheduling and other administrative changes to reduce the number of people who must share the same space including during shifts, lunch and other breaks providing adequate space by using and repurposing all available areas inside your facility and in the surrounding outdoor space
- Use the 2m distance sign on the Floor also it designated the way people move with arrow.

Cleaning

- identify commonly touched surfaces and commonly used areas in your workplace and put into place a schedule to clean and disinfect them
- consider whether there are high-touch surfaces that may need to be cleaned and disinfected more often
- assign tools, equipment and workstations to a single user if possible, or limit the number of users
- regularly [clean and disinfect](#) any shared equipment and tools, including between users

Other

- post reminders to wash hands, use proper cough and sneeze etiquette and avoid touching eyes, nose or mouth
- provide ways to properly clean hands by providing access to soap and water and, if that is not possible, alcohol-based hand sanitizer
- ensure that workers can clean their hands frequently and whenever needed

- have all workers and visitors properly clean their hands before entering the workplace and after contact with objects and surfaces others may have touched

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

Contact public health

- dates and times of interactions
- approximate length and frequency of interactions
- full names
- contact telephone numbers
- addresses (for workers) or the name of the visitor's business

Follow public health direction

- other workers who were exposed are notified and sent home to self-isolate, self-monitor and report any possible COVID-19 symptoms
- the workplace be shut down while the affected workplace or area and equipment are disinfected
- other public health measures are implemented

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

- workers having been away from their work
- changes to processes and procedures
- use of temporary labour and inexperienced staff
- restarting activities and machinery that have been shut down
- stress and change – consider how this affects your workers' mental health

How we're making sure our plan is working

- How will your health and safety representatives or JHSC be involved in evaluating how well the plan is working?
 - Add your COVID-19 measures and procedures to the JHSC checklist for required monthly inspections.
 - In health care workplaces the joint health and safety committee or health and safety representatives **must be** consulted.