

# 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: United Way	September 7, 2021
Revision date: September 2, 2021	Developed by: Staff
Date completed:	Division/group: N/A Others consulted: All staff

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?

## Actions:

- Ensure our procedures are up to date by a daily review of Ministry of Health guidance.
- Maintain a physical distance of two metres or more (Each staff has their own office, providing physical distancing/separation)
- Visitors self-screen before entering office
- Visitors to wear masks
- Employees to wear masks when not in their office
- Employees to self-screen daily before coming to the office using this electronic self test – <https://covid-19.ontario.ca/screening/worker/>
- Any employees unvaccinated will have weekly COVID tests (allowing no more than 7 days between tests)
- Employees to take temperature when arriving at the office using the infrared thermometer provided and stored in the common area
- Work from home/virtual options available
- Remind workers about available social and mental health supports, and encourage them to use these resources
- Post signage limiting number of people in the building at a time (10 including staff)
- Post signage on proper hand washing technique

## 2. How will you screen for COVID-19?

### **Actions:**

- **Health and Safety rep will do a weekly review of Ministry of Health guidelines.**
- **Passive screening - Employees required to self-screen before arriving each day using the electronic screening tool link provided above.**
- **Post clear signage at all entrances with the screening questions and instructions.**
- **Ensure all visitors to the office have read the self-screening tool prior to entering.**
- **Each staff will record all visitors in their Outlook calendar along with contact information if it is not on file.**
- **All drop in donors (including contact information) will be recorded daily by the Executive Assistant or other staff that may assist them.**

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

#### **Actions:**

- **Increased cleaning schedule**
- **Disinfecting wipes, masks, hand sanitizer provided for staff and visitors in each office as well as reception area**
- **Staff will remain in their own offices with their doors closed at all times possible**
- **Anything touched by visitors will be wiped after each visit**
- **Xerox machine, mail machine, water jug, kitchen appliances and any other common touch surfaces will be wiped with disinfectant wipes after each use by the staff member**
- **Any employee with COVID symptoms as presented on the screening tool shall work from home until symptom free for 24 hours**
- **All staff shall refrain from entering anyone else's office whenever possible and will wear a mask at all times unless alone in their own office with their door closed**
- **Staff are encouraged to communicate with other staff through their office windows whenever possible**

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

**Actions:**

- **Anyone with symptoms or close contact with a positive case must self-isolate and are encouraged to get tested. They must isolate for 14 days.**
- **If a staff member tests positive, contact Lambton Public Health and all staff to isolate and immediately start working from home for 14 days as per Lambton Public Health.**
- **Post a checklist with the procedures of what to do if someone gets sick at work, including key contact numbers.**

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

**Actions:**

- **If changes happen and employees are working from home, we will establish regular check-ins with workers about how they are coping with the changes. Daily virtual group meetings/check ins will be conducted.**
- **Employees to work from home approximately 50% of the time (when possible) to limit staff in the office from January 1 to August 31 until further notice. Schedules will be made to ensure office coverage.**

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

### **Actions:**

- **All employees are encouraged to voice any concerns, infractions of the policy or provide feedback at any time. Contact will be via email messages to appropriate staff or Board Member.**
- **Health and Safety rep will review the plan monthly during the pandemic.**

# COVID-19 safety plan – snapshot

## Measures:

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

- Masks, disinfectants, hand sanitizer, etc. available in each office, reception and common areas.

How we're screening for COVID-19

- Self-assessment/screening completed daily by each staff member before coming to the office.
- All staff take their temperature when arriving at the office.
- Any unvaccinated staff will have a weekly COVID-19 test allowing no more than 7 days between tests.

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

### **Physical distancing and separation**

- Staff will stay in individual offices with doors closed whenever possible. Masks are required to be worn when leaving your own office.
- Screening and tracking of all visitors.

### **Cleaning**

- Increased cleaning schedule and daily disinfecting of high touch areas.
- All common areas wiped with disinfectant after each use by the staff member who used it.

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

- All staff immediately self-isolating and work from home for 14 days to until a negative test result by all affected.
- Confirmed case will result in mandatory 14 day isolation as per Lambton Public Health.