

# 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: Family Services Windsor-  
Essex

Date distributed: March 1, 2021

Date completed: March 1, 2021

Revision date: April 13, 2021

Division/group:

Developed by: JHSC

Others consulted:

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:**

- Pandemic Policy and Procedures has been updated to cover COVID19
- “Working from Home Guidelines” and “Returning to Office” safety plan has been developed
- Temperature checks, self-assessment tool, sign-in methods have been put in place
- Contact tracing sheets for anyone who enters the building
- Cleaner/screener is appointed when doors are open to the public
- Community Programs have been directed to work from home indefinitely to limit traffic in the building
- Common areas have been reduced to a maximum over 4 people at a time
- Masks are required for anyone walking around the office
- Hand sanitizers and cleaning sprays have been place around the office
- COVID19 communication sent to staff on a weekly basis through our “Monday Message”
- PPE on hand for all staff
- PPE presentation delivered to all staff – how to use, when to use, how to properly don/doff and how to properly dispose
- Offices have been rearranged to allow for 6ft physical distance between coworkers

## 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:**

- All staff and clients are to complete the self-assessment screening tool before entering the building
- Staff are encouraged to work from home if they have any symptoms
- Temperature checks are taken as soon as someone enters the building
- Scanning the QR code or recording their name manually for contact tracing

### 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:**

- Community Programs are now working from home indefinitely reducing the capacity in the building by 50%
- Working from home is encouraged by remaining staff, coordinators and management when duties permit
- Cleaner and hand sanitizers placed throughout the building
- Masks are required when walking throughout the building
- Limit of 4 people in the kitchen/common areas at a time

#### 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:**

- We have a designated isolation area in the building (Classroom) that staff can go to if they are feeling ill
- Staff are encouraged to stay out of the office if there are any symptoms present
- Staff are to notify their manager if they have had an exposure and are going to get tested
- If a staff member is being tested they are to await their results at home and stay out of the office/do not go out into the community
- If the staff member tests positive they are to complete the recommended 14 day quarantine before they return back to work
- If there is a positive case in the office, the building will be closed for proper sanitation
- QR codes and sign in sheets are completed everyday to notify staff/public of potential exposure

## 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:**

- Changes are communicated to all staff when decisions have been made
- We will continue to monitor and adhere to the guidance of the Windsor Essex County Health Unit and the government
- JHSC meets on a monthly basis to discuss any risks and try to mitigate those risks

## 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:**

- JHSC meets every month to discuss our plans, who is responsible, what needs to be changed, etc.
- Management team also meets to discuss any issues with current procedures
- Revisions are made if something is not working
- No outbreaks have been reported in this office
- Plan to get each staff member vaccinated

# 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:** Family Services Windsor  
Essex

**Division/group:**

**Revision date:** April 13, 2021

**Date completed:** March 1, 2020

## Measures we're taking

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

- Provide all staff with proper PPE, PPE training, and guidelines on how to conduct their duties safely.

How we're screening for COVID-19

- All staff and clients are to complete the self-assessment screening tool before entering the building
- Staff are encouraged to work from home if they have any symptoms
- Temperature checks are taken as soon as someone enters the building
- Scanning the QR code or recording their name manually for contact tracing

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

### Physical distancing and separation

- Community Programs are now working from home indefinitely
- Office has been rearranged to ensure 6ft distance between staff that continue to work out of the building
- Limit of 4 people max in common areas (kitchen)

### Cleaning

- Sanitization and alcohol spray has been placed throughout the office



- Staff are to wipe down any common areas or equipment after use (printer, sitting down for lunch, bathrooms, etc.)

#### **Other**

- Working from home is encouraged by remaining staff, coordinators and management when duties permit
- Masks are required when walking throughout the building

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

- We have a designated isolation area in the building (Classroom) that staff can go to if they are feeling ill
- Staff are encouraged to stay out of the office if there are any symptoms present
- Staff are to notify their manager if they have had an exposure and are going to get tested
- If a staff member is being tested they are to await their results at home and stay out of the office/do not go out into the community
- If the staff member tests positive they are to complete the recommended 14 day quarantine before they return back to work
- If there is a positive case in the office, the building will be closed for proper sanitation
- QR Codes/Sign in sheet required for anyone entering the building for contact tracing to be provided to health unit

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

- Changes are communicated to all staff when decisions have been made
- We will continue to monitor and adhere to the guidance of the Windsor Essex County Health Unit and the government
- JHSC meets on a monthly basis to discuss any risks and try to mitigate those risks

#### **How we're making sure our plan is working**

- JHSC meets every month to discuss our plans, who is responsible, what needs to be changed, etc.

- Management team also meets to discuss any issues with current procedures
- Revisions are made if something is not working
- No outbreaks have been reported in this office
- Plan to get each staff member vaccinated

Full COVID Safety Plan is available at the 1770 Hub Reception Desk and on agency website.