

# 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 Georgian Bay

Revision date: July 26, 2021

Date completed: November 30, 2020

Developed by: Tammy Martin, Director of Human Resources

Division/group: Corporate

Date distributed: December 2, 2020

Others consulted: Georgian Bay COVID-19 Task Force, Senior Management Team

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:**

- COVID-19 training.
- On-going policy development related to COVID-19.
- The CAO sends out COVID-19 communications to all staff when changes occur or when they need to be provided with information updates.
- All staff have been set up with personal email accounts for easier lines of communication.
- Communication will be printed for the north and south shop for those who are challenged with the use of computers.
- Lead staff are kept abreast of updated COVID-19 measures through networking groups, and weekly meetings with SMDHU and other authorities.
- The Township of Georgian Bay website has a dedicated COVID-19 information page: <https://www.gbtownship.ca/en/township-hall/covid-19.aspx#>
- Increased signage has been placed at Township facilities to provide direction and reminders regarding health requirements such as face covering requirements, proper hygiene and self screening.
- The Township has implemented HRDownloads software to roll out training and get updated policy sign-offs when required.

## 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:**

- There is a policy HR-012-2020 Staff Self-Screening During COVID-19 to follow to ensure active screening. This policy was updated July 7, 2021
- Human Resources checks the Ontario Health Screening tool for updated symptoms to watch for and updates the above noted policy accordingly.
- Screening questions are posted on the entry doors to each facility.
- Screening happens before each entry to a Township facility.
- Staff then fill out the Active Screening Log in each facility they have entered for contact screening purposes.

There will be no visitors or public entering any Town owned facility during a lock-down period. Contractors may need to access Township properties and buildings during the shutdown (Helix, HVAC people, security system personnel, Bell, etc.).

- Contractors also complete a pre-screening form before entering Township facilities.
- Staff or visitors are asked not to enter if they screen positive to any of the COVID-19 screening questions.
- Visitors to facilities are to fill out a pre-screening form prior to entering Township facilities. Copies of the forms are available to the public at the Township arena and other facilities.
- User groups such as minor hockey and the figure skating club have been provided copies of the forms for users to complete prior to entering the facilities.

### 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:**

- The office is closed to the public at this time.
- Step 1 & 2- No in-person meetings shall take place, recreation facilities have limited access.
- Step 3- Discussions are being had around the possibility of re-opening by appointment in September. A cleaning schedule for staff's workstations is also going to be implemented when staff are back in the office regularly to mitigate any infectious transmissions.
- When the office is not closed, council chambers is set up for meetings to take place with social distancing. After each use all spaces used in the chambers must be sanitized using the wipes and sanitization spray. Cleaning policies were developed and distributed to staff: HR-006-2020 Contact Surface Cleaning Disinfection Protocol and HR-007-2020 COVID-19 Vehicle Cleaning Procedure.
- Cleaners are placed throughout facilities as well as hand sanitizers.
- Staff are required to wear masks when moving throughout facilities.
- Masks were purchased for all staff and disposable masks are available for all staff.
- Staff who have to work within 2m of each other are required to wear a medical grade face covering and safety glasses if the continued duration is more than 15 minutes.
- Everyone is reminded to wash their hands often using soap and water or hand sanitizer when soap and water is not readily available. All staff were provided with their own personal hand sanitizer.

- Gloves are available for staff, but not recommended due to the risk of cross contamination. Washing hands frequently or using hand sanitizer after touching objects is safer
- Implemented a physical distancing policy HR-008-2020 Physical Distancing During a Pandemic.
- Contact cleaning is being done more frequently on high touch surfaces.
- Staff who are set up to work from home are asked to do so.
- Meetings are encouraged to occur virtually or by phone. Council meetings are conducted virtually.
- Staff are directed not to come to work if they screen positive for any of the Ontario Health questions.
- All staff need to follow the direction of the SMDHU in the event of exposure or a COVID positive test.
- HR-013-2020 Mail-Package-Interoffice Paperwork Handling Guidelines During a Pandemic.
- HR-014-2020- Face Coverings in Indoor Public Spaces During a Pandemic.
- HR-015-2020- Considerations for Accepting Payments and Handling Paper Currency.

**Step 3:**

- Indoor facilities are generally available for rental to the public in Step 3 but the Township is not facilitating rentals due to the staffing levels that will be required for usage. Local service groups are permitted to use the facilities for limited purposes (such as distributing COVID fast tests) but must first self-screen and must sign in when entering the building for contact tracing purposes. The community groups are responsible for sanitizing the areas they use prior to leaving and Township staff also sanitize the high touch areas after they have left.
- Step 3-Outdoor facilities (such as pavilions) can be rented but group sizes cannot exceed 100.
- Signage reminding patrons using Township docks and playgrounds to maintain social distancing have been erected.

**Step 2:**

- Indoor facilities are generally not available to the public in Step 2. Local service groups are permitted to use the facilities for limited purposes (such as distributing COVID fast tests) but must first self-screen and must sign in when entering the building for contact tracing purposes. The community groups are responsible for sanitizing the areas they use prior to leaving and Township staff also sanitize the high touch areas after they have left.
- Step 2-Outdoor facilities (such as pavilions) can be rented but group sizes cannot exceed 25.
- 
- Signage reminding patrons using Township docks and playgrounds to maintain social distancing have been erected.

#### 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:**

- Follow any guidance from the [Simcoe Muskoka District Health Unit](#).
- Check the Active Screening logs to assist with contact tracing for the health unit when necessary.
- If there is an active case identified in one of the user groups, the Township shall follow the instructions of the Simcoe Muskoka District Health Unit.

## 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:**

- We have been sending out Mental Health resources for staff to access assistance if needed.
- We have an EFAP program and have sent out the information to staff in case they need to access support.
- Managers are checking in with their staff to ensure they are coping okay through the pandemic and see if they need additional supports.
- There is an ergonomic risk from staff working at home with non-standard office setups. Staff were invited to participate in an *Ergonomics While Working from Home* training session. Staff are encouraged to contact Human Resources with any questions or concerns relating to their home office space. Staff have also been allowed to take office furniture home to accommodate their space (i.e. office chairs, monitors and keyboards).
- The Township has just updated their Benefits to allow staff to access Psychotherapists, Registered Social Workers and Psychoanalysts to better support staff's mental wellness.

## 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:**

- Review of the plan will occur when changes occur.
- The plan will be updated as policies are implemented, and when changes occur.
- Changes will be communicated through HRDownloads.
- The Emergency Control Group will conduct reviews when required.

# 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 Georgian Bay**

**Division/group: Corporate**

**Revision date: July 26, 2021**

**Date completed: December 2, 2020**

## Measures we're taking

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

- Policy development
  - HR-006-2020-Contact Surface Cleaning Disinfection Protocol
  - HR-007-2020-COVID-19 Vehicle Cleaning Procedure
  - HR-008-2020 Physical Distancing During a Pandemic
  - HR-009-2020-Vehicle Sharing During a Pandemic
  - HR-011-2020 Pandemic Case Management
  - HR-012-2020 Staff Self Screening During COVID-19
  - HR-013-2020 Mail-Package-Interoffice Paperwork Handling Guidelines During a Pandemic
  - HR-014-2020- Face Coverings in Indoor Public Spaces During a Pandemic-
  - HR-015-2020- Considerations for Accepting Payments and Handling Paper Currency
- PPE- masks, gloves, hand sanitizer, eye protection when required.
- Cleaners are distributed throughout facilities.
- Extra cleaning being done on high contact surfaces.
- Office is closed to the public at this time.

How we're screening for COVID-19

- Active Screening done daily -HR-012-2020-Staff Self Screening During COVID-19.
- Contractors and visitors are required to complete a screening form before entering Township facilities.

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

### Physical distancing and separation

- HR-008-2020 Physical Distancing During a Pandemic
- HR-009-2020-Vehicle Sharing During a Pandemic
- Operation's assigned their own vehicle to reduce the need to have two-staff in a vehicle.
- Operations staff have staggered start times to reduce cross-contamination.

### Cleaning

- Increased contact surface cleaning
- HR-006-2020-Contact Surface Cleaning Disinfection Protocol
- HR-007-2020-COVID-19 Vehicle Cleaning Procedure

### Other

- HR-011-2020 Pandemic Case Management
- HR-012-2020 Staff Self Screening During COVID-19
- HR-013-2020 Mail-Package-Interoffice Paperwork Handling Guidelines During a Pandemic
- HR-014-2020- Face Coverings in Indoor Public Spaces During a Pandemic
- HR-015-2020- Considerations for Accepting Payments and Handling Paper Currency

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

- Follow the direction from the SMDHU.
- HR-011-2020 Pandemic Case Management

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

- Actively participating in weekly networking groups related to COVID-19.
- Participating in call with SMDHU medical officer of health gaining recommendations and updates.

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

- On-going check-ins with staff.
- Develop updated policies based on concerns to ensure staff safety.