## COVID-19 WORKPLACE SAFETY PLAN

[Organization Name] is committed to keeping our employees, visitors, and the public safe from hazards, including from hazards related to Covid-19. We will monitor and follow the guidelines set forth by provincial health authorities and local public health departments and update our protocols as recommended or mandated. All employees of [Organization Name] are required to follow any COVID-19 protocols/infectious disease protocols that are in place at all times.

This policy is to be used during active pandemic status and following active pandemic status as a preventive measure.

POLICY

[Organization Name] will carefully monitor public health recommendations during pandemics and implement all recommendations and requirements in real time.

The Organization is responsible for:

* Remaining current about COVID-19 symptoms, screening measures, and necessary precautions. This includes all variants of COVID-19.
* Implementing safety plans and protocols intended to control the risk of transmission of COVID-19 within our workplace (see below).
* Reviewing COVID-19 plans and protocols with management and the HR Team on a regular basis, accepting employee input on the plan, and making adjustments and improvements as necessary.
* Suspending any services or closing the office, as required, and communicating this information to staff, volunteers, contractors, clients, visitors and the public.
* Providing safety supplies and equipment including, but not limited to, sanitizers and designated sanitation stations, protective barriers, PPE, and specialized cleaning products, as needed.
* Providing training/instruction to staff, volunteers, contractors, clients and visitors on our COVID-19 safety procedures and protocols.
* As applicable, ensuring all entrants to the workplace adhere to our COVID-19 plan protocols.
* Completing a risk assessment to determine if other workers may have been at risk of COVID transmission based on contact with the affected worker.
* Immediately informing the HR Team/Joint Health and Safety Committee (JHSC) of any confirmed cases of COVID-19 and possible exposure to staff and advising of next steps.
* Reporting any occupational related illness to the WSIB within three (3) days of receiving notification of the illness.
* Providing employees with time away from work as needed if they are ill with Covid-19 or a member of their household is ill with Covid-19.

Employees of [Organization Name] are responsible for:

* Following all instructions/protocols or changes to procedures that are issued by the company, the Government of Ontario and Public Health and implemented in response to the pandemic such as Working at Home Agreements.
* Following all safety and COVID-19 prevention training, instructions, protocols, and updates provided by the company, the Government of Ontario, and Public Health. This includes self-monitoring/isolating, testing and any other particular directives that apply to your particular situation.
* Notifying management and staying at home when feeling unwell. If a worker shows symptoms of a respiratory illness, they should be encouraged to remain at home and contact:
	+ their health care provider
	+ Telehealth Ontario at 1-866-797-0000
	+ their local public health unit

Self-Isolation

As self-isolation protocols are subject to change, employees are advised to monitor and follow all Government of Ontario and Public Health updates on an ongoing basis. [Organization Name] will monitor, adhere to, and inform employees of all updates/changes as they occur. Employees will be required to read, understand, and follow the most recent protocols communicated by the company.

As of March 21, 2022:

No isolation requirements for any groups (fully vaccinated or unvaccinated). However, all close contacts should self-monitor for 10 (ten) days for symptoms and avoid activities where mask removal would be necessary. They should also not visit or attend work in the highest risk settings (unless they have previously tested positive in the past 90 days).

Immunocompromised individuals should self-isolate for 10 days and follow additional precautions.

Masking

As per the new public health measures in effect March 21st, 2022, masks are no longer required on work premises, however, employees may choose to wear a mask if they wish. At [Organization Name], we have a mask-friendly environment. Employees and visitors may wear masks according to personal preference and comfort.

* Employees are not permitted to disparage or comment negatively on another person’s choice to wear a mask.

Social Distancing

In all cases, employees and visitors must keep a minimum of two metres between themselves, including in doorways, elevators, stairwells, etc.

Sanitizing, Hand Washing, and Other Health Procedures

* [Organization Name] will ensure that hand sanitizer is available upon entry to the building and that surfaces are disinfected.
* Employees are to refrain from using any telephones, computers, or keyboards that are not designated for their use, barring in the event of an emergency. Where a common tool must be used by multiple persons, it must be disinfected between each use.
* [Organization Name] employees are encouraged to wash their hands at regular intervals, including before and after eating and drinking, anytime they touch their face and mask, etc.
* Signage will be posted in the washrooms and kitchen reminding employees of proper handwashing techniques.

Privacy of Information

All personal or medical information acquired by [Organization Name] during the pandemic will be treated with the utmost confidentiality according to mandated governmental privacy standards, such as PIPEDA.