

COVID-19 Safety Plan

Company details

**Business name: Township of
Douro-Dummer**

**Date completed: November 27,
2020**

**Division/group: Recreation
Facilities**

**Date distributed: November 27,
2020**

Revision date:

**Developed by: Township of Douro-
Dummer**

**Others consulted: Peterborough
Peterborough Public Health Unit**

1. How will you ensure all workers know how and are able to keep themselves safe from exposure to COVID-19?

Actions:

- Ensure procedures adhere to the guidelines from the Peterborough Public Health Unit and the Province of Ontario and posting all relevant information to the bulletin board in the front foyer.
- Remain informed on current and potential disease outbreaks that may affect the community and/or the workplace and communicate this information to employees as required.
- Providing education and training to all employees regarding sector specific safety protocols and measures.
- Providing the appropriate personal protective equipment (PPE) and training.
- Monitoring cleaning, hygiene and PPE supplies and ensure they are filled as needed.
- Support physical distancing with a variety of strategies which may include separating workstations, staggering shifts or breaks, holding meetings outside, restricting the number of people on-site, controlling movement through the workplace with signage and floor markings and modifying or eliminating areas where people may gather.
- Conducting regular risk assessments to remain aware of potential hazards and prioritize and minimize risk in accordance with public health advice and regulations.
- Ensuring that scheduling information is accurate so that it can be reported which employees may have had contact with a positive infection case, should the situation arise.
- Participating in bi-weekly Recreation Managers meetings with the Peterborough Public Health Unit.
- Ensuring workers are adhering to measures and procedures as required.
- Ensuring workers use equipment and protective devices and clothing as required.
- Advise a worker of any existing or potential risks of exposure.

2. How will you screen for COVID-19?

Actions:

- We remain to date with changing information, including protocols and symptoms for screening of COVID-19.
- At the beginning of every work day, staff complete the COVID-19 screening tool (Provincial list of COVID-19 symptoms) before entering the facilities. If they are feeling unwell, they follow the protocols to go home and if they are screened as okay, they proceed into the facility and that they fill out the daily log.
- Staff have signed a declaration that they are aware of the duty to be within the workplace only when fit for duty.
- Contractors entering the facilities are required to complete the active COVID-19 screening checklist and sign a declaration that they have completed the screening and that they are well.
 - Staff asks the contractor to complete the screening tool before entering the facility.
- Participants/user groups active screen before entering the facilities for their activity and keep a log of who and when participants have been there.

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

Actions:

On Site

- Maintain physical distance (2 metres) wherever possible.
- Reusable face coverings are provided for staff and disposable masks are available for members of the public who do not have a face covering available.
- Tools and equipment are sanitized between users.
- Extra encouragement to use garbage grabber rather than hands when cleaning.
- Rubber disposable gloves are available and utilized when sanitizing surfaces.

Vehicles

- Maximum 2 occupants per vehicle - side by side is permissible with masks.

- Masks are required for all occupants when not alone inside a vehicle.
- All vehicle touch points are sanitized daily at the end of a shift or between drivers, including keys.

General

- Encouraging good hygiene, like hand washing and enhancing environmental cleaning and disinfection sanitizing surfaces, tools etc. after each use
- Physical distancing at a minimum 2 metres whenever possible.
- New and additional training as per industry standards and responsibilities for a clean and disinfected facility.
- Restrooms are locked, distanced and may be used by request—they are sanitized after each use.
- Meetings have been moved to a virtual method or phone conferences.
- Ensure that at the end of each day the user and employee logs have been submitted.
- Staff to conduct random head counts of user groups to ensure that the number of participants on the log match the number of participants that are actually present.

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

Actions:

- **Peterborough Public Health Unit: (705)-743-1000**
- Workers experiencing symptoms of an infectious disease while at work should immediately inform their supervisor and be sent home and, advised to self-isolate and call their primary care provider or Telehealth for further guidance. The employer has a duty to report confirmed cases to:
 - The Ministry of Labour, Training and Skills Development in writing within four days;
 - Health and Safety Representative;
 - Local Public Health Authority.

- Workers experiencing symptoms before coming to work are required to contact their supervisor, remain home and complete the Province of Ontario [COVID self-assessment tool](https://covid-19.ontario.ca/self-assessment/), <https://covid-19.ontario.ca/self-assessment/>
- User/participants experiencing symptoms of an infectious disease are not permitted to utilize the facilities. If you are suspecting, please do not come to the facilities. Participants are encouraged to utilize the Province of Ontario COVID self-assessment tool.
 - If test completed and is found to be positive, the contact tracing would be completed through the daily logs, as well as the log from the user groups of who was at the facilities and when. The staff logs are located in a binder within the facilities.
 - Many user groups keep their own electronic logs, which the Township has access to, or they submit logs to the Township for each visit.

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

Actions:

- Regular check-ins to ensure our staff are coping with the changes to policies and procedures.
- Consistant check-ins with management and Council on any updates.
- Daily staff and user screenings and logs.
- Emergency Operations Center (EOC) Meetings, where the important changes to policies and legislations are discussed.
- Participating in bi-weekly Recreation Managers meetings with the Peterborough Public Health Unit.
- Ensuring workers are adhering to measures and procedures as required.
- Ensuring workers use equipment and protective devices and clothing as required.

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

Actions:

- Keep an open dialogue with employees, as their input is important and new ideas are welcomed if the current protocols aren't working to the best of their ability or if there is a more effective alternative.
- Consistent check-ins with management and Council on any updates.
- Emergency Operations Center (EOC) Meetings, where the important changes to policies and legislations are discussed.
- Staying informed on current and potential disease outbreaks that may affect the community and/or the workplace and communicate this information to employees as required.
- Conducting regular risk assessments to remain aware of potential hazards and prioritize and minimize risk in accordance with Peterborough Public Health Unit advice and regulations.
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COVID-19 Safety Plan – Snapshot

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Measures we're taking

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

- Wearing face coverings.
- Physical distancing if you are not from the same household—at least 2 metres.
- Sanitizing and washing your hands frequently.
- Reduce/eliminate touching your face.
- No food within the facilities.

How we're screening for COVID-19

- Staff are screened before entering facilities.
- All participants, user groups and contractors must screen before entering the facilities.

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

Physical distancing and separation

- Multiple separate spaces for participants to get ready.
 - Each space has their own entrance and exit.
 - Chairs are 2 metres apart.
- Reminders to physical distance are throughout the facilities in the form of signs, floor signs and posters.

Cleaning

- New and additional training as per industry standards and responsibilities, for a clean and disinfected facility.
- All high touch surfaces are cleaned between user groups and/or after use.
 - Ledge of ice surface, all doors and handles, benches, boards near benches, nets, seating, stands, etc.
- Washrooms are able to be used by request—they are locked and distanced—sanitized after each use.
- Changerooms (if utilized) are sanitized after each use.

Other

- Meetings have been moved to a virtual method or phone conferences.
- Ensure that at the end of each day the user and employee logs have been submitted.
- Staff to conduct random head counts of user groups to ensure that the number of participants on the log match the number of participants that are actually present.

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

- Workers experiencing symptoms before coming to work are required to contact their supervisor, remain home and complete the Province of Ontario [COVID self-assessment tool](https://covid-19.ontario.ca/self-assessment/), <https://covid-19.ontario.ca/self-assessment/>
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How we're managing any new risks caused by the changes made to the way we operate our business

- Regular check ins to ensure our staff are coping with the changes to policies and procedures.
- Consistent check-ins with management and Council on any updates.
- Daily staff and user screenings and logs.
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- Ensuring workers are adhering to measures and procedures as required.
- Ensuring workers use equipment and protective devices and clothing as required.

How we're making sure our plan is working

- Keep an open dialogue with employees, as their input is important and new ideas are welcomed if the current protocols aren't working to the best of their ability or if there is a more effective alternative.
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