

How to use the plan?

Post your plan

Print this plan and post it in a visible location where all workers, customers/client and other visitors can see it.

Share your plan

Send this plan to your workers and anyone else affected by the plan. This will help your workers and others understand how you plan to manage the risks of COVID-19 in your workplace. To save the plan to your computer or share your plan by email, click "print" and select "print to PDF."

Review and update your plan

Continue to review your workplace safety plan regularly. Your workplace safety plan should evolve as the risks in your workplace and community change. Discuss your plan with your workers and anyone else affected and come back to the tool to make changes as needed.

Step 3: Review & print your plan

Workplace safety plan

Business name

Ole Country Diner

Plan name

COVID-19 Safety Plan

Plan created on

November 09, 2021

Plan updated on

N/A

Contact name

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01 Important notes

- » The safety plan builder has been designed to help all businesses establish best practices to help keep their workers and customers/clients safe from COVID-19 and other risks in the workplace
- » Those responsible for a business or organization must follow all relevant requirements set out in:
 - The [Reopening Ontario \(A Flexible Response to COVID-19\) Act, 2020](#) (ROA)
 - Directives from the Chief Medical Officer of Health
 - Local public health orders
 - The [Occupational Health and Safety Act](#) (OHSA)
 - The [Employment Standards Act](#) (ESA)
 - Any other relevant legislation
- » Employers must stay up to date on legal requirements as the situation evolves.
- » Under the OHSA, employers must determine when PPE or other masking is needed for their workers. More information on [using masks in the workplace](#) is available at Ontario.ca/COVIDSafety.
- » Employers also have sector-specific minimum requirements which they must meet based on the ROA. It is the employers responsibility to ensure that their safety plan satisfies all legislated requirements. These requirements are listed in [O. Reg. 364/20](#) of the ROA and in the [Roadmap to Reopening](#). Specific requirements may include:
 - Screening
 - Collection of contact information
 - Physical distancing

- Masks and face coverings
- Personal protective equipment (PPE)
- Capacity limits
- Other specific requirements

02 Communication and training

- » **Posters for workers and visitors have been put up around the workplace**
 - ✓ Screening and self-assessment
 - ✓ Wearing masks

 - ✓ Hand hygiene
- » **Information on changes to our plan or safety measures is provided to workers**
 - ✓ By phone
 - ✓ Individually in person by supervisors
- » **Information on our health and safety measures will be shared with customers/clients/visitors**
 - ✓ By workers when entering the building/facility
 - ✓ On posters at entrances

 - ✓ On our website
- » **All workers have been instructed on our COVID-19 health and safety measures**
- » **We support our workers with information to help them stay safe outside the workplace as well (e.g., while commuting, on days off)**

03 Plan evaluation and worker engagement

- » **This safety plan is reviewed**
 - ✓ Bi-weekly
- » **When we add new safety measures, we check that they do not create any new hazards or that measures can be put in place to control new hazards**

- » We are maintaining a record of actionable feedback related to this plan, and the steps taken to address any issues
- » We collaborate with our workers on solutions to any health and safety issues
- » Our health and safety representative has been consulted about our safety plan and measures

04 Worker screening

- » All workers are actively screened before starting each shift
 - ✓ Asking workers the screening questions upon arrival at work on paper
- » Workers are screened using rapid antigen testing/at home self-testing when experiencing symptoms
- » Screening is done before the worker comes to the workplace or outdoors at the workplace whenever possible
- » Workers are instructed to stay home if they are sick or have any COVID-19 related symptoms

05 Visitor screening and instruction

- » Visiting workers are actively screened
 - ✓ Asking the screening questions upon arrival

06 Limiting interactions

- » An area has been designated for contactless pick-up of orders
- » Start times, breaks and lunches have been staggered to limit in-person interaction

07 Crowd control

- » A worker is designated at the entrance to monitor the number of customers entering and leaving, and control/stagger customer entry to prevent crowding
- » Once the capacity limit is reached, one customer will be permitted in for every customer that leaves
- » We have rearranged our facility to allow for more space between people
- » The facility will have a maximum customer/client capacity of 68
- » Adjustments will be made to ensure we follow all local public health requirements regarding capacity limits

08 Physical distancing and separation

- » Workers who must be within two metres of others will follow our rules on use of masks and personal protective equipment as described in that section
- » Workers will maintain physical distancing of at least 2 metres (6 feet) at any time they are not able to wear a mask, such as for eating and drinking
- » Physical barriers have been installed in areas where it is not possible to maintain physical distancing
- » Physical barriers have been installed at these locations: booths

09 Ventilation and air quality

- » There is an outdoor space set up which workers can use for meals and breaks
- » Ventilation system is maintained according to manufacturer's instructions
- » An HVAC engineer has been brought in to assess air quality and ventilation
- » Ventilation system has been set to run before and after people are in the workplace
- » Exhaust fans in washrooms are kept running at all times when workers are in the building/facility
- » Exhaust fans in the kitchen are kept running at all times when workers are in the building/facility
- » Exhaust fans in the kitchen are kept running beyond operating hours
- » We have taken steps to identify poorly ventilated areas and make changes

10 Masking and personal protective equipment (PPE)

- » Workers will remind customers/clients/visitors to wear masks properly and consistently
- » Posters have been put up throughout the facility to remind customers/clients/visitors to wear masks properly and consistently
- » Our workers will wear masks while in the facility
 - ✓ Cloth mask
 - ✓ Disposable non-medical mask

 - ✓ Medical masks
- » Workers will wear a mask at all times when indoors in the workplace, unless alone in a private space, eating or drinking, or they require an accommodation which does not allow for wearing a mask
- » Workers who must be within two metres of another masked person will wear a mask for the duration of their interaction, both indoors and outdoors
- » Workers have been trained on the proper use of masks and PPE
- » Staff working in hot areas wearing masks have been instructed and reminded to follow measures to prevent overheating (e.g., drinking water, taking breaks)
- » We have medical masks available to give to clients if needed

11 Cleaning, disinfecting and hand hygiene

- » Our workers have been trained to select and safely use cleaning products for their work including the use of additional PPE that may be required (such as gloves, protective clothing and/or respiratory protection)
- » We have developed a document with cleaning procedures and schedules
- » Reminders have been posted in washrooms to wash hands often with soap and water for at least 20 seconds

- » Hand sanitizer with at least 60% alcohol content has been provided at locations throughout the building

12 Mental health and wellbeing

- » We strive to create an atmosphere in which workers are comfortable discussing the issues that prevent them from being productive at work
- » We provide information on mental health resources to our workers
- » We have provided information on available leaves related to COVID-19, including the paid infectious disease emergency leave and unpaid infectious disease emergency leave

13 Violence and harassment

- » A violence and harassment policy has been established, which outlines how workers can report issues and how the issues will be addressed
- » We do not accept violence and harassment directed towards our staff. We encourage our customers to treat our staff with respect
- » If any customers have complaints about our COVID-19 policies, they will be directed to talk to management
- » Management will retain a record of all incidences of violence or harassment and will report to the authorities as necessary

14 Other measures

- » The volume of music (or other background noise) will be kept to a level where normal conversation is possible to discourage yelling

15 Reporting a case

- » If a worker lets us know that they have tested positive for COVID-19 and there is a possibility it could be related to the workplace, we report the case within four days to: (check all that apply)
 - ✓ [The Ministry of Labour, Training and Skills Development](#) – email MLTSDocillness.notices@ontario.ca (Use subject 'Attention: Director')
 - ✓ The workplace's health and safety representative

- » We report to the Workplace Safety and Insurance Board (WSIB) within three days ([WSIB.ca/report](#)) if a worker either:
 - Lets us know that they have tested positive for COVID-19 and there is a possibility it could be related to the workplace
 - Is injured while working either at the workplace or at home

16 Facilitating contact tracing

- » We keep track of contact information for workers to provide to the public health unit in the event of a worker or other customers contracting COVID-19

- » We keep track of contact information for customers/clients and visitors to provide to the public health unit in the event of a worker or other customers contracting COVID-19

- » All contact records are kept for a minimum of one month

Feedback

We would like to hear about your experience and welcome suggestions/feedback to improve the service.