

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: CMHA Kenora

Revision date:

Date completed: January 14, 2021

Developed by: Joint Health Health Safety Committee

Division/group:

Others consulted:

Date distributed:

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:

- All documents saved on Agency Share in the COVID-19 folder
- All communication and directives distributed by email to employees
- All required signage posted in common areas and throughout all agency locations
- Virtual staff/team meetings and training sessions
- Limits on occupancy of each room/common area
 - Kenora Supportive Housing & Safe Bed Program Changes – June 2, 2020
 - Changes to Main Office – May 14, 2020
- Staff supplied with PPE:
 - Mandatory Mask Directive – August 17, 2020
 - Process of When to Use Personal Protective Equipment (PPE) – April 20, 2020
- Infection control demonstrations on PPE usage with the Infection Control Nurse
 - Personal Protective Equipment (PPE) Training – May 12, 2020
 - Infection Control Presentation – June 2, 2020
 - Videos & Information on Proper Use of Personal Protective Equipment – April 20, 2020
- Executive Director reviews Ministry Guidelines with Crisis Team and delegates tasks as required

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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:

- Employees complete screening using Survey Monkey prior to coming into work. Screenings are reviewed by the Crisis Team at weekly meetings. The Survey Monkey link is saved in the COVID-19 folder in agency share.
 - Staff Screening & Testing – June 1, 2020
- Decision Tree – CMHA Kenora Procedure when staff report exposure or symptoms of COVID-19 created by the Executive Director and saved in the COVID-19 folder in agency share. This was also distributed by email to all employees.
- COVID-19 Reference Document for Symptoms provided by the Ministry is saved in COVID-19 folder in agency share and all staff receive copies to post in their workplace.
- Clients and visitors are screened using the Ontario Screening Tool prior to leaving the waiting area and passing the barrier at the Main Office and before entering Kenora Supportive Housing and Safe Bed.
 - Kenora Supportive Housing & Safe Bed Program – April 20, 2020
- Counsellor's screen essential in person clients 24 hours before their appointment by phone and then again once coming into the office if they are high risk.
 - Counselling & Treatment Team Face to Face Sessions – June 25, 2020
- All employees, visitors and clients are required to sign the CMHA tracking form. This requires name, signature, date, time in, time out and phone number of each individual.
 - Kenora Supportive Housing & Safe Bed Program – April 20, 2020
- All required signage posted at all entrances of each CMHA location.

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:

- Joint Health and Safety Committee completed the Conducting effective workplace Inspections form.
- Barriers were purchased for all common areas at all CMHA locations as well as for offices if employees are meeting in person with clients. Barrier's put up at entrance at main office to screen all visitors and clients prior to entering the office.
- All occupancy limit signs posted in common areas.
- All employees are required to wear masks when not able to physically distance from others and in common areas. Employees are required to wear surgical masks while at work which are supplied by CMHAK.
- Ventilation of the building is controlled by the Landlord. Filters are changed on a regular basis. The HVAC rooftop units have vents to bring in fresh air.
- Staff disinfect their locations on a daily which is tracked using the Daily Disinfecting Checklist.
 - Daily Disinfecting Checklists – June 25, 2020
 - Disinfection Updates – June 1, 2020
- Proper signage is posted in all common areas and entrances to remind individuals to sanitize/wash their hands. CMHA provides all employees with hand sanitizer and hand hygiene training.
- Signage posted around all locations on how to properly sneeze into your elbow.

- PPE is supplied by CMHA and usage is enforced by the Joint Health and Safety Committee. The agency PPE stock is tracked on a weekly basis and kept up to date by the Administrative Assitant.
 - Supplies and Equipment – April 1, 2020
- Staff are provided with masks, gloves, gowns, goggles, face shields when necessary. The Infection Control Nurse has provided PPE training to all employees. A “How to put on and take off” guide was provided to all staff.
- Visitors and clients are able to use cloth masks while at CMHA. There is signage posted regarding proper use and disposal of cloth masks in all common areas.
- All Agency vehicles are equipped with sanitizing wipes and PPE kits.
 - Agency Vehicle & Disinfection Protocol – July 30, 2020
- Increased cleaning in the following areas – bathrooms, common areas, door handles.
- To reduce transmission when flushing toilets, signage posted in washrooms to close toilet lids before flushing.
- Accommodation is reviewed by the Executive Director and Team Leads when required or requested by employees.
- Internal programming was established for ACTT, Kenora Supportive Housing and Safe Bed to assist with external program closures and limit exposure to COVID-19.
 - Program at Kenora Supportive Housing Program – May 14, 2020
 - COVID-19 Changes – May 14, 2020
- New admission process was created for Safe Bed and Kenora Supportive Housing.
 - Safe Bed Program Intake Changes – May 14, 2020
 - Safe Bed Program and Kenora Supportive Housing Program – June 9, 2020
 - Safe Bed Program and Kenora Supportive Housing Program Admissions – June 17, 2020
 - Safe Bed Program – June 25, 2020
- Staff who did not have thermometers were provided with one by the Agency.
 - Thermometers – May 20, 2020

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:

- Appointed isolation room designated at all locations.
- Decision Tree – CMHA Kenora Procedure when staff report exposure or symptoms of COVID-19 created by the Executive Director and saved in the COVID-19 folder in agency share. This was also distributed by email to all employees.
- Created a Process of When to Use Personal Protective Equipment.
 - Process of When to Use Personal Protective Equipment (PPE) – April 20, 2020
 - Personal Protective Equipment (PPE) Use – May 14, 2020
- Contact tracing sheets uploaded in Agency Share.
- Northwestern Health Unit Hot-line for follow up and guidance.

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:

- Regular check-ins with Team Leads and their teams at the weekly Crisis Meetings
- New training offered to employees through webinars provided by the Executive Director.
- WHIMIS training provided to all employees. This is saved on the agency share.
- Training of employees between programs for if/when redeployment is required or if there are staff shortages.
 - Redeployment of RN and RPN – June 25, 2020
 - Redeployment & Change of Duties – June 30, 2020
- All available resources provided to staff to maintain their well-being – booklet provided at Christmas, emails sent and webinars, Manulife Resilience training and benefit booklet.
- Check-ins with all employees regarding the vaccine and their well-being which is tracked.

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:

- Regular supervision of staff
- Weekly Crisis Meetings – all guidance reviewed by Team Leads and decided upon.
- Joint Health and Safety meetings – review any concerns staff may have
- Team lead check-ins with staff
- All communication and directives distributed by email to employees
- Completion of Daily Disinfectant Checklists by staff and provided to Administration to be uploaded to Agency Share.
 - Daily Disinfecting Checklists – June 25, 2020
- Completion of the Joint Health and Safety monthly Checklists

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:

Division/group:

Date completed:

Revision date:

Measures we're taking

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

- [List your measures here.]

How we're screening for COVID-19

- [List your measures here.]

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

Physical distancing and separation

- [List your measures here.]

Cleaning

- [List your measures here.]

Other

- [List your measures here.]

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

- [List your measures here.]

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

- [List your measures here.]

How we're making sure our plan is working

- [List your measures here.]