

## **COVID-19 SAFETY PLAN: Snapshot**

The Manor Park Community Council (MPCC) has developed this Safety Plan to help ensure the health and safety of our employees, and program participants. The Plan will be updated as necessary to reflect the directives of the Ministry of Health, Ministry of Education, and Ottawa Public Health.

### **KEEPING OUR EMPLOYEES SAFE FROM EXPOSURE TO COVID-19**

- Employees are trained on Covid-19, its transmission, symptoms, and prevention through the use of reliable sources of information, such as Ottawa Public Health.
- Information on Covid-prevention is displayed in the workplace.
- Employees and program participants must submit a clear Active Screening Questionnaire daily.
- Employees and program participants who are ill are asked to stay home.
- Outdoor or online programming will be delivered as much as possible.
- Masks will be worn indoors and outdoors.
- Physical distancing shall be maintained.
- A protocol has been developed for illness at work for an employee or program participants.
- In the event of illness, the MPCC will follow the instructions provided by Ottawa Public Health.

### **SCREENING FOR COVID-19**

- Active Screening, a review of fever, symptoms, recent travel and close contact with a confirmed or probable case of Covid-19, is completed daily by employees and participants BEFORE arrival.
- Only employees or participants with a clear Active Screening are permitted.

### **CONTROLLING THE TRANSMISSION OF COVID-19**

- Transmission controls include: elimination, substitution, engineering, administrative and PPE.
- Elimination includes working from home where possible, and exclusion of persons who are ill or with symptoms.
- Substitution includes outdoor or online programming, where possible.
- Examples of engineering controls include: hand sanitizer, masks, physical distancing markers, traffic patterns, and dedicated, space and equipment.
- Administrative controls include: electronic communication; training and tracking of cleaning protocols, scheduled hand washing, and sharing important information.

### **HANDLING A POTENTIAL OR SUSPECTED CASE OF COVID-19**

- An employee or participant who becomes sick, will be required to leave for home immediately.
- The sick employee or participant must self-isolate, complete a Covid self-assessment and follow its instructions for Covid testing, as well as any instructions from Ottawa Public Health, Telehealth Ontario or their primary health care provider.
- Information to support contact tracing will be maintained and provided, when requested, to Ottawa Public Health.
- Employees and program participants will be aware of protocols for post-illness safe return to the MPCC.

### **KEEPING THE SAFETY PLAN WORKING**

The Safety Plan to manage during the Covid pandemic establishes new ways of working. However, these are untested and may require modification or improvements, especially when new guidance is provided by Ottawa Public Health.

- Employees may send their comments on the Safety Plan to the Joint Health & Safety Committee (JHSC).
- Changes to the Plan will be shared electronically.