

COVID-19: WORKPLACE SAFETY PLAN

HELPING EMPLOYEES KEEP THEMSELVES SAFE FROM EXPOSURE TO COVID-19

Employees are the Manor Park Community Council (MPCC) greatest asset. Supporting the health and safety of employees is essential to successful operation of the Manor Park Community Council (MPCC), especially during the Covid pandemic, but also a responsibility to reduce transmission of Covid-19.

- Guidance issued by Ministry of Health, Ministry of Education, Ottawa Public Health, and Ottawa Recreation will be reviewed regularly. (ED, Supervisors)
- Safety Plan and procedures will be updated when guidance changes. (ED, Supervisors)
- Symptoms of Covid-19, its transmission, and reliable sources of information will be shared with employees and program participants. (Supervisors)
- Information on Covid-prevention, ie hand washing, cough hygiene, masks, physical distancing – shall be displayed in the workplace. (Supervisors)
- Employees will complete the Active Screening Questionnaire daily before reporting to work. (Supervisors, Employees)
- Employees who are sick are asked to stay home from work. (Supervisors)
- Program participants will complete the Active Screening Questionnaire before arriving for their program daily.
- Program participants who are sick will be asked to stay home. (Supervisors)
- Regular workspaces will be assigned to employees, as much as possible. (Supervisors)
- Programming outdoors will be encouraged. (All)
- Opening windows for ventilation will be encouraged year-round. (All)
- Materials to regularly clean and disinfect surfaces and objects in workspace will be provided to employees. (Supervisors)
- Masks shall be worn indoors and outdoors. (All)
- Mask use will be modified as required by Ottawa Public Health. (All)
- Every effort shall be made to maintain physical distancing of 2m or more between persons. (All)
- Promote good hygiene including: handwashing; coughs and sneezes; discarding used tissues; avoiding touching face, and avoiding high touch areas, whenever possible.
- Hands should be washed as soon as employee returns home.
- Should symptoms of illness develop at work, employee health will be supported:
 - Personal Protection Equipment (PPE), including disposable masks, face shield or goggles, disposable gloves and clothing protection will be provided by the MPCC for use by employees as necessary. (Supervisors)
 - If an employee becomes sick at work, they will be asked to return home, self-isolate, complete a Covid-19 self-assessment (<https://covid-19.ontario.ca/self-assessment/>),

- follow its instructions to get tested for Covid-19, and follow any instructions from Ottawa Public Health (OPH) or Telehealth Ontario or their primary health care provider.
- If an adult participant becomes sick during a program, they will be asked to put on a mask then return home, self-isolate, complete a Covid-19 self-assessment (<https://covid-19.ontario.ca/self-assessment/>), follow its instructions to get tested for Covid-19, and follow any instructions from Ottawa Public Health (OPH) or Telehealth Ontario or their primary health care provider. (Supervisors, instructors)
 - If a child participant becomes sick during a program, staff will don PPE then isolate the child. A parent / guardian will be contacted and asked to pick up their child immediately. (Supervisors, instructors, educators). Parents/guardians will be made aware of the Covid-19 self-assessment <https://covid-19.ontario.ca/self-assessment/>), and encouraged to follow its advice on Covid testing, as well as any advice from Ottawa Public Health (OPH) or Telehealth Ontario or their primary care provider.
 - If a participant discloses close contact with a person who has tested positive to Covid-19, the MPCC shall contact Ottawa Public Health for guidance.
 - If Covid is confirmed at work, employees will follow the guidance provided by Ottawa Public Health. (Supervisors)

SCREENING FOR COVID-19

Active Screening is a health check, including for symptoms of Covid-19. Completing Active Screening will help employees, program participants or site visitors reduce the risk of transmission at the work site.

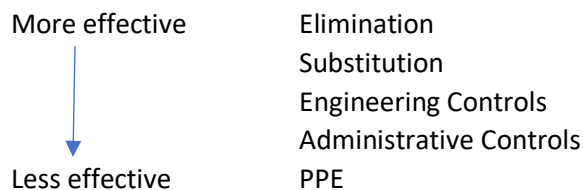
- Active Screening reviews for signs of fever, symptoms, recent travel, and close contact with a confirmed or probable case of Covid-19, as per the Ministry of Health.
- Only persons who 'clear' Active Screening are permitted into the workplace.
 - In a 'clear' Active Screening, the respondent has none of the above symptoms; has no inflammatory condition (where applicable); no travel outside of Canada in the prior 14 days or had close contact with a person recently returning from travel outside of Canada, and no recent close contact with a confirmed or presumptive case of Covid-19 or had close contact with a person with acute respiratory illness who has travelled outside of Canada in the prior 14 days.
- Employees and program participants will complete an electronic Active Screening Questionnaire before each arrival at the MPCC. (All)
- Active Screening Questionnaire will be updated as required. (ED, Supervisors)
- 'Clear' Active Screening will be received from all employees and program participants prior to their arrival at the workplace / program. (Supervisors)
- Employees who cannot submit a 'clear' Active Screening shall also contact their Supervisor prior to the start of their work shift. (All)

- Employees who do not submit a ‘clear’ Active Screening shall complete a Covid-19 self-assessment, follow its advice for Covid testing, and follow the advice of Ottawa Public Health, Telehealth Ontario or their primary health care provider (All)
- Employees will keep their Supervisor abreast of instructions issued in relation to their health symptoms. (All)
- Appointments will be arranged for all visitors visiting a workplace – where a virtual meeting is not an alternative. Visitors will be provided with the Active Screening Questionnaire to complete prior to arrival at the MPCC. (Supervisors)
 - Visitors must complete a ‘clear’ Active Screening prior to a one-on-one meeting with MPCC employees or entering a workplace.
- City of Ottawa staff will be asked questions supplemental to the daily city screening and must be clear to be permitted entry into the workplace.
- Employees will be encouraged to monitor their own health symptoms throughout each day. (All)

CONTROLLING TRANSMISSION OF COVID-19 IN THE WORKPLACE

The virus is transmitted in two main ways: close person-to-person contact or by touching one’s face after contact with a contaminated surface or object. The risk of transmission increases: with time spent with an infected person increases; person; by working in close proximity of others; as the number of interactions with other people increases, and by working in more enclosed spaces. Transmission controls must be read with the lens that the virus can be spread by people without any symptoms.

Hierarchy of Transmission Controls:



Elimination

- Employees will be asked to work from home when their presence is not required at the workplace. (ED, Supervisors)
- Employees or participants who are ill will self-isolate at home and follow the directions resulting from self-assessment.
- Employees or participants who test negative will be excluded until vomiting or diarrhea have been resolved for 48 hours or excluded until 24 hours after any other symptoms have resolved.

- Employees or participants who test positive will be excluded for 14 days from the onset of symptoms and until clearance has been received from Ottawa Public Health.

Substitution

- Provide programming outdoors, for as long as possible and when ever possible. (All)

Engineering Controls

- Provide hand sanitizer at entrances to the workplace. (City, OCDSB)
- Mark physical distancing on floors and other surfaces, where possible. (City, OCDSB, Supervisors)
- Support use of masks for persons over the age of 2 years both indoors and outdoors. (All)
- Establish one-way traffic patterns, where practical. (Supervisors)
- Restrict washrooms by cohort, where possible. (Supervisors)
- Assign dedicated work areas, where possible. (Supervisors)
- Limit entry to offices to those employees for which this is their primary workplace. (All)
- Restrict use of community centre kitchen to employees requiring access. Restrict use of kitchen equipment and supplies. Restrict time spent in the community centre kitchen. (Supervisors)
- Open windows to increase ventilation as much as possible. (All)
- Used PPE and sanitizing wipes will be deposited in a plastic lined garbage can. (All)
- Only toys or equipment that can be readily cleaned and sanitized will be use in programs. Sensory tables will not be used. (All)
- Isolation rooms will be identified. (Supervisors, OCDSB)
- Food will not be prepared, served or shared. (All)

Administrative Controls

- Provide training to employees on Covid-19, its spread, risk of exposure, hand washing and other routine infection control measures, and procedures to following including reporting process for symptoms and illness. (Supervisors)
- Establish a Response Plan for illness in the workplace.
- Delivery of programs online, where possible. (All)
- Host meetings, orientation, interviews, and training online. (All)
- Use email or phone as primary communication methods; avoid in-person communication. (All)
- Establish visitor logs, including date, time, name and 2 methods for contact.
- Establish protocols for cleaning and disinfecting. (Supervisors)
- Training for use of new cleaning or disinfecting products will be provided, if required.
- Track cleaning / disinfecting in a log. (Supervisors)
- Provide training on proper handwashing technique. Post handwashing signage in washrooms and around the workplace. Schedule hand-washing into programming. (Supervisors)
- Encourage proper hand washing upon arrival at the workplace. (All)

- Establish protocol for use of hand sanitizer by staff and program participants. (Supervisors)
- Place posters or signage in high visibility areas asking participants to stay home if they have symptom; wear a mask; and practice good hand hygiene upon entrance to the workplace.
- Policies and procedures available online, (ED) including, but not limited to:
 - Covid-Prevention Policies and Procedures
 - Cleaning and Disinfecting
 - Physical distancing
 - Scheduling Shifts
 - Illness at Work
 - Scheduling Meetings
 - Drop-off and pick-up protocols
 - Risk Assessment
 - Response Plan
- Provide references / links to reliable Covid information available online. (ED)
- Payments will be accepted by credit card or debit. Cash and cheques will not be accepted.

Personal Protective Equipment (PPE)

- Employees will be required to wear masks indoors and outdoors, except during workouts which are physically distanced. (All)
- Personal Protective Equipment (PPE) kits will be established containing: face masks, face shield or goggles, disposable gloves, gown or lab coat, hand sanitizer, disinfectant wipes, and tissues.
- Full PPE, mask, face shield, disposable gloves, and clothing cover, are required when employees are dealing with a child who has become sick during a program. (All)
- Employees will report the absence of any PPE to their Supervisors.

POTENTIAL OR SUSPECTED EXPOSURE TO COVID-19 IN THE WORKPLACE

Health screening, training, information, physical distancing, and other Covid-preventative measures cannot eliminate the potential for spread of the virus in the workplace. Clear and prompt action, under the coordination of local health authorities, is required.

- If an employee or program participant becomes sick while at work, they will be required to leave the workplace, return home and self-isolate immediately.
 - If they are unable to leave immediately, they will be isolated until they are able to leave.

- The employee or program participant shall do a Covid self-assessment <https://covid-19.ontario.ca/self-assessment/>), and follow the instructions for Covid testing, along with any advice from Ottawa Public Health, Telehealth Ontario or their primary care provider.
- To support contact tracing, information will be available for people who had close interaction with the affected person: name, contact information, date of contact, frequency of contact, and length of contact.
 - ~~Employees, program participants, and others in contact will be notified and ask to self-isolate, self-monitor for symptoms, and report any symptoms to Ottawa Public health.~~
- Should the employee or program participant test positive for Covid, the advice of OPH will be followed.
- The health and well-being of employees exposed to Covid-19 will be followed up. (Supervisors)
- The programming space and equipment used by the employee or program participant with symptoms will be cleaned and disinfected before use again. (City, OCDSB, MPCC)
- Employees and program participants will be aware of the policies and procedures for safe return to work / participation. (Supervisors)
- MPCC will share Covid-19 exposure with administration of Manor Park Public School, city of Ottawa, MPCC internally, and as required by Ottawa Public Health. (recreation and facility maintenance).
- If advised that an employee has tested positive for Covid-19 due to exposure at the workplace, or that a claim has been filed with the Workplace Safety and Insurance Board (WSIB), the MPCC will give notice in writing within four (4) days to:
 - Ministry of Labour, Training and Skills Development (ED)
 - Joint Health & Safety Committee (ED)
- If advised that an employee has tested positive for Covid-19 due to exposure at the workplace, the MPCC will report in writing within three (3) days to:
 - WSIB (ED)

MANAGING NEW RISKS ASSOCIATED WITH CHANGES TO MPCC OPERATIONS

Uncertainty, change, and threat are just some factors which can undermine the operations of the MPCC. These may be most acutely felt by employees.

- Supervisors will seek regular online contact with employees to ask how they are coping.
- Changes to Policies and Procedures will be available online for all employees. (ED)
- Job postings, if any, will be available to employees via email. (Supervisors)
- The MPCC will encourage employees to investigate support available during the pandemic. (All)
- MPCC families / participants will be kept up-to-date on Covid-related changes including safety protocol, and re-opening plans. (ED, Supervisors)
- The MPCC will share its Safety Plan with the administration of the Manor Park Public School and request exchange of same. (ED)
- In the event of an emergency evacuation, physical distancing may not be possible so masks will be mandatory for employees and program participants.
 - Disposable masks will be available at the workplace: backpacks (camps, sports, BAS), and offices (school, community centre).
- If a supervisor is told to self-isolate due to Covid-19, they may be replaced by a designate.

KEEPING THE SAFETY PLAN WORKING

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

- JHSC will as asked to evaluate the effectiveness of the Safety Plan monthly. (JHSC)
- Employees may send their comments and suggestions on the Safety Plan to the JHSC electronically. (All)
- When the Safety Plan is updated by the Executive Director, it will be circulated to Supervisors electronically. (ED)
- Employees will be notified of changes to the Safety Plan electronically. Electronic access to the Safety Plan will be provided.
- A snapshot of the Safety Plan shall be available to the public.

KEY SOURCES FOR INFORMATION

Ministry of Health <https://covid-19.ontario.ca/>

- Self-assessment test
- Finding a Covid assessment centre
- Checking lab results from Covid test
- And More

- **Emergency Management & Civil Health Orders:** <https://www.ontario.ca/page/emergency-information>

- Symptoms and treatment <https://www.ontario.ca/page/covid-19-stop-spread#section-0>
- Face coverings (masks) <https://www.ontario.ca/page/face-coverings-and-face-masks>
- Poster – Face coverings <https://files.ontario.ca/moh-coronavirus-face-coverings-en-2020-05-20.pdf>
- Preventing the Spread of Covid-19 in the workplace <https://www.ontario.ca/page/resources-prevent-covid-19-workplace>
- Guidance for Child Care Providers: <https://www.ontario.ca/page/resources-prevent-covid-19-workplace#section-3>
- Guidance for Employers of Child Care Centres:
<file:///C:/Users/Manor%20Park/Downloads/icgfcaen0420-covid19-best-practice-employer-childcare-centre-2020-06-04-v3docx.pdf>
- Guidance for Community Gardens
<https://www.wspss.ca/WSPS/media/Site/Resources/Downloads/covid-19-community-garden-health-and-safety-guidance.pdf?ext=.pdf>
- Guidance for Outdoor Recreation
<https://www.wspss.ca/WSPS/media/Site/Resources/Downloads/covid-19-outdoor-recreation-health-and-safety-guidance.pdf>
- Guidance for Parks & Recreation Workers
<file:///C:/Users/Manor%20Park/Downloads/imufcaen0520-covid19-best-practice-worker-parks-rec-2020-04-30.pdf>
- Guidance for Parks & Recreation Employers
[file:///C:/Users/Manor%20Park/Downloads/lmufcben0520-covid19-best-practice-employer-parks-and-rec-2020-05-10-002%20\(1\).pdf](file:///C:/Users/Manor%20Park/Downloads/lmufcben0520-covid19-best-practice-employer-parks-and-rec-2020-05-10-002%20(1).pdf)
- PPE Suppliers <https://covid-19.ontario.ca/workplace-ppe-supplier-directory>
- Posters (various) <https://www.ontario.ca/page/resources-prevent-covid-19-workplace#section-2>
- Latest announcements <https://news.ontario.ca/en/search/?keywords=covid-19>

Telehealth Ontario

Toll-free: 1-866-797-0000

<https://www.ontario.ca/page/get-medical-advice-telehealth-ontario>

Public Health Ontario

- Factsheet: Cleaning and Disinfection for Public Settings (Public Health Ontario)
<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-environmental-cleaning.pdf?la=en>

Ottawa Public Health

<https://www.ottawapublichealth.ca/en/public-health-topics/novel-coronavirus.aspx>

- Framework for Re-Opening in Stage 3: <https://www.ontario.ca/page/framework-reopening-our-province-stage-3>
- Guide to Developing a Workplace Safety Plan (with links):
<https://www.ontario.ca/page/develop-your-covid-19-workplace-safety-plan>

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 when physical distancing is not possible.**
- 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 re-opening 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.