

Roadmap to Reopen: Building your Safety Plan

DISCLAIMER

NOTE: This document is intended for informational purposes only to provide an overview of the potential hazards posed in the workplace due to COVID-19. It is not intended as medical or scientific advice, to provide a comprehensive risk assessment for all workplaces, or to replace any legislated workplace safety obligations. Due to the ongoing evolution of the situation in Ontario and around the world, this document may be used as a guide for Employers in addition to guidance delivered by government and public health authorities, including, but not limited to the [World Health Organization \(WHO\)](#), [Ontario Ministry of Health, Public Health Ontario](#) and the [Centers for Disease Control and Prevention \(CDC\)](#). Any use which is made of this document by any Employer, or any reliance on or decisions to be made based on it, is the responsibility of the Employer. WSPS and its partners, officers, directors, employees, agents, representatives, suppliers and service providers accept no responsibility for any errors or omissions in content or for damages of any kind or nature suffered by any Employer or any third party as a result of use of or reliance on this communication.

Workplace Safety & Prevention Services (WSPS)

- Not-for-profit Health & Safety Association committed to protecting workers & businesses
- Health and safety consulting, training and resources
- 167,000 member firms across Ontario in the agricultural, manufacturing and service sectors

Every worker. Healthy and safe. Every day.



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COVID-19 Response Framework: *Keeping Ontario Safe and Open

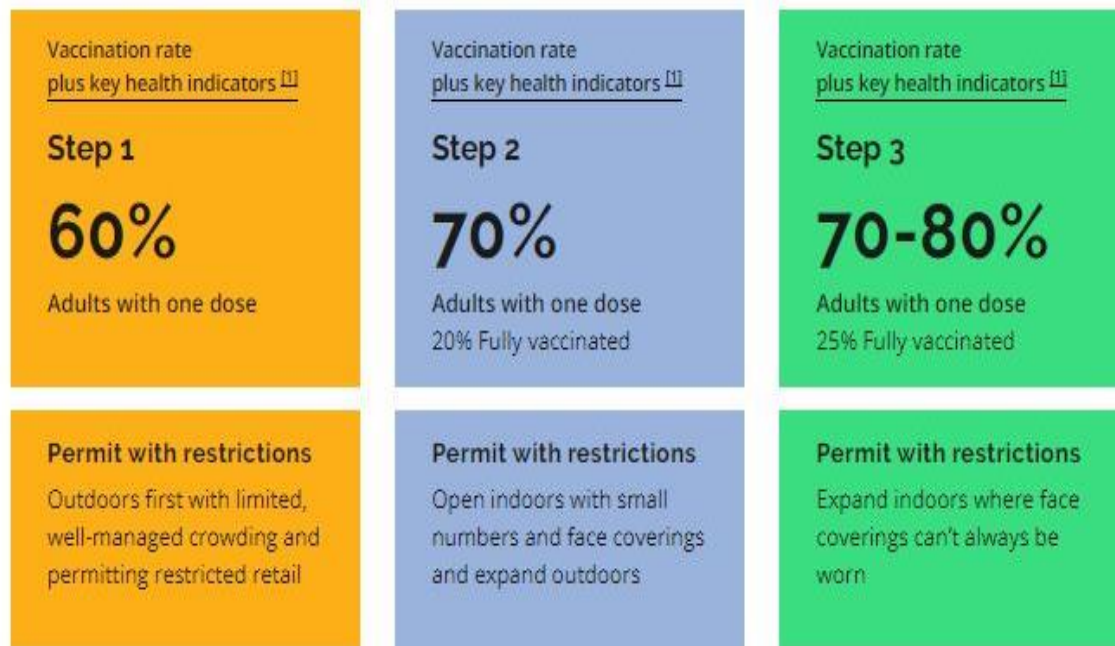
On May 20, 2021, the Government of Ontario released the **Roadmap to re-open**

In consultation with the Chief Medical Officer of Health and other health experts, the Ontario government has developed the three-step plan to safely and gradually lift public health measures based on ongoing progress of province-wide vaccination rates and improvements of key public health and health care indicators.

*Reference: <https://www.ontario.ca/page/reopening-ontario>

Roadmap to Reopen – Key Highlights

COVID-19 Roadmap to Reopen – Step 3



Ontario enters **Step 3** on July 16

70% - 80% of adults have one dose
Over 25% are fully vaccinated

- ✓ 78% of adults have received one dose and 52% are fully vaccinated (as of July 9)
- ✓ Declining hospitalizations
- ✓ Declining ICU admissions
- ✓ Declining weekly cases rate
- ✓ Declining per cent positivity

Continuing improvements in key public health and health care indicators

Expanding outdoor activities

- Outdoor social gatherings and organized public events for up to 100 people
- Museums, zoos and amusement parks with capacity limits
- Fairs and rural exhibitions, festivals and cultural attractions with capacity limits
- Cinemas, concert, theatres, and other performing arts venues with capacity limits
- And more...

Larger outdoor gatherings, events and attractions, with restrictions in place

Expanding indoor gatherings and services

- Indoor social gatherings and organized public events for up to 25 people
- Indoor dining with no limits to the number of patrons per table
- Retail with capacity limited to ensure physical distancing
- Indoor sports and recreational fitness facilities with capacity limits
- Personal care services with capacity limited to ensure physical distancing
- Indoor religious services, rites or ceremony gatherings with physical distancing
- Museums, casinos and bingo halls with capacity limits
- Cinemas, concert, theatres, and other performing arts venues with capacity limits
- And more...

Additional indoor services with larger numbers of people and restrictions in place

For the full plan, visit ontario.ca/reopen



*Reference <https://www.ontario.ca/page/reopening-ontario>

the content provided is current as of May 20, 2021, please refer to this link for up to date information

COVID-19 Safety Plan: Elements and Snapshot

1. **Communicating – How will you ensure all workers know how to keep themselves safe from exposure to COVID-19?**
 - ☐ What guidance will you need to provide?
2. **Screening – How will you screen for COVID-19?**
 - ☐ How you will stay current about what symptoms to look for?
3. **Preventing transmission – How will you control the risk of transmission in your workplace?**
 - ☐ What engineering and administrative controls will you use?
4. **What will you do if there is a potential case, or suspected exposure to COVID 19 in your workplace?**
 - ☐ What is the contact information for your local public health unit?
5. **How will you manage any new risks caused by changes to the way you operate your business?**
 - ☐ With workers, review existing critical risks and whether work practice changes will affect your current risk management strategy.
6. **How will you make sure your plan is working?**
 - ☐ Who is responsible for evaluating how things are working and for adapting the plan as you find better/easier ways to do things?

+ Safety Plan Snapshot

Safety Plan Element 1: Communication

Communicating – How will you ensure all workers know how to keep themselves safe from exposure to COVID-19?

- ☐ 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?

Safety Plan Element 2: Screening

Workers, customers and visitors

Screening – How will you screen for COVID-19?

- ☐ Will you use a screening checklist?
- ☐ Who will do the screening?
- ☐ Who needs to be screened and how often?

Safety Plan Element 3: Preventing Transmission

Preventing transmission – How will you control the risk of transmission in your workplace?

- ☐ What changes will you make?
- ☐ Who needs to be in the workplace?
- ☐ How will you gather worker ideas about different ways of working?

Safety Plan Element 3: Control of risk transmission

Core focus

- ☐ Source control masking
- ☐ Maximize physical distancing and separation
- ☐ Ventilation and air flow
- ☐ Reduce transmission from surfaces and objects
- ☐ Support good hand and respiratory hygiene
- ☐ Consider personal protective equipment (PPE) if needed

Did you Know? A lack of physical distancing in lunch rooms and other common areas, improper mask use, carpooling with other employees and failure to conduct an on-site screening process to prevent symptomatic workers from entering a facility are the leading causes of infection in workplaces

Safety Plan Element 4: In the event of COVID 19 at your workplace...

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

- ☐ What is the contact information for your local public health unit?

Safety Plan Element 5: Managing new risks caused by changes to the way you operate your business

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

- ☐ With workers, review existing critical risks and whether work practice changes will affect your current risk management strategy.

Safety Plan element 6: Making sure your plan is working...

How will you make sure your plan is working?

- ☐ Who is responsible for evaluating how things are working and for adapting the plan as you find better/easier ways to do things?

The Path Ahead

As the COVID-19 situation evolves what is right for your situation may change. Make sure to review and update your plan regularly.

You should be aware of and make sure to follow the most current:

- requirements of the [local public health unit](#)
- relevant bylaws in the municipality in which you do business
- regulations under the [*Reopening Ontario \(A Flexible Response to COVID-19\) Act*](#) that are applicable to your business
- [directives issued by the Chief Medical Officer of Health](#) that are applicable to your industry or business

General Guidance

- [Safety Plan and Template](#)
- [Reopening Ontario-Roadmap to Reopen](#)
- [Screening Tool](#)
- [Guidance Documents](#)
- [Roadmap to Reopen...and YOU! Webinar](#)
- [General OHSA guidance](#)

Pandemic Business Playbook



PANDEMIC HANDBOOK
**A how-to guide for
getting Ontarians
back to work safely**

DOWNLOAD TODAY

wsps.ca/link

 **WSPS.CA**

Sector Specific Health & Safety Guidelines

We have developed over 100 technical sector-specific guidance documents to assist employers in Ontario reopen their businesses safely.



Small Biz Safety Podcast

Join our WSPS safety experts and special guests for free, simple safety guidance. Get helpful tips and advice you can put immediately into practice!

Subscribe & listen:



Prevent COVID at Work Mobile App

- Whether you're going into a jobsite, visiting a client at their workplace or working remotely, Prevent COVID at Work puts health and safety information at your fingertips.



WSPS.ca/Small-Business-Centre - Safety Road Map

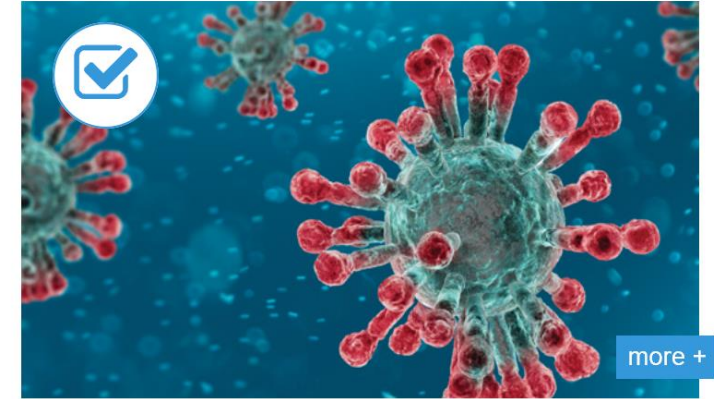


Safety Road Map

1 - 5 Employees
6 - 19 Employees
20 - 49 Employees



Business Case for Safety



COVID-19 Resources

Small Business Advisory Service

Improve Health & Safety For Your Small Business

Health and safety doesn't have to be complicated. The WSPS Small Business Advisory Service matches small businesses with a health and safety expert. This expert will help you improve health and safety in your business using simple, easy to implement solutions.

BENEFITS:

- **COST** The program is free for all participants who are selected!
- **SUPPORT** An expert health and safety advisor will help guide you through the short program
- **ON-SITE ADVICE** Professional assistance from advisors at times that work for you
- **RESOURCES** Program handbook with practical tools and information included



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