

## Instructions for Completing the COVID-19 Safety Plan Checklist

This document provides background information and instructions on how to complete the [COVID-19 Safety Plan Checklist](#).<sup>1</sup>

Under the [Reopening Ontario \(A Flexible Response to COVID-19\) Act, 2020](#), businesses or organizations may be required to prepare and make available a safety plan. The plan must:

- Describe measures/procedures that have been or will be implemented in the business, place, facility or establishment to reduce the spread of COVID-19.
- Include measures for screening, physical distancing, masks, cleaning, disinfecting and personal protective equipment (PPE).
- Be in writing and made available to any person for review, on request.
- Be posted in a visible place to come to the attention of those working or attending the location.

Owners, operators and employers of businesses, workplaces and organizations in the City of Toronto can use the [checklist](#) to document how their business or organization will keep staff and other people safe during the COVID-19 pandemic. Once completed, the checklist can serve as the required COVID-19 safety plan.

As an employer, it is your responsibility under the [Occupational Health and Safety Act](#) to take every precaution reasonable in the circumstances to protect a worker. As every organization is different, it is the responsibility of the owner/operator, management and staff to review their own policies, procedures, and site-specific operations, while ensuring that the appropriate infection prevention and control measures are implemented and maintained.

The guide does not replace the *Occupational Health and Safety Act* and its regulations and should not be used as or considered legal advice. Businesses and organizations seeking legal advice should consult with a qualified legal professional.

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<sup>1</sup> The checklist has been adapted from information provided by the [Province of Ontario](#).

## How to Complete the Safety Plan Checklist

1. Assign a lead person who is responsible for developing, implementing and updating, as needed, your workplace safety plan.
2. Use the [checklist](#) to create your safety plan.
  - a. Use the check boxes to select (✓) measures that your business or organization has or will implement to protect employees and the public from COVID-19.
  - b. If necessary, provide additional information to more clearly explain your measures. This will help your employees and other people to know exactly what to do and what to expect.
  - c. If necessary, add other actions specific to your setting that your business or organization will implement to keep employees and the public safe.
3. Use key sources of information to inform the plan.
  - a. Talk to employees and your Joint Health & Safety Committee (JHSC) members or health and safety representatives, if any, for their input on the plan.
  - b. Use online resources and information to assist, such as:
    - Provincial Resources:
      - [Develop your COVID-19 workplace safety plan](#)
      - [Sector-specific information](#)
      - Provincial orders under the [Emergency Management and Civil Protection Act](#)
      - Provincial orders under the [Reopening Ontario \(A Flexible Response to COVID-19\) Act](#)
    - City of Toronto Resources:
      - [COVID-19 Guidance for Employers, Workplaces & Businesses](#)
      - [Sector-specific guidance](#)
      - [Local public health orders and bylaws](#)
4. If possible, create, discuss and share your plan before employees return to the workplace.
5. Use the final section to create a 'snapshot' version of your plan. Post the snapshot in your business or organization so that staff, visitors and patrons know what you are doing to help keep everyone safe.

## What to do when your safety plan is complete

1. **Discuss and share** your safety plan with everyone at work, including:
  - employees
  - unions
  - supervisors
  - health and safety representatives or members of joint health and safety committees (JHSCs)
  - contractors
  - suppliers

This will help to ensure that everyone understands how you plan to manage the risks of contracting COVID-19 in your workplace.

2. **Make your plan available.** You are not required to send your plan to the Ministry of Labour, Training and Skills Development or the City of Toronto for review or comment in advance of operations and/or routinely. However, you must provide the plan to a Ministry of Labour or City of Toronto staff upon request during an investigation or inspection of your workplace.
3. **Post your safety plan** in a visible place so that it is easy to view for those working or attending the location.
4. **Review and update your plan** regularly. The COVID-19 pandemic, including related regulations and recommendations, are changing frequently. Review your safety plan regularly and make changes as required. Refer to the [Province of Ontario](#) and [City of Toronto](#) websites for up-to-date information about COVID-19.

## More information

For more information visit our website at [toronto.ca/COVID-19](https://toronto.ca/COVID-19) or call us at 416-338-7600.