

COVID-19 Safety Plan Checklist

Under the [Reopening Ontario \(A Flexible Response to COVID-19\) Act, 2020](#) a business or organization 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.

Assign a lead person who is responsible for developing, implementing and updating, as needed, your workplace safety plan. Review the [COVID-19 Safety Plan Instructions](#) for more information on how to complete this checklist.¹

Company Details

Business name: _____

Developed by: _____

Date completed: _____

¹ The checklist has been adapted from information provided by the [Province of Ontario](#). It should not be used as or considered legal advice. Businesses and organizations seeking legal advice should consult with a qualified legal professional.

1. Screening

The person responsible for a business or organization that is open shall operate the business or organization in compliance with the advice, recommendations and instructions issued by the Office of the Chief Medical Officer of Health on screening [employees](#) and [patrons](#) for COVID-19.

Actions to consider: (Select all that apply)

- Use the [COVID-19 Staff Screening Questionnaire](#) to screen² all individuals who perform work, including employees, workers, volunteers, contractors, suppliers, etc., before they enter the workplace.
- Ensure all employees know to stay home if they have [COVID-19 symptoms](#) that are new, getting worse or unexplained.
- Ensure all employees know who their workplace contact (e.g., supervisor/manager) is and how to get in touch with them in case they need to stay home/go home.
 - Determine if active screening is required for others, including visitors and patrons, by reading [guidance specific to your sector \(e.g. retail, food store etc.\)](#).
 - Active screening is required for:
 - Patrons
 - Visitors
 - Other: _____
 - Determine which method(s) will be used to conduct active screening:
 - In-person at the workplace:
 - Individual completes questionnaire using pen and paper
 - Assigned screener asks questions directly to individual and records answers
 - Remotely using:
 - Telephone
 - Email
 - Internet (online tool)
 - Mobile application

² **Active screening:** A live or virtual screener is used to collect and review an individual's screening responses, and determines whether a person may enter the business/organization.

Passive screening: People screen themselves using a screening poster or sign as a guide, and make the decision themselves if they should enter the business/organization.

- If in-person active screening will be conducted, a screening station is set up at entrance as follows:
 - Signs are posted in visible locations clearly explaining the screening process and conditions for entry.
 - The area allows for a minimum of two metres/six feet distance between the employee conducting screening and the individual being screened. Alternatively, a [protective barrier](#) (e.g. plexiglass) may be equipped around the screening station.
 - Visual markers/cues (e.g. tape on the floor, pylons, signs) are placed as a guide for physical distancing for the person being screened and others waiting to be screened.
 - Supplies needed for screening are available (e.g. hand sanitizer, personal protective equipment (PPE), cleaning and disinfecting wipes).
- Where active screening is not required post signage with the [screening questions](#), and instructions asking people to self-screen prior to entering the business or organization.
- Post signs clearly stating that people with symptoms are not to enter.
- Train screening staff on how to advise individuals who do not pass the screening process. A screener should advise anyone who does not pass the screening:
 - that they may not enter the workplace, including any outdoor, or partially outdoor, workplaces;
 - that they must go home to self-isolate immediately;
 - that they should contact their health care provider or Telehealth Ontario (1-866-797-0000) to find out if they need a COVID-19 test and for further instructions.

Additional Actions: (List your actions here. Note who is responsible for each action.)

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2. Physical Distancing

The person responsible for a business or organization that is open shall operate the business or organization in compliance with the advice, recommendations and instructions of public health officials, including any advice, recommendations or instructions on **physical distancing**, cleaning or disinfecting.

Capacity limits for businesses or facilities open to the public

The person responsible for a place of business or facility that is open to the public shall limit the number of persons in the place of business or facility so that:

- the members of the public are able to maintain a physical distance of at least two metres/six feet from every other person in the business or facility; and
- the total number of members of the public in the business or facility at any one time does not exceed the prescribed capacity in the [regulation](#). People who live in the same household are not required to maintain a physical distance of at least two metres/six feet from each other while in a place of business or facility.

Physical distancing and masks or face coverings in lines, etc.

The person responsible for a business or place that is open must not permit patrons to line up inside the business or place, or to line up or congregate outside of the business or place, unless they are:

- maintaining a physical distance of at least two metres/six feet from other groups of persons; and
- wearing a mask or face covering in a manner that covers their nose, mouth, and chin, unless they are entitled to an [exception](#).

Actions to consider: (Select all that apply)

- Limit the number of employees present at the business or organization at any given time, and ensure two metres/six feet physical distancing from other employees/patrons is maintained, as much as possible.
- Modify services to reduce the number of employees and patrons present at any one time:
 - Provide services online or by phone whenever possible.
 - Offer mail, product or curbside delivery, and follow contact-less delivery practices.
 - Other: _____
- Modify the space to encourage physical distancing (e.g. move furniture/displays, block off every other customer service window/check-out counter).

- Manage lines to ensure that people are maintaining two metres/six feet physical distancing, and are wearing a mask.
- Use visual markers (e.g. tape on the floor, pylons, signs) to remind people where to stand to keep two metre/six feet distance from others.
- In spaces where physical distancing is not possible and close contact between employees and patrons is unavoidable, install [protective barriers](#) (e.g. plexiglass), where possible.
- Post [physical distancing](#) signs at all entrances, elevators, employee areas, and public areas (e.g. cashiers, service counters).

Additional Actions: (List your actions here. Note who is responsible for each action.)

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3. Masks and Face Coverings

The person responsible for a business or organization that is open shall ensure that any person in the indoor area of the premises of the business or organization, or in a vehicle that is operating as part of the business or organization, wears a mask or face covering in a manner that covers their nose, mouth, and chin during any period when they are in the indoor area, unless they are entitled to an [exception](#).

Actions to consider: (Select all that apply)

- Create a mask policy as per the City of Toronto [bylaw](#). Refer to the [guidance on mask and face covering bylaw](#) for a sample policy.
- Post [signs](#) required by the bylaw at all entrances where they are clearly visible to the public. A [sample poster](#) is available to download, print and post.
- Ensure that any person in the indoor area of the business or organization, or in a vehicle that is operating as part of the business or organization, wears a mask or face covering in a manner that covers their nose, mouth and chin.

- Use alternative ways to provide services to those who are unable to wear a mask (e.g. provide services at the beginning/end of the day when fewer patrons are present, use [protective](#) barriers such as plexiglass, and maintain physical distance when possible).
- Provide disposable masks for people who have not brought their own.
- Train employees on mask requirements, including who is entitled to an [exception](#) and the [proper use of a cloth mask or face covering](#).

Additional Actions: (List your actions here. Note who is responsible for each action.)

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4. Personal Protective Equipment (PPE)

A person shall wear appropriate personal protective equipment (PPE) that provides protection of the person's eyes, nose and mouth if, in the course of providing services, the person:

- is required to come within two metres of another person who is not wearing a mask or face covering in a manner that covers that person's nose and chin during any period when that person is in an indoor area; and
- is not separated by plexiglass or some other impermeable barrier from a person described in the previous bullet.

Actions to consider: (Select all that apply)

- Assess your business or organization to determine where PPE for employees may be necessary. For example, employees should wear masks that cover the nose, mouth and chin and use eye protection when physical distancing is difficult.

PPE is needed for the following:

- Ensure PPE is available for employees for each shift, and as necessary.
- Train employees on how to [don and doff PPE safely](#).

Additional Actions: (List your actions here. Note who is responsible for each action.)

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5. Hand Hygiene and Respiratory Etiquette

Actions to consider: (Select all that apply)

- Post [Clean your Hands](#), [Cover your Cough](#), [Protect Yourself](#) signs in high-traffic areas.
- Provide hand sanitizer (70-90% alcohol concentration) by entrances and throughout the business or organization for employees and patrons to use.
- Ensure an adequate supply of liquid soap, paper towel, hand sanitizer, tissues, and waste receptacles throughout the business or organization, and in washrooms.
- Educate employees on proper [hand hygiene](#) and [respiratory etiquette](#).

Additional Actions: (List your actions here. Note who is responsible for each action.)

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6. Cleaning and Disinfecting

The person responsible for a business or organization that is open shall operate the business or organization in compliance with the advice, recommendations and instructions of public health officials, including any advice, recommendations or instructions on physical distancing, **cleaning or disinfecting**.

The person responsible for a business or place that is open shall ensure that:

- any washrooms, locker rooms, change rooms, showers or similar amenities made available to the public are cleaned and disinfected as frequently as is necessary to maintain a sanitary condition; and
- any equipment that is rented to, provided to or provided for the use of members of the public must be cleaned and disinfected as frequently as is necessary to maintain a sanitary condition.

This applies to computers, electronics and other machines or devices that members of the public are permitted to operate.

Actions to consider: (Select all that apply)

- Prepare a plan/schedule for [enhanced environmental cleaning and disinfection](#) practices that includes:
 - Who will conduct the cleaning and disinfection _____
 - What areas require enhanced cleaning (e.g. high-touch surfaces) _____
 - What products will be used to clean and disinfect _____
 - How often cleaning and disinfecting is required _____
- Assign tools, equipment and workstations to a single user if possible, or limit the number of users.
- Ensure equipment and tools that must be shared are cleaned and disinfected regularly, including between users (e.g. cashier's stations, machinery).
- Educate employees on [how to maintain a clean workplace during COVID-19](#), including:
 - Proper use of cleaning agents and disinfectants, including required disinfectant contact times (amount of time that the product needs to remain wet on a surface to work effectively).
 - Safety precautions and requirements for the use of masks and gloves.
 - Ensuring adequate ventilation when using products (e.g. open windows, doors, or use fans).

- Thoroughly wash hands with soap and water immediately after cleaning the setting.
- Regularly check heating, [ventilation](#) and air conditioning (HVAC) system(s) to ensure they are functioning and in good working order.
HVAC systems will be checked every _____ [insert time/schedule]
- Improve ventilation by increasing the introduction and circulation of outdoor air by maximizing the outdoor air ratio of the HVAC system settings, using the highest efficiency filters possible, or by opening windows and doors. Avoid recirculating air.

Additional Actions: (List your actions here. Note who is responsible for each action.)

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COVID-19 Safety Plan – Snapshot

Post this snapshot in a place where it can be seen easily by your employees, patrons and other people entering the business or organization. This will help them know what actions are being taken in your business or organization to protect them from COVID-19.

Business name: _____

Date completed: _____

Division/group: _____

Revision date: _____

Measures we are taking:

- **Screening**
- **Physical Distancing**
- **Use of Masks and Face Coverings**
- **Personal Protective Equipment (PPE)**
- **Hand Hygiene and Respiratory Etiquette**
- **Cleaning and Disinfecting**