



COVID-19 Safety Plan

This plan is to be posted at the worksite in ordinance with the Public Health Officer

Step 1: Assess the risks at your workplace

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.

The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

Protocols have been developed by:

- Involving workers when assessing our workplace
- Identifying areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together workers are and the longer they are close to each other, the greater the risk.
- We have identified areas where people gather, such as break rooms, production lines, and meeting rooms.
- We have identified job tasks and processes where workers are close to one another or members of the public.
- We have identified the tools, machinery, and equipment that workers share while working.
- We have identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches.

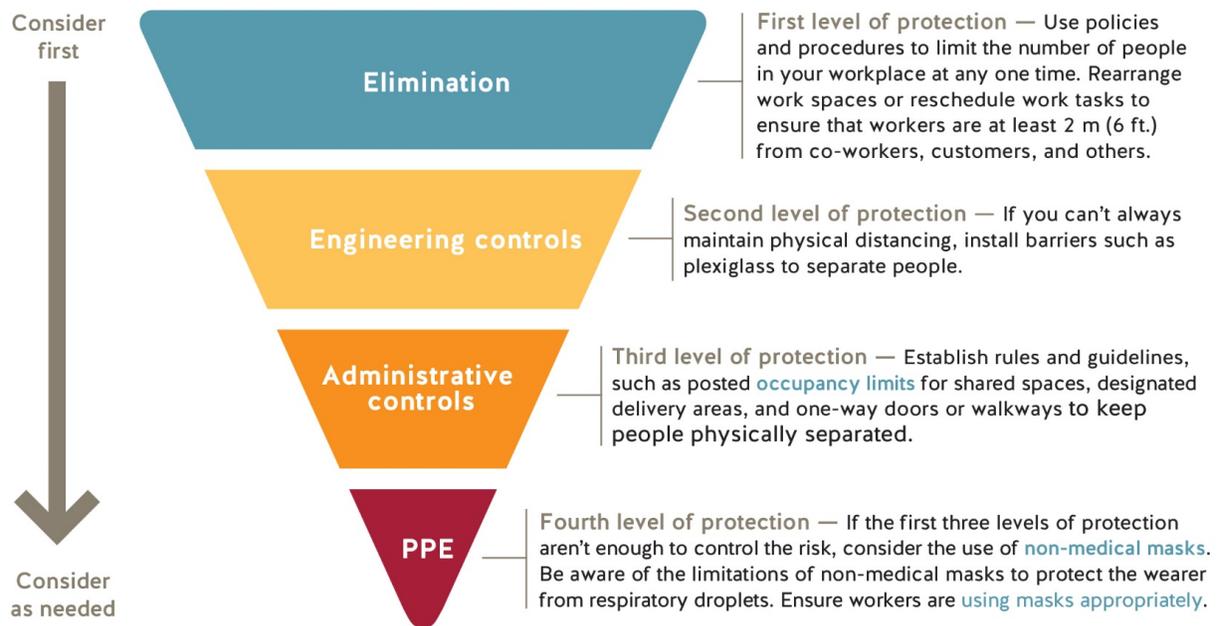
Step 2: Implement protocols to reduce the risks

Select and implement protocols to minimize the risks of transmission. Look to the following for information, input, and guidance:

Review industry-specific protocols on worksafebc.com tFrontline workers, supervisors, and the joint health and safety committee (or worker representative). Orders, guidance, and notices issued by the provincial health officer and relevant to your industry. Your health and safety association or other professional and industry associations.

Reduce the risk of person-to-person transmission

To reduce the risk of the virus spreading through droplets in the air, implement protocols to protect against your identified risks. Different protocols offer different levels of protection. Wherever possible, use the protocol that offers the highest level of protection. Consider controls from additional levels if the first level isn't practicable or does not completely control the risk. You might likely need to incorporate controls from various levels to address the risk at your workplace.



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First level protection (elimination): Limit the number of people at the workplace and ensure physical distance whenever possible

We have established and posted an occupancy limit for our premises.

In order to reduce the number of people at the worksite, we have considered work-from-home arrangements, virtual meetings, rescheduling work tasks, and limiting the number of customers and visitors in the workplace.

We have established and posted occupancy limits for common areas such as break rooms, meeting rooms, change rooms, washrooms, and elevators.

We have implemented measures to keep workers and others at least 2 metres apart, wherever possible. Options include revising work schedules and reorganizing work tasks.

First Level Protection MEASURES IN PLACE for Tree of Life Playschool

Ratios and Group Sizes BC Guidelines

- The physical space requirements for licensed child care settings set out in the Child Care Licensing Regulation mean that child care centres have sufficient space to support physical distancing between staff without reducing the number of children in care at any one time. (6)
- Staff when ever possible maintain physical distancing from one another.
- The number of people in the same facility will be kept as low as possible. (10)
- We have a small number of children in our group and less some days depending on the day's attendance so a small group will be maintained each day. (7, 8, 9, 10, 11, 12)
- We will avoid large group gatherings throughout the facility, including cubby areas and bathrooms. (10)
- Reducing group size, wherever possible, can be beneficial if it improves physical distancing and reduces the number of individuals that staff and children are in contact with.
- Playing out of doors helps maintain physical distancing and will be accessed when ever possible
- With limited nap space, we will nap outside as weather permits, or having children who do not nap go outside or on a community walk in order to allow napping children increased space between beds.

Arrivals and Departures

These procedures are in place for public health

- Pick-up and drop-off of children will occur outside the child care setting unless there is a need for the parent or caregiver to enter the setting (e.g., very young children, separation anxiety). If a parent must enter the setting, they should maintain physical distance from

staff and other children present and be reminded to practice diligent hand hygiene and maintain physical distance when they are in the facility. (6) We will assume that parents have done a self assessment for those in their household that morning and every morning that they come to Playschool <https://bc.thrive.health/covid19/en>

- A caregivers will sign in children and use their own pen so parents do not have to touch the sign in/out sheet directly. Parents and caregivers should practice hand hygiene before and after touching the sign in/out sheet. (6)
- Stagger the timings of pick-up and drop-off may occur but with our small group we feel it is not necessary at this time. (6)

Entrance - environment

(7, 9,10,11)

- Station or markers will be placed for social distancing, in the event more than one family arrives at the child care facility at the same time.
- Hand hygiene station will be set up for children before they enter the facility or outdoor play area
- Child care professionals sign in children before they visit the 4 stations
- Signs will be posted to remind staff and children to perform hand hygiene (sneeze/cough into their elbow, put used tissues in a waste receptacle and to wash hands immediately after using tissues).
- Parents will be reminded through visible signage (posters) at the child care facility and when children are first registered for the program **not to enter if they are sick** (even if symptoms resemble a mild cold)

Entrance Routines

(2, 7, 8, 9,10,11)

- Number of families at the child care entrance to the facility will be limited to one at a time.
- Parents please restrict the number of people coming to collect your child/ren and to avoid going back and forth during the day.
- Allow more time when arriving, as additional health and safety procedures upon arrival will take a little longer.
- There will be a parent meeting before children start back to school or if you are a new family to the program. One parent from your household must attend before the child can come to Playschool.
- If parents must access the child care facility there will be a designated limited “parent accessible” part of your facility, and only one parent at a time accesses the space.

- Parent tours will only happen when the facility is not in operation and observing physical distancing protocols.
- The facility will always have adequate amounts of hand sanitizer and soap and water that parents can access.

Physical Distancing Strategies BC Guidelines

- We have a small group in a large space so it is easy to create more space for children to play.
- Children with no symptoms will continue to be treated as we would typically care for a child. (2, 9)
- Where possible we will arrange spaces to encourage more separation. For example, spacing children to avoid close contact during meal and nap times and assigning a designated chair and table for each child. (2, 9)
- Sometimes we will have a group outside while another is inside, as another way to encourage physical distance. (2)
- We will set up regular activities outside such as; snack time, and arts and craft time. (2)

Environmental cues

- Where possible easy to understand visual prompts: ie tape on the floor, hoops, mats or other items that can mark off personal space. (9)
- We will organize play activities with a visual cue about how many children should be in that area: example, two chairs next to an activity etc
- Where possible we will increase the space between children during activities such as snack/lunch. i.e., move or separate tables, move chairs farther apart; move sleep areas further apart. (2, 9)

Second level protection (engineering): Barriers and partitions

We have installed barriers where workers can't keep physically distant from co-workers, customers, or others.

We have included barrier cleaning in our cleaning protocols.

We have installed the barriers so they don't introduce other risks to workers (e.g., barriers installed inside a vehicle don't affect the safe operation of the vehicle).

Second Level Protection MEASURES IN PLACE for Tree of Life Playschool

Meal Times and Food Service BC Guidelines

- Apply all the usual known hygiene rules.
- As far as possible, it is best to keep the space of an empty chair between each child at lunch.
- Symptomatic children are immediately separated from others in a supervised area until they can go home. A staff member will remain with the child at all times.
- If staff develop symptoms during their work day, they must leave the premises as quickly as possible. If immediate departure is not possible, they must self-isolate in an appropriate location away from other children and staff. Environmental cleaning will be performed upon the departure of the staff member.

Third level protection (administrative): Rules and guidelines

We have identified rules and guidelines for how workers should conduct themselves.

We have clearly communicated these rules and guidelines to workers through a combination of training and signage.

Staffing -BC Guidelines

- Staff must assess themselves daily for symptoms of common cold, influenza, or COVID-19 prior to working and stay home if they are ill. (6)
- Staff will maintain physical distancing from one another when ever possible. (6)
- We have a succession plan in case of isolation, work stoppage due to illness, a work accident or other absences.

Staff Confirmation of Health, Wellness and Understanding of Policies

(this will be signed ONCE and then it is this document we are referring to when, in the mornings you are asked for a Health Check “How are you and your family feeling today?”)

I _____ confirm that I:

___ will have my temperature taken when fever is suspected and will not attend if fever is present

___ have not taken any fever reducing medications in the past 12 hours

___ do not have a runny nose OR, have a runny nose, but have received a recent negative Covid test and is well enough to participate in daily child care activities

___ do not have a cough OR have a cough, but have received a recent negative Covid test and is well enough to participate in daily child care activities

___ do not have sinus congestion OR have sinus congestion, but has received a recent negative Covid test and is well enough to participate in daily child care activities

___ do not have difficulty breathing or wheezy breathing

__do not have unexplained fatigue, aches or cold/flu-like symptoms

__have not been in contact with anyone that may have been exposed to Covid19 in the last 14 days to the best of my knowledge

__have not left the country in the last 14 days

I _____ understand that I may be required to remain home for 10 to 14 days if s/he has any of the above symptoms or that I must test negative for Covid prior to returning to daycare. (with physician letter). The later is preferable.

I _____ am aware of up to date government recommendations and all members of my family are adhering to safe social distancing in our personal and work life. My families “social bubble” is small and we are taking precautions and acting in a responsible manner.

I _____ realize that failure to adhere to Tree of Life Nature Playschool Covid Policies & follow government recommendations of safe social distancing etc. that pose a risk to Staff and other registered families may result in immediate termination of my contract until the Pandemic is determined to be over.

I _____ understand that while TEF is available staff will be paid in full for time missed due to sickness. Extra staff have been hired to ensure that if I am sick I can feel confident that my position is covered and I will do my best to get better and return to work. This will include that I get COVID testing as soon as possible.

I _____ understand that if I choose to go outside of BC or attend any large gatherings that I will be asked to self isolate for 10 days upon their return and this will be considered an unpaid holiday.

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MEASURES IN PLACE for Tree of Life Playschool

Fourth level protection: Using masks (optional measure in addition to other control measures)

We have reviewed the information on selecting and using masks and instructions on how to use a mask. We understand the limitations of masks to protect the wearer from respiratory droplets. We understand that

masks should only be considered when other control measures cannot be implemented.

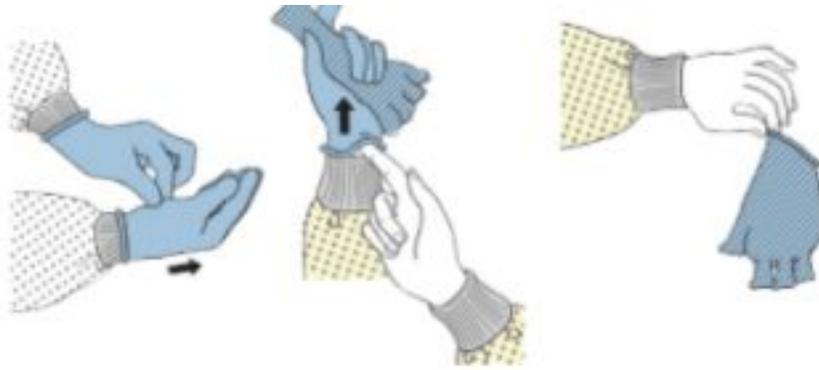
We have trained workers in the proper use of masks.

MEASURES IN PLACE for Tree of Life Playschool

Masks and Gloves

- Masks are not recommended for children. In young children in particular, masks can be irritating and may lead to increased touching of the face and eyes. (2, 7, 8, 9, 10, 11, 12, 13)
- Wearing a mask is not recommended for child care centre staff. (2, 7, 8, 9, 10, 11, 12, 13)
- Gloves must be worn for activities where gloves are usually required for sanitation purposes (e.g. cleaning, changing diapers, sick child, etc.). (10,11)
- Both the mask and gloves represent false safety, especially if they are not used properly. (10,11)
- Both masks and gloves must follow appropriate doffing and donning (Putting on / taking off) procedures. These procedures should be followed at all times that gloves are worn, including diaper changes. (4, 13)
- Rubber cleaning gloves will be purchased for each staff member, rather than using disposable gloves for sanitization and cleaning. Reusable gloves will be sanitized / cleaned between uses.

| | |
|---|---|
| <p>DOFFING / TAKE OFF GLOVES: Grasp the outside edge near your wrist and peel it away, rolling the glove inside out. Slide fingers of ungloved hand under glove on other hand, peel off. Discard in garbage bin.</p> | <p>Proper technique for glove removal prevents contamination of body or clothing.</p> |
| <p>DONNING / PUTTING ON GLOVES: Roll up long sleeves prior to handwashing, as they should not be able to cover gloves, one worn.. Using soap and water or an alcohol-based sanitizer, follow hand washing guidelines. Once clean, take new gloves and place on hands.</p> | |



Reduce the risk of surface transmission through effective cleaning and hygiene practices We have reviewed the information on cleaning and disinfecting surfaces.

Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed.

We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers. Frequent hand washing and good hygiene practices are essential to reduce the spread of the virus. [Hand washing and Cover coughs and sneezes posters are available at worksafebc.com.]

We have implemented cleaning protocols for all common areas and surfaces — e.g., washrooms, tools, equipment, vehicle interiors, shared tables, desks, light switches, and door handles. This includes the frequency that these items must be cleaned (number of times per day) as well as the timing (before and after shift, after lunch, after use).

Workers who are cleaning have adequate training and materials.

We have removed unnecessary tools and equipment to simplify the cleaning process — e.g., coffee makers and shared utensils and plates

MEASURES IN PLACE for Tree of Life Playschool

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Cleaning and Disinfecting Objects & Surfaces BC Guidelines

Early evidence suggests COVID-19 can live on objects and surfaces from a few hours to days. Regular cleaning and disinfecting of objects and high touch surfaces is very important to [cleaning and disinfect public settings](#) from contaminated objects and surfaces.

Clean and disinfect frequently touched surfaces at least twice a day and general cleaning and disinfecting of the entire centre must occur at least once a day. (6)

http://www.bccdc.ca/Health-Info-Site/Documents/CleaningDisinfecting_PublicSettings.pdf

<https://www.webmd.com/lung/how-long-covid-19-lives-on-surfaces>

Routine and Environmental Cleaning (2, 7, 9, 10, 11, 12)

<https://www.webmd.com/lung/how-long-covid-19-lives-on-surfaces>

- Disinfect all surfaces (counters, chairs, tables, etc.), sinks, toilets and the different types of dispensers after each use, if possible or at least twice per day.
- High-touch objects and surfaces (e.g. pencil sharpeners, doorknobs, faucet handles, toys, electronic devices and small appliances) in your facilities are cleaned and disinfected regularly.
- A written record of the facility disinfection schedule will be kept.
- Caution will be used when using bleach solution in an early learning and childcare setting. Strong bleach odours may be irritating for some individuals if breathed in.
- Increased ventilation by opening doors and windows will happen and/or we will isolate the area and disinfect by this method after everyone has left the building, if possible.
- Gloves will be worn when cleaning and disinfecting equipment and surfaces. Each staff member will have their own designated pair of reusable rubber gloves. After cleaning and disinfection of surfaces hands are washed with soap and water or an alcohol-based hand sanitizer solution.

List of disinfecting agents and their working concentrations known to be effective against coronaviruses^{1,2} :

| Agent and concentration | Uses |
|---|---|
| 1. 1:100 dilution Chlorine: household bleach – sodium hypochlorite (5.25%) 10 ml bleach to 990 ml water | Used for disinfecting surfaces (e.g., hand railings, grab handles, door knobs, cupboard handles). Make fresh daily and allow surface to air dry naturally. |
| 2. 1:50 dilution Chlorine: household bleach - sodium hypochlorite (5.25%) 20 ml bleach to 980 ml water | Used for disinfecting surfaces contaminated with bodily fluids and waste like vomit, diarrhea, mucus, or feces (after cleaning with soap and water first). Make fresh daily and allow surface to air dry naturally. |
| 3. Hydrogen Peroxide 0.5% | Used for cleaning and disinfecting surfaces (e.g., counters, hand rails, door knobs). |
| 4. Quaternary Ammonium Compounds (QUATs): noted as 'alkyl dimethyl ammonium chlorides' on the product label | Used for cleaning and disinfecting surfaces (e.g., floors, walls, furnishings). |

¹ Dellanno, Christine, Quinn Vega, and Diane Boesenberg. "The antiviral action of common household disinfectants and antiseptics against murine hepatitis virus, a potential surrogate for SARS coronavirus." *American journal of infection control* 37.8 (2009): 649-652.

² Provincial Infection Prevention Control Network of British Columbia. "Infection Prevention and Control Guidelines for Providing Healthcare to Clients Living in the Community." (2014). https://www.picnet.ca/wp-content/uploads/PICNet_Home_and_Community_Care_Guidelines_2014_.pdf

The BC Ministry of Health does not endorse or promote any specific brands of disinfectant products.

Classroom Supplies

- Sensory experiences are a vital part of early learning and finding creative ways to provide them is essential. Children will use play dough once and then take it home. Other toys like the bean table will be removed as these items cannot be easily disinfected. The felt board will only be used once a week. Water tables will be available and staff will get children to wash before and after and change water between use, and use is restricted to single use only.
- Toys will be put out on a rotating basis that can not be cleaned.
- Toys that cannot be cleaned and sanitized will not be used more than once in the week such as soft toys, fabric dressing up clothes, rugs and blankets. Toys that are easy to clean are best. (2, 6, 7, 9, 10, 11, 12, 13)
- High-touch items will be provided to children with their own containers of art and crafts materials that are not shared with others. (9)
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are sanitized. There will be a sealed bin that these will be placed in until these can be sanitized.

- Machine washable cloth toys will be used by one individual at a time. These toys will be laundered before being used by another child.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.
- Toys that can be sanitized but would be ruined by frequent sanitization will be placed out occasionally, to ensure a variety of materials over the course of a week.
- If a staff member / team has been designated to be the one to disinfect for the day, they should sanitize the classroom 1) at the end of the day *and* 2) each time a group of children leaves the space and a new group will enter *or* once mid day. This will include disinfecting any toys / materials that are available in the classroom.

Hand Washing (2, 7, 9, 10, 11, 12, 13)

- **Hand washing** with soap and water is still the single most effective way to reduce the spread of illnesses. (2, 6)
- When sinks for hand washing are simply not available, we will use a wet wipe to take off dirt and alcohol-based hand sanitizers (ABHS) containing at least 60% alcohol.

Six steps to proper handwashing

1. Wet hands with warm running water.
2. Apply a small amount of liquid soap. Antibacterial soap is not required.
3. Rub hands together for at least 20 seconds (sing a song). Rub palms, backs of hands, between fingers and under nails/creating a lather.
4. Rinse off all the soap with running water.
5. Dry hands with a clean, disposable towel.
6. Discard the used towel in the waste container.

Children should wash their hands:

- When they arrive at the centre and before they go home
- Before and after eating and drinking
- After a diaper change, using the toilet
- After playing outside or handling pets
- After sneezing or coughing into hands • Whenever hands are visibly dirty

Staff should wash their hands:

- When they arrive at the centre and before they go home
- Before and after eating
- After using the toilet
- After blowing the nose
- After coughing or sneezing into the hands

- Before and after giving or applying medication or ointment to a child or self
- After changing diapers, assisting a child to use the toilet, using the toilet
- After contact with body fluids (i.e., runny noses, spit, vomit, blood) • After cleaning tasks
- After removing gloves
- After handling garbage
- Whenever hands are visibly dirty (2)
 - Hand washing signs will be placed throughout our child care facility
 - Use hand sanitizer only when hand washing stations are not readily available.

Coughing / Sneezing / Nose blowing

(2, 7, 9, 10, 11, 12, 13)

- Staff will model proper coughing and sneezing etiquette, finding teachable moments to remind children of these important precautions.
- Tissue boxes will be at every activity centre - inside and outside - to ensure quick access.

Step 3: Develop policies

Develop the necessary policies to manage your workplace, including policies around who can be at the workplace, how to address illness that arises at the workplace, and how workers can be kept safe in adjusted working conditions.

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace.

Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.

Anyone directed by Public Health to self-isolate.

Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms.

Visitors are prohibited or limited in the workplace.

First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic.

Ensure workers have the training and strategies required to address the risk of violence that may arise as customers and members of the public adapt to restrictions or modifications to the workplace. Ensure an appropriate violence prevention program is in place.

Our policy addresses workers who may start to feel ill at work. It includes the following:

Sick workers should report to first aid, even with mild symptoms.

Sick workers should be asked to wash or sanitize their hands, provided with a mask, and isolated. Ask the worker to go straight home. [Consult the BC COVID-19 Self-Assessment Tool, or call 811 for further guidance related to testing and self-isolation.]

If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911. Clean and disinfect any surfaces that the ill worker has come into contact with.

MEASURES IN PLACE for Tree of Life Playschool

Covid19 Health and Wellness Policy for Staff

The Covid19 public health emergency is rapidly changing, and our ability to remain open may change without notice, or we may be ordered to close by provincial health officer, Dr. Bonnie Henry, and/or our licensing officer. Additionally, due to the need for staff to also stay home when symptomatic, we may have temporary interruptions to service delivery due to staffing shortages.

Tree of Life Playschool will consider reducing services for essential service workers only, and perhaps closing for an undetermined amount of time if there is an outbreak of Covid19 on Vancouver Island and/or if BC is asked to enter phase one of the pandemic response.

Dr. Henry maintains that, as of today, _____, child care centres can safely care for children if they are following the prescribed health protocols.

Accordingly, please note the following Covid19 Health and Wellness Policy, applies to all staff and children within this facility.

Before arrival, staff will review their health. If you have any symptoms, they must use the self assessment tool provided by BCCDC (<https://bc.thrive.health/covid19/en>) and follow the below health policy. Staff will immediately contact Owner/Operator, Katherine Lawes, of Tree of Life Nature Playschool at 250-813-3050 or email kate@mumbo.ca

If it is suggested that you need to get a test please find options here to do so - <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/testing>

| Symptom | May return when |
|--|---|
| Temperature of 100 F / 37.8 C or higher (orally) or 99 F / 37.2 C or higher (under the arm)Â | May return to work, after a doctor’s note or if a negative COVID-19 test is provided or 10 days have passed and your child is symptom free which ever is longer |
| Runny nose (we understand that this may be allergies in which case we will ask that staff stay home to make sure these symptoms do not worsen. If they are “regular symptoms” to allergies pertaining to you, you may return after 48 hours) | May return to work after, after a doctor’s note or if a negative COVID-19 test is provided or 10 days have passed and your child is symptom free which ever is longer |
| Cough | May return to work after, after a doctor’s note or if a negative COVID-19 test is provided or 10 days have passed and your child is symptom free which ever is longer |
| Sore throat | May return to work after a doctor note or negative COVID-19 test is provided or 10 days have passed and your child is symptom free which ever is longer |
| Difficulty breathing or wheezing | May return to work after a doctor note or negative COVID-19 test is provided or 10 days have passed and your child is symptom free which ever is longer |
| Unexplained fatigue, aches or cold/flu-like symptoms | May return to work after a doctor note or negative COVID-19 test is provided or 10 days have passed and your child is symptom free which ever is longer |

| | |
|--|---|
| Sinus congestion | May return to work after a doctor note or negative COVID-19 test is provided or 10 days have passed and your child is symptom free which ever is longer |
| Staff who have, or staff with others living in the same home who have just returned from international travel | May return after self-isolating for 14 days and being symptom free |
| Staff who have, or staff with others living in the same home who have been identified as at-risk of potential Covid19 exposure | May return after self-isolating for 14 days and being symptom free |

(Reference: [Health Authority memo; A COVID19 in childcare](#))

Additionally, our regular Health and Wellness Policy stands.

Staff may not attend child care programs while they have any of the following symptoms and must be symptom free for 48 hrs:

- unusual, unexplained loss of appetite, fatigue, irritability, or headache
- eye infections
- unexplained rashes *or* any rash that is not confirmed by doctor to be non-contagious
- known or suspected communicable diseases (measles, chicken pox, pink eye, hand foot and mouth etc)
- An ear infection
- nausea, vomiting and/or diarrhea

I will report to Tree of Life Nature Playschool, even after hours, if:

- myself or anyone in our family is ill (includes extended family)
- I have been around anyone suspected of having Covid
- A family member has visited a location in Canada where they have high cases of Covid or a work site with an outbreak
- if I have been in close contact with someone that has been out of country

- if I have been in close contact with someone who recently travelled by air
- if I have been in close contact with someone who recently participated in large group gatherings

Step 4: Develop communication plans and training

You must ensure that everyone entering the workplace, including workers from other employers, knows how to keep themselves safe while at your workplace.

We have a training plan to ensure everyone is trained in workplace policies and procedures.

All workers have received the policies for staying home when sick.

We have posted signage at the workplace, including occupancy limits and effective hygiene practices. [A customizable [occupancy limit poster](#) and [hand washing signage](#) are available on worksafebc.com.]

We have posted signage at the main entrance indicating who is restricted from entering the premises, including [visitors](#) and [workers](#) with symptoms.

Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

Step 5: Monitor your workplace and update your plans as necessary

Things may change as your business operates. If you identify a new area of concern, or if it seems like something isn't working, take steps to update your policies and procedures. Involve workers in this process.

We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary. Workers know who to go to with health and safety concerns.

When resolving safety issues, we will involve joint health and safety committees or worker health and safety representatives (or, in smaller workplaces, other workers).

Step 6: Assess and address risks from resuming operations

If your workplace has not been operating for a period of time during the COVID-19 pandemic, you may need to manage risks arising from restarting your business.

We have a training plan for new staff.

We have a training plan for staff taking on new roles or responsibilities.

We have a training plan around changes to our business, such as new equipment, processes, or products.