

COVID-19 safety plan

Use this template to document how your organization will keep workers and other people safe at your workplace during the COVID-19 pandemic. [How to develop your COVID-19 safety plan: A guide for Ontario workplaces](#) explains what you should think about and gives examples to help you come up with your plan.

Company details

Business name: Peak Performance Golf

Revision date: May 28th, 2021

Date completed: September 16th, 2021

Developed by: Stacey Smith

Division/group:

Others consulted: Kevin King

Date distributed: May 28th, 2021

Provide as much information in response to each question as possible. This will help your workers and other people to know exactly what to do and what to expect.

The final page will help you create a snapshot version of your plan to post in the workplace. This can act as a reference for workers and let others who come into your workplace know what you are doing to help keep everyone in your workplace safe.

The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required. Refer to the Ontario government’s [COVID-19 website](#) for up-to-date information.

1. How will you ensure all workers know how and are able to keep themselves safe from exposure to COVID-19?

Consider: At Peak Performance Golf, we are frequently checking the news and the City of Vaughan COVID-19 updates on indoor sport facilities and what guidelines are currently put in place. This information is share via Social Media, PDF on our Website, via Email chains & a sheet at our front desk. We are very good at communication with all clientele, & frequently do so. The frequent updates we gain are from the City of Vaughan website.

Example: Ensure our procedures are up to date by a daily review of Ministry of Health guidance.

Actions:

- Weekly updates on Social Media, Website & Emails. Done by Stacey
- Online Bookings. Only can come in if you have pre-booked
- Frequently cleaning all touched surfaces. Done by all staff
- Mask are to be worn at all times in the facility.
- Screening Questionnaire is to be completed before or upon entre. Done by Clients
- No Training Aids are to be given out/shared.

2. How will you screen for COVID-19?

Consider: We are regularly keeping up to date on new/current symptoms of COVID-19. We do a Screening Questionnaire to every client that comes in, this is done through a QR Code. They cannot enter, or continue to their session unless this has been completed. This also works as a check in point as well. By completing this, they are consenting to coming into our facility, as well as confirming they are symptom free.

Example: To find out if workers are well when they come to work, we will ask each worker basic questions about their physical health and symptoms using the provincial list of COVID-19 symptoms. They sign this form & provides approval/consent that they are okay to come into work.

Actions:

- We created a QR Code & it is displayed on the front counter.
- Clients are to scan with their phone and complete the form.
- The form can be done before your appointment online through our website.
- They sign and provide consent that they are comfortable using our facility, as well as they are symptom free.
- Provides us a list of all who have come within our facility.
- Can only show up if you have pre-booked your session.

3. How will you control the risk of transmission in your workplace?

Include how you will maximize distance and separation, reduce transmission from surfaces and objects, and support good hand and respiratory hygiene.

Consider: If there was risk of transmission, we would implement a large space in-between each clientele in our facility, leaving an empty bay in-between each person. We will minimize our capacity if needed to have a better control of our environment. We currently have weekly team meeting, and if there are things have need to be altered to provide an even safer environment for staff and clientele – we would establish that within the meeting. We have a number hand sanitizer throughout the facility.

Example: We have implemented a new policy that limits time in the facility to 2 hours maximum – unless other appointments in the facility are needed (e.g. Massage Therapy or Chiropractic Services).

Actions:

- Ensure that more cleaning of surfaces & facilities (bathrooms & changerooms) are done.
- Schedule more meetings for staff to ensure all policies are up to date and being followed.
- Have a suggestion box for clients.
- Continuously keep refilling hand sanitizer bottles if low.

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

Consider: The contact information for The City of Vaughan is: 1-866-797-0000. Once this case is discovered, we would be informing all clients who were in during that timeframe that this individual was in. We have all contact information of those who have from into the facility and the timeframe that they were here due to the Screening Questionnaire that is completed upon or before entry.

Example: We have designated a safe isolation area in the workplace and created a checklist with the procedures of what to do if someone gets sick at work, including key contact numbers.

Actions:

- All individuals who were present in the timeframe of said case will be contacted.
- All will be tested and are to report back with proof of a negative test result before re-entering.
- All persons who are involved with Peak will be informed of the case.
- Isolation is to be done for the designated timeframe to those who have been affected (14 days).

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

Consider: The only new risk we face is new clients who join our facility. We have a maximum capacity for clients, and a limited number of employees. Any new clients that enter are to have a scheduled meeting before arrive – no drop-ins are allowed.

Example: We will establish regular check-ins with workers about how they're coping with the change to shift work.

Actions:

- All Social Media, our Website and Emails establish that only scheduled drop-ins are allowed to enter the facility
- If you arrive with no booking – you are asked to leave.
- Any tours of the facility are to be scheduled in advance
- Anyone who enters is to complete the Screening Questionnaire so we have their contact information if we were to have a potential case.

6. How will you make sure your plan is working?

Consider: We will be reviewing our plan at each team meeting, seeing what needs to be improved and/or updated to protect all and create a safe environment for all. All workers are to put their input in on how they feel about the action plan and what may need to be improved during each team meeting. We have created a Suggestion Box or clients to put their thoughts, as well as asking how they feel through a survey done via email. The Owner and General Manager is to see how all things are being implemented properly and if all clients and employees are satisfied with ow things are being ran. If any changes have been implemented, we will communicate this via website updates, signage within the facility and an email blast.

Example: We will set up a weekly team meeting between all employees and check with the health and safety representatives in our designated area.

Actions:

- Review your plan of action with all team members.
- Get input from team members as well as clientele.
- Implement any changes that are needed to better the environment for all.
- If any changes are made, send out an email blast, update the company website and post on Social Media.

COVID-19 safety plan – snapshot

This snapshot can be posted in a place where it can be seen easily so your workers, clients and other people entering the workplace will know what actions are being taken.

Business name: Peak Performance Golf

Division/group:

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Measures we're taking

How we're ensuring workers know how to keep themselves safe from exposure to COVID-19

- All staff and clients are wearing face coverings while working/being in the facility.

How we're screening for COVID-19

- Each person that enters our building completes a Screening Questionnaire via QR Code.

How we're controlling the risk of transmission in our workplace

Physical distancing and separation

- Smaller Capacity.
- More restrictions
- Private Lessons taught at a distance

Cleaning

- Hand Sanitizer throughout the building
- Cleaning supplies are left out for staff and clients
- Touched surfaces are cleaned regularly.

Other

- All bookings are done in advance, no drop-ins are allowed.

What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace

- All staff and clients are to be contacted in that timeframe of said case.

How we're managing any new risks caused by the changes made to the way we operate our business

- Ensuring all clients have completed the Screenign before entering the building.

How we're making sure our plan is working

- Frequently checking up on staff and clients on hwo comfortable they feel in the facility
- Ask for suggestions for staff and clients