

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: West-Way Dance Club

Revision date: October 26, 2021

Date completed: July 16, 2021

Developed by: Board of Directors

Date distributed: July 16, 2021

Others consulted:

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, members and non members know how you are able to keep themselves safe from exposure to COVID-19?

Consider: What guidance will you need to provide? 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?

Ministry of Health Safety Guidelines will be followed as they pertain to West-Way Dance Club and updated on a regular basis as changes are forthcoming from the Ministry.

Actions:

- All employees of the club will be advised and trained regarding the safety plan using ministry of health protocols (Mary & Eva)
- All members and non-members will receive instructions regarding safety rules in the club via electronic messaging, posted signs, in person onsite guidance and enforcement (Board)

2. How will you screen for COVID-19?

Consider: How you will stay current about what symptoms to look for? Will you use a screening checklist? Who will do the screening? Who needs to be screened and how often?

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 COVID-19 symptoms.

Actions:

- All staff, members, non-members entering the club will be screened using the provincial questionnaire for COVID 19 symptoms with electronic registration and when physically entering the building by assigned “door greeters” (Board and Members)

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: What [engineering and administrative controls](#) will you use? What changes will you make? Who needs to be in the workplace? How will you gather worker ideas about different ways of working?

Example: We have a new policy that limits time in the kitchen to 10 minutes, we have created a new outdoor break area in our parking lot and have changed how we schedule shifts and breaks.

Actions:

- Double Vaccine Policy in effect for staff and clients
- Requirement for masks (except for eating and drinking), screening, cleaning hands, will be mandated and monitored (Board)
- Ventilation system has been cleaned (Mary)
- Staff may take breaks outside when possible (Eva)

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

Consider: What is the contact information for your local public health unit? What are your isolation procedures? How will you gather workplace contact information for public health contact tracing?

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

Actions:

- Staff, members, non-members will not be permitted in the club if they do not pass screening and will be requested to go home and contact their doctor
- For the purposes of contract tracing the club will maintain a registry of all attendees at the club including name, contact information and stae attended
- In the event that there is a suspected case the individual will be requested go home isolate and call their doctor. The club will notify Toronto Health Authorities 416-338-7600 and follow any contact tracing requirements using our records as advised by the Toronto Health Authorities. (Board)

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

Consider: With workers, review existing critical risks and whether work practice changes will affect your current risk management strategy. Are any new risks introduced due to changes in worker numbers or work practices? What new risk controls are required?

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

Actions:

- The club will follow all government safety protocols and take prompt action to mitigate if any new risks arise

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

Consider: How often will you schedule a review of your plan? How will you get input and ideas from workers and clients? Who is responsible for evaluating how things are working and for adapting the plan as you find better/easier ways to do things? How will you communicate changes?

Example: We will set up a weekly meeting between the CEO and the health and safety representative.

Actions:

- A minimum of one Board member is on site daily to monitor and communicate any issues and escalate to the Board for resolution. The board communicates daily electronically and meets frequently as well as on demand (Board)
- All ideas from staff and members/non members will be considered and implemented if deemed necessary (Board)
- The Board is responsible for approving, evaluating, and updating the plan (Board)
- Changes will be communicated electronically, signage, and in person (Board)

COVID-19 safety plan – snapshot

Business name: West-Way Club

Date completed: July 11 26/2021

Revision date: October 26/2021

Measures we're taking

How we're ensuring Workers/Members/Non Members know how to keep themselves safe from exposure to COVID-19

- We are following Provincial and Local Health and Safety Requirements for anyone entering this Club including double vaccine policy.
- The Requirements have been communicated electronically, website, posted signage, and verbally by the Board.
- The Health and Safety Requirements are monitored and enforced by the board. Anyone not following the Health and Safety Requirements will be asked to leave the club.

How we're screening for COVID-19

- All persons registering to attend the club and entering the club will go through the Provincial/Local Screening questionnaire for COVID 19 symptoms.

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

Masks, Social Distancing, and Hand Washing

- Masks are required to be worn (over the nose and under the chin) in the facility at all times unless sitting at the table when “specifically eating or drinking”.
- People are requested to wash hands as frequently as possible.

Cleaning

- The club will be cleaned after each dance.
- Washrooms will be cleaned periodically when the club is in use.
- The kitchen will follow all cleaning routines of equipment and general sanitation.

Other

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

- Advise the individual to go home, self isolate and contact their physician.
- The club will contact the Local Health Authority.
- Implement any contact tracing protocols as required by the Toronto Health Authority.

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

- Any new risks identified will be mitigated to the extent possible as they are presented by the Board.

How we're making sure our plan is working

- The Board is communicating daily via email and meeting frequently to monitor and address any issues.
- Receive feedback regarding the plan from staff, members, and non members.
- Restrictions will be relaxed when the government authorises the Club to do so.