

Business name The Carleton Place Canoe Club	Plan name CPCC Safety Plan - Feb 2022	Contact name Patrick Lester	Contact email address coach@cpcanoecub.com
Plan created on February 09, 2022	Plan updated on N/A	Contact phone number 613-261-1683	

COVID-19 Safety Plan

Important Notes

- » This safety plan has been developed using the workplace safety plan builder, available at Ontario.ca/COVIDSafety. The safety plan builder has been designed to help all businesses establish best practices to help keep their workers and customers/clients safe from COVID-19 and other risks in the workplace.

Those responsible for this business/organization acknowledge that they must:

- take every precaution reasonable in the circumstances for the protection of a worker
- follow all relevant requirements set out in:
 - [The Reopening Ontario \(A Flexible Response to COVID-19\) Act, 2020](#) (ROA), including all requirements listed in [O.Reg. 364/20](#)
 - Directives from the Chief Medical Officer of Health
 - Local public health orders
 - [The Occupational Health and Safety Act](#) (OHSA)
 - The [Employment Standards Act](#) (ESA)
 - Any other relevant legislation
- stay up to date on legal requirements as the situation evolves

Communication and training

- » Posters for workers and visitors have been put up around the workplace
- ✓ Physical distance
 - ✓ Screening and self-assessment
 - ✓ Wearing masks
 - ✓ Hand hygiene
- » Information on changes to our plan or safety measures is provided to workers
- ✓ By email
- » Information on our health and safety measures will be shared with customers/clients/visitors
- ✓ On posters at entrances
- » All workers have been instructed on our COVID-19 health and safety measures
- » We support our workers with information to help them stay safe outside the workplace as well (e.g., while commuting, on days off)

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Plan evaluation and worker engagement

- » This safety plan is reviewed
 - ✓ Monthly
- » When we add new safety measures, we check that they do not create any new hazards or that measures can be put in place to control new hazards
- » We are maintaining a record of actionable feedback related to this plan, and the steps taken to address any issues
- » We collaborate with our workers on solutions to any health and safety issues

Worker screening

- » All workers are actively screened before starting each shift
 - ✓ Having workers use our custom app/screening tool (which asks all questions required by the Ministry of Health)
- » Screening is done before the worker comes to the workplace or outdoors at the workplace whenever possible
- » Workers who are working offsite are actively screened using our screening procedure and must follow any screening and control measures at all work locations
- » Workers are instructed to stay home if they are sick or have any COVID-19 related symptoms

Visitor screening and instruction

- » Customers/clients are actively screened before entering the workplace
 - ✓ Having visitors use our custom app/screening tool (which asks all questions required by the Ministry of Health)
- » Visiting workers are actively screened
 - ✓ Having visiting workers use our custom app/screening tool (which asks all questions required by the Ministry of Health)
- » Visitors are given instructions on posters at all entrances to stay out of the workplace unless they pass the self-screening questions

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Limiting interactions

- » All workers who can are performing their work remotely
- » Workers have been assigned to their own dedicated work areas

Crowd control

- » We have rearranged our facility to allow for more space between people
- » The facility will have a maximum customer/client capacity of 100
- » Adjustments will be made to ensure we follow all local public health requirements regarding capacity limits

Physical distancing and separation

- » Supervisors will remind workers to maintain physical distancing of at least 2 metres (6 feet) between themselves and others
- » Workers will maintain physical distancing of at least 2 metres (6 feet) at any time they are not able to wear a mask, such as for eating and drinking
- » For times when people in the space are performing strenuous activities, we have arranged the space to allow for more distance between individuals
- » Workspaces have been rearranged to enable physical distancing

Ventilation and air quality

- » Work will be performed in outdoor spaces whenever possible
- » Ventilation system is maintained according to manufacturer's instructions
- » Ventilation system has been adjusted to increase the amount of fresh air and reduce recirculation
- » Ventilation system has been set to run before and after people are in the workplace
- » We have improved our ventilation beyond standard requirements by reviewing and where possible implementing best practice ventilation guidelines for the prevention of COVID-19 transmission
- » Exhaust fans in washrooms are kept running at all times when workers are in the building/facility
- » Exhaust fans in washrooms are kept running beyond operating hours

- » In any spaces that don't have mechanical ventilation, windows and doors will be kept open, weather permitting
- » We have taken steps to identify poorly ventilated areas and make changes

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Masking and personal protective equipment (PPE)

- » Workers will remind customers/clients/visitors to wear masks properly and consistently
- » Posters have been put up throughout the facility to remind customers/clients/visitors to wear masks properly and consistently
- » Our workers will wear masks while in the facility
 - ✓ Disposable non-medical mask
- » Workers will wear a mask at all times when indoors in the workplace, unless alone in a private space, eating or drinking, or they require an accommodation which does not allow for wearing a mask
- » Workers have been trained on the proper use of masks and PPE
- » Staff working in hot areas wearing masks have been instructed and reminded to follow measures to prevent overheating (e.g., drinking water, taking breaks)
- » We have medical masks available to give to clients if needed

Cleaning, disinfecting and hand hygiene

- » Our workers have been trained to select and safely use cleaning products for their work including the use of additional PPE that may be required (such as gloves, protective clothing and/or respiratory protection)
- » We have developed a document with cleaning procedures and schedules
- » Reminders have been posted in washrooms to wash hands often with soap and water for at least 20 seconds
- » Hand sanitizer with at least 60% alcohol content has been provided at locations throughout the building

Mental health and wellbeing

- » We strive to create an atmosphere in which workers are comfortable discussing the issues that prevent them from being productive at work
- » We provide information on mental health resources to our workers
- » We have provided information on available leaves related to COVID-19, including the paid infectious disease emergency leave and unpaid infectious disease emergency leave

Violence and harassment

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- » A violence and harassment policy has been established, which outlines how workers can report issues and how the issues will be addressed

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Violence and harassment - Continued

- » We do not accept violence and harassment directed towards our staff. We encourage our customers to treat our staff with respect
- » If any customers have complaints about our COVID-19 policies, they will be directed to talk to management
- » Management will retain a record of all incidences of violence or harassment and will report to the authorities as necessary

Remote workers

Other measures

- » The volume of music (or other background noise) will be kept to a level where normal conversation is possible to discourage yelling

Reporting a case

- » If a worker lets us know that they have tested positive for COVID-19 and there is a possibility it could be related to the workplace, we report the case within four days to: (check all that apply)
 - ✓ [The Ministry of Labour, Training and Skills Development](#) – email MLTSDoccillness.notices@ontario.ca (Use subject 'Attention: Director')

Facilitating contact tracing

- » We keep track of contact information for workers to provide to the public health unit in the event of a worker or other customers contracting COVID-19
- » We keep track of contact information for customers/clients and visitors to provide to the public health unit in the event of a worker or other customers contracting COVID-19
- » All contact records are kept for a minimum of one month