

# Roadmap to Re-open ...and YOU!

## Webinar for Businesses Impacted by Step 3

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# Welcome!

## Objectives of this Session

- Introduce Ontario's [Roadmap to Reopen](#) and Step 3
- Outline the safety plan framework
- Explain how to apply an occupational health approach (the RACE model) to managing COVID-19 risks in the workplace
- Provide recommendations for safe work practices to keep your staff and the public safe while working during COVID-19
- Review current regulations under Step 3 of the [\*Reopening Ontario \(A Flexible Response to COVID-19\) Act \(ROA\)\*](#)
- Answer key questions and provide contact information for further assistance
- Additional resources and supports available

# Reopening Ontario Safely

## Occupational health and safety requirements

- Employers, supervisors and workers have obligations under the [Occupational Health and Safety Act](#) and its regulations that help to keep the workplace safe.
- As an employer, you must take every precaution reasonable in the circumstances to protect your workers from hazards in the workplace, including from COVID-19.

## Public health requirements

- Employers should also understand the restrictions that apply to their workplace(s) under [ROA](#), as described in the [Roadmap to Reopen](#), and regularly check for requirements applicable to their region or sector, such as:
  - municipal by-laws
  - orders from the [local public health unit](#)

# Reopening Ontario Safely – The Roadmap to Reopen Plan

**Goal:** A safe and sustainable reopening of Ontario

- Three-step plan to safely and cautiously reopen the province and gradually lift public health restrictions
- The plan is based on the provincewide vaccination rate and improvements in key public health and health care indicators
- The province will remain at each step for **at least 21 days** to evaluate any impacts on key public health and health system indicators.
  - Step 3: 70-80% of adults vaccinated with one dose and 25 % vaccinated with two doses

# What difference does vaccination make?

- The goal of Ontario's vaccination plan is for everyone in Ontario to be able to get a COVID-19 vaccination if they want one; employers can encourage and promote the vaccine to their workers in many ways.
- The Roadmap steps require meeting certain vaccination targets because COVID-19 vaccination (immunization) increases a person's ability to fight infection if they are exposed to the virus. As more and more people are vaccinated, COVID-19 will not be able to spread as easily, and it will become safer to lift certain public health restrictions.
- Public health restrictions will be lifted gradually in the Roadmap steps and some public health measures will need to be maintained to help us stop the spread more effectively.
- To help ensure a safer and sustainable opening in Step 3:
  - Employers **must maintain the required COVID-19 control measures** even if workers have been fully vaccinated
  - Workers must keep following all their workplace control measures even after they have been vaccinated
- This is because:
  - not everyone has had the chance to be vaccinated yet and it takes time to build up immunity after being vaccinated
  - some people can't be vaccinated (e.g. for medical reasons; children under 12)
  - no vaccine works 100% of the time
  - some people may still get infected and spread the virus to others, even after they are fully vaccinated
  - new variants may spread more easily (like the Delta variant) and the vaccines may not be as effective against them
  - it is not yet known how long protection will last after COVID-19 vaccination or infection

# Reopening Ontario Safely – The Roadmap to Reopen Plan

## Two main ways to reduce chance of transmission:

1. Eliminate or reduce contact (purpose of public health restrictions on gatherings, opening etc.)
  - Reduce in-person interactions as much as possible (e.g., work from home, meet virtually, curbside pickup)
2. Decrease the risk with in-person contact (purpose of public health and workplace control measures)
  - Reduce the risk by using controls such as screening, masking and physical distancing

## Guiding principles

- **Step 1:** An initial focus on resuming outdoor activities with smaller crowds where the risk of transmission is lower, and permitting limited indoor settings with restrictions.
- **Step 2:** Further expanding outdoor activities and resuming limited indoor services with small numbers of people and with face coverings being worn.
- **Step 3:** Expanding access to indoor settings, with restrictions, including where there are larger numbers of people & where face coverings can't always be worn.

# Ontario enters **Step 3** on July 16



**70% - 80% of adults  
have one dose**

**Over 25% are  
fully vaccinated**

- ✓ 78% of adults have received one dose and 52% are fully vaccinated (as of July 9)
- ✓ Declining hospitalizations
- ✓ Declining ICU admissions
- ✓ Declining weekly cases rate
- ✓ Declining per cent positivity

Continuing improvements in key public health and health care indicators



**Expanding  
outdoor activities**

- Outdoor social gatherings and organized public events for up to 100 people
- Museums, zoos and amusement parks with capacity limits
- Fairs and rural exhibitions, festivals and cultural attractions with capacity limits
- Cinemas, concert, theatres, and other performing arts venues with capacity limits
- And more...

Larger outdoor gatherings, events and attractions, with restrictions in place



**Expanding indoor  
gatherings and services**

- Indoor social gatherings and organized public events for up to 25 people
- Indoor dining with no limits to the number of patrons per table
- Retail with capacity limited to ensure physical distancing
- Indoor sports and recreational fitness facilities with capacity limits
- Personal care services with capacity limited to ensure physical distancing
- Indoor religious services, rites or ceremony gatherings with physical distancing
- Museums, casinos and bingo halls with capacity limits
- Cinemas, concert, theatres, and other performing arts venues with capacity limits
- And more...

Additional indoor services with larger numbers of people and restrictions in place



# Ontario's "Roadmap to Reopen"

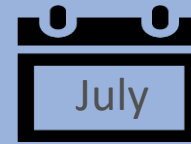


## Step 1 – Opening outdoors



- outdoor gatherings up to 10 people
- outdoor dining up to 4 people per table
- outdoor fitness classes and personal training and sports training up to 10 people
- essential retail at 25% capacity and can sell all goods (including discount and big box)
- non-essential retail at 15% capacity
- retail stores in malls closed unless the stores have a street facing entrance
- outdoor religious services, rites and ceremonies with capacity limited to permit physical distancing of 2 metres
- horse racing, motor speedways without spectators
- outdoor horse riding
- outdoor pools and wading pools with capacity limited to permit physical distancing of 2 metres
- outdoor zoos, landmarks, historic sites, and botanical gardens with capacity limits
- campsites, campgrounds and short-term rentals
- overnight camping at Ontario Parks

## Step 2 – Opening some indoor/expanding outdoors



- outdoor gatherings up to 25 people
- indoor gatherings up to 5 people and other restrictions
- outdoor dining up to 6 people per table
- outdoor sports and leagues
- outdoor meeting and event spaces with capacity limits
- non-essential retail 25% capacity; essential retail at 50% capacity
- personal care services where face coverings can be worn at all times with capacity limits
- outdoor cinemas and performing arts with capacity limits
- horse racing and motor speedways for spectators with capacity limits
- outdoor tour and guide services with capacity limits
- indoor religious services, rites or ceremonies at 15% capacity
- public libraries with capacity limits
- outdoor waterparks and amusement parks with capacity limits
- overnight camps
- fairs and rural exhibitions with capacity limits

## Step 3 – Expanding indoors



- outdoor gatherings with larger capacity limits
- indoor gatherings with larger capacity limits and other restrictions
- indoor dining with capacity limits
- indoor sports and recreational fitness facilities with capacity limits
- indoor meeting and event spaces with capacity limits
- essential and non-essential retail with capacity expanded
- personal care services with capacity expanded and some other restrictions
- indoor cinemas and performing arts with capacity limits
- indoor and outdoor religious services, rites or ceremony gatherings with capacity limited to permit physical distancing of 2 metres
- indoor museums and art galleries with capacity limits
- indoor zoos, aquariums, waterparks and amusement parks with capacity limits
- casinos and bingo halls with capacity limits
- other outdoor activities from step two permitted to operate indoors



**RECOGNIZE, ASSESS, CONTROL & EVALUATE**

# The safety plan approach and RACE

## What is needed:

- Public health and occupational health and safety control measures to help make workplaces safer for everyone.

## Supports:

- Safety plan is a requirement under ROA – it is a framework to help businesses develop and implement a plan that meets the needs of their unique workplace.
- Regulations with public health restrictions and measures.
- Inspectors are conducting risk based proactive inspections at workplaces to check that employers understand the risks associated with COVID-19, including how to reduce spread in their workplace and that employers are implementing measures to keep workers safe.

## The safety plan approach uses a simple, risk-focused process to help manage COVID-19 risks in the workplace:

- **Recognize** hazards - COVID-19
- Understand and **Assess** risks:
  - How the virus spreads
  - Key risk factors and how they increase the chance of transmission
- Implement **Control** measures to:
  - Reduce in-person interactions as much as possible, e.g. work from home, meet virtually, curbside pickup
  - Decrease the risk when in-person interactions take place, e.g. maintain distance, use masks, use outdoor spaces, improve ventilation
- **Evaluate**

# Recognize hazards – COVID-19 as a workplace hazard

## People infected with SARS-CoV-2

- COVID-19 spreads from an infected person (who may have symptoms or be asymptomatic) to other people, mainly through respiratory droplets that are created when a person:
  - breathes
  - talks, shouts or sings
  - coughs or sneezes

## The virus that causes COVID-19

- Respiratory droplets vary in size from large droplets that fall to the ground rapidly near the person, to smaller droplets, sometimes called aerosols.
- Infectious droplets may spread COVID-19 to another person if they:
  - come into direct contact with the mucous membranes of the nose, mouth or eyes
  - are inhaled into the nose, mouth, airways and lungs
- The virus may also spread indirectly through contaminated surfaces or objects – for example, if respiratory droplets fall on the surface or if an infected person gets the virus on their hands and touches the surface or another person (e.g. a handshake).

# Assess risks - key risk factors of potential transmission



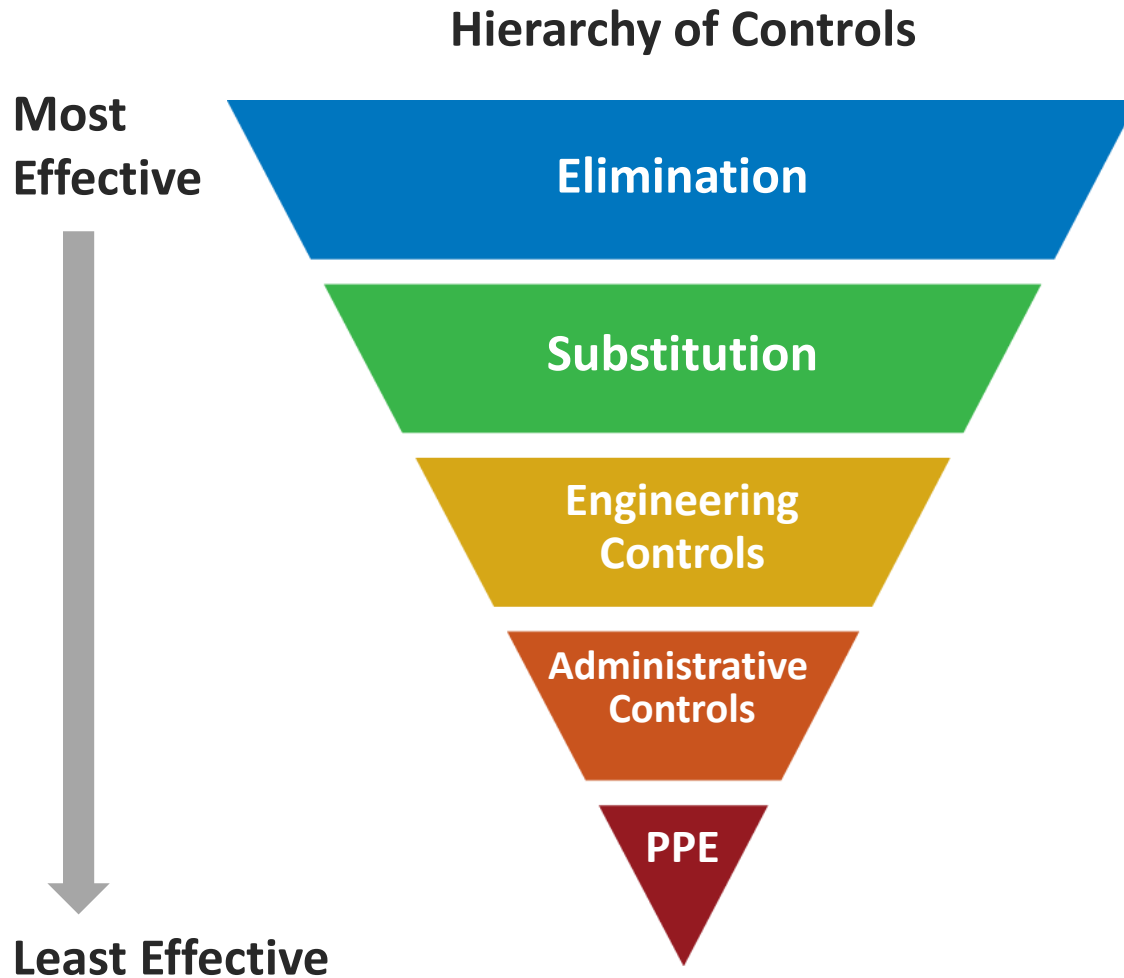
## Understanding COVID-19 Risks

- Assess is the 2<sup>nd</sup> Step in RACE – where you learn more about your hazards and assess level of risk they present in the workplace.
- There are several risk factors that increase the potential for transmission of COVID-19. Limiting these risks is critical to keeping Ontario open and safe:
  - **close proximity** - working close to others
  - **longer exposure** - spending more time with potentially infected people
  - **crowded places** - having more people in a space
  - **closed spaces** - indoor spaces with less fresh air (working indoors is riskier than working outdoors)
  - **forceful exhalation** – activities that cause people to breathe more deeply (e.g. physically demanding work, speaking loudly, singing)
- Public health measures to limit COVID-19 transmission include masking, physical distancing, staying home when ill even with mild symptoms, and hand hygiene.
- Your COVID-19 safety plan will help you to implement the right control measures in your workplace to protect your workers and customers.
- We are going to help you understand how to do this.

# Control the risks

- Workplace controls are measures that employers use to help prevent workers from being exposed to a hazard.
- The most effective way to limit exposure to COVID-19 is to avoid interactions between people, for example:
  - working from home and using virtual meetings
  - “contactless” curbside pickup and delivery options
- Other workplace controls work in different ways to help reduce the chance of exposure to COVID-19 when people are in the workplace, for example:
  - screening helps to keep people who may be infectious out of the workplace
  - masking can block respiratory droplets and prevent them from reaching other people
  - good ventilation and wearing masks can help reduce the amount of virus in an indoor space
  - personal protective equipment (PPE) can help protect the wearer from exposure to the virus (and may be required when other control measures cannot be consistently maintained)
- The hierarchy of controls can help you to select control measures that are likely to be most effective:
  - Elimination and engineering controls are more effective because once in place they require no additional action
  - Effective use of administrative controls, source control masking and PPE may require workers and other people to implement them properly and consistently every time

# Use the hierarchy of controls to help select your controls



**ELIMINATION** This involves removing the risk of exposure entirely from the workplace. Having all workers stay home would eliminate COVID-19 risk from the workplace.

**SUBSTITUTION** This involves replacing a hazardous substance with something less hazardous (e.g. replacing one chemical with another). For an infectious disease such as COVID-19, there is no option for substitution.

**ENGINEERING CONTROLS** These involve making physical changes in the workplace that separate workers from the hazard (separate workers from the hazard).

**ADMINISTRATIVE CONTROLS** These involve making changes to the ways people work and interact, using methods such as policies, procedures, training and signage.

**PERSONAL PROTECTIVE EQUIPMENT (PPE)** This is equipment and clothing worn by a worker to minimize exposure to hazards and prevent illnesses and infection. PPE is used to protect the wearer.

# Control the risks

**Reduce or eliminate interactions, where possible**

**Screen** (*active screening of workers; screening of patrons = ROA*)

**Implement measures to prevent transmission between people in the workplace**

*(distancing, masking, cleaning, capacity limits = ROA)*

- To operate your business more safely and to keep it operating, you may need to make changes to the work space and to the ways your work is done.
- Consider how you will implement control measures to prevent transmission



# Screening

- Screening helps keep infected workers and others from entering the workplace. This can reduce possible transmission in your workplace. Read more about [workplace screening](#).
- Plan for how you will screen workers and others who enter your workplace. You must make sure that your screening process follows the instructions issued by the Office of the Chief Medical Officer of Health, including for [screening after vaccination](#).

# Screening

## Screening of workers

- Employers must **actively** screen all workers, including those who are vaccinated, for [COVID-19 symptoms](#) and other risk factors before they enter the workplace at the start of their shift.
  - **Active screening** means that as an employer it is your responsibility to ensure that no worker enters the workplace unless it is confirmed they have completed the screening and the result of that screening has indicated that they are allowed to enter the workplace.
  - Consider what records you will keep so you can show how your active screening process works and that you have been following it.
- **Question-based screening** involves using information about symptoms and exposures to determine if a person can enter a workplace.
  - A person has passed question-based screening if they have none of the symptoms or exposures asked about in the screening tool.
  - You can use the [COVID-19 worker and employee screening](#) tool or must make sure your screening tool includes all the same questions.
  - Question-based screening may be done in person or remotely, including by telephone, web tool, email or app.

# Screening

## Screening of workers

**Rapid antigen screening** involves collection of a sample from an individual that is analysed to see if it contains the SARS-CoV-2 virus. Rapid antigen screening is used to help identify asymptomatic COVID-19 cases.

- A person has passed rapid antigen screening if they get a negative result on the rapid antigen test.
- Rapid antigen screening can be a helpful step to add to a [workplace screening](#) process. If you are thinking of adding rapid antigen screening in your workplace, read more about [considerations](#) and [get free rapid tests](#).

# Screening

## Screening of non-workers

- Consider how you will screen clients, customers and patrons.
- Where possible, **actively screen** using the [COVID-19 customer screening tool](#). Note that in some workplaces, there may be requirements for active screening of non-workers.
- At a minimum, you must have **passive screening** of non-workers entering your workplace. This means:
  - you must [post signs with clear instructions](#) at all entrances that tell people how to screen themselves
  - the signs should include the screening questions and instruct people with symptoms or high-risk exposures not to enter the premises
  - people are assumed to have screened themselves and followed the instructions
  - you do not need to ask anyone to report the result of their screening
  - a person should be told not to enter if they volunteer the information that they did not pass the screening assessment

# Preventing transmission

## Maximize physical distancing and separation

In order to ensure physical distancing on site, you should consider a variety of engineering and administrative controls, for example:

- Arranging workstation and customer areas to create distance
- Use floor markers and signs to indicate 2m and where to stand
- Use any available outdoor space to allow greater distancing
- Stagger staff shifts and breaks
- Use barriers, such as Plexiglas, to separate customers and workers where appropriate

# Preventing transmission

## Consider ventilation and fresh air:

As the risk of COVID-19 transmission is higher in more enclosed and crowded spaces, some additional steps you can take include:

- Ensure that air-handling (HVAC) systems are properly maintained and meet industry standards
- Use portable air cleaners
- Keep windows and doors open as much as possible
- Use outdoor space as much as you can
- Continue ventilation and air exchange after regular business hours

# Preventing transmission

## Supporting good hand and respiratory hygiene

- Post reminders about how to practice good hand and respiratory hygiene (e.g. to avoid touching eyes, nose or mouth)
- Provide ways to properly clean hands by providing access to soap and water and, if that is not possible, alcohol-based hand sanitizer
- Ensure that workers can clean their hands frequently and whenever needed
- Have all workers and visitors properly clean their hands before entering the workplace and after contact with objects and surfaces others may have touched

# Preventing transmission

## Reducing transmission from surfaces and objects

Workers can be infected if they touch their face with contaminated hands.

- Consider what policies and procedures you should put in place to make sure you are disinfecting and keeping the workplace as free of the virus as possible.
- Consider how often you need to clean and disinfect commonly touched surfaces and common areas
- Assign tools, equipment and workstations to a single user if possible, or limit the number of users
- Regularly clean and disinfect any shared equipment and tools



# Preventing transmission

## Using masks as a control measure in the workplace

A mask is a piece of equipment that:

- covers the wearer's nose, mouth and chin
- is fixed to the face with straps, ties or elastic, either behind the head or with ear loops

For COVID-19 protection, masks can be used as workplace control measures in two ways:

- as **source control**: workers wear the mask **to protect those around them**
- as **personal protective equipment (PPE)**: workers wear the mask (along with eye protection) **to protect themselves**
  - Under ROA, worker who work within 2m of an unmasked person indoors are required to wear PPE

Masks are important to reduce risk and are now mandatory in many workplaces in Ontario.

- Masks should not be the only control measure you use or replace other control measures in your workplace.
- Not all masks are suitable for both purposes. Cloth masks are not PPE.

How effective masks are as a control measure depends on:

- the type of mask(s) used
- masks being worn properly and consistently

To help you decide what is right for your workplace, see the guide to [using masks in the workplace](#).

# Dealing with cases and self-isolation

**What will you do if a worker gets sick or has to self-isolate?**

There are steps that you will need to take if one of your workers has symptoms which may be related to COVID-19, or is diagnosed with COVID-19:

- Exclude symptomatic workers from the workplace
- Contact public health
- Follow public health direction including on self-isolation and return-to-work
- Report COVID-19 cases that may be related to workplace exposure to the Ministry of Labour, Training and Skills Development and the Workplace Safety and Insurance Board (WSIB)

# Dealing with other risks

## What other issues might your business face because of the changes?

Changes to work procedures or practices may affect the way you have routinely managed other risks in the workplace. It is important to think of new ways to manage existing risks in the context of maintaining physical distancing.

It's also possible that the new procedures you put in place will bring new risks or challenges. Think about any needs for training/retaining of workers.

Consider new risks introduced by:

- Workers having been away from their work
- The changes to processes and procedures
- Use of temporary labour and inexperienced staff
- Restarting activities and machinery that have been shut down
- Stress, change and 'pandemic fatigue' – consider how this affects your workers' mental health
- Risk of workplace violence and harassment

# Evaluate: Learning and adapting

## How will you know what is working and what needs to change? How will you *Evaluate*?

Operating a business during the pandemic and through recovery will involve different ways of working. Things may not always go according to plan. You and your workers will need to be prepared to learn and adapt. This too is part of the RACE method we mentioned – recognizing, assessing and controlling, must be followed by evaluation!

Having a plan and checking to see how it's working will help you find the best ways to incorporate physical distancing, and good hygiene and cleaning practices for your unique situation. Your workers and your joint health and safety committee members or health and safety representatives may have helpful input on the plan.

Consider:

- How will your health and safety representatives or JHSC be involved in evaluating how well the plan is working?
- What is the best way to engage with your workers?
- How will you communicate changes to processes?

# Public Health Agency of Canada – What does it mean to me?

## Vaccinated Against COVID-19? What does it mean to me?



By getting vaccinated, you benefit from the protection you get against COVID-19 and the easing of restrictive measures in your community.



You still need to follow local public health advice in public settings (e.g. workplaces, public transit). Their advice considers community risk levels.



A majority of people in Canada have now had their first shot and many will soon be fully vaccinated. This advice is based on the current state and will be updated as vaccination rates continue to increase and cases decrease.



If you are at risk of more severe disease or outcomes, masking and physical distancing provide additional layers of protection that further reduce your risk in all settings. Your risk is always lower when outside.

### SETTING OR ACTIVITY

(Always follow local guidelines for gatherings and public health measures)

### YOU ARE NOT VACCINATED OR PARTIALLY VACCINATED

### YOU ARE FULLY VACCINATED

(i.e. you have received the full series of a vaccine authorized in Canada at least 14 days ago)


## SETTING OR ACTIVITY

(Always follow local guidelines for gatherings and public health measures)

## YOU ARE NOT VACCINATED OR PARTIALLY VACCINATED


## YOU ARE FULLY VACCINATED

(i.e. you have received the full series of a vaccine authorized in Canada at least 14 days ago)

Outdoors with a small group of fully vaccinated individuals   
e.g. small family BBQ, camping with friends/family, swimming at the lake, sharing a hug


No mask or physical distancing is necessary if everyone is comfortable with that

No mask or physical distancing is necessary

Indoors with a small group of fully vaccinated individuals   
e.g. dinner with a small group of friends, watching a sporting event on TV, sharing a hug

Consider removing your mask and being physically close to the fully vaccinated individuals if everyone is comfortable with that, AND nobody is at risk of more severe disease or outcomes

No mask or physical distancing is necessary

Outdoors with people from multiple households who are unvaccinated, partially vaccinated, or their vaccination status is unknown   
e.g. playing a close contact sport, gathering with a group of friends, child's outdoor birthday party, outdoor wedding

For now, consider wearing a mask if physical distancing cannot be maintained, especially if you or others are at risk of more severe disease or outcomes

No mask or physical distancing is necessary

# MLTSD Supports for the Ontario's "Roadmap to ReOpen"



## Step 1 – Opening Outdoors



Promote Reopening Assistance packages  
Provide webinars and education/ outreach for reopening sectors including:

- Restaurants (outdoor dining), Non-essential retail and Day camps

### OHS Inspectors' Focus

Group Homes/Community Health Services, Farming, Construction, Day camps, Shelters

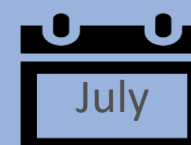
### Compliance Assistance Team (CAT) Focus

Day camps, Golf courses, Marinas, Retail, Construction, Industrial settings including Manufacturing, Food Processing, Warehousing and Distribution (M, FP, WD).

### Multi-Ministry Team (MMT) Focus

Responsive to needs of local PHU's with consideration for reopening of outdoor dining, non-essential retail, industrial (M, FP, WD), Outdoor Attractions, Auto repair.

## Step 2 – Opening some indoor/expanding outdoor



Promote Reopening Assistance packages

Provide webinars and education/outreach for reopening sectors including:

- Personal care services, Outdoor Attractions and events, fitness facilities.

### OHS Inspectors' Focus

Group Homes/Community Health Services, Farming, Construction, Day and Overnight camps

### Compliance Assistance Team (CAT) Focus

Overnight and Day camps, Personal Care Services, Retail, Construction, Industrial settings (Manufacturing, Food Processing, Warehousing and Distribution) .

### Multi-Ministry Team (MMT) Focus

Responsive to needs of local PHU's with consideration for outdoor dining, retail, industrial (M, FP, WD), Outdoor Attractions, personal care, gyms.

## Step 3 – Expanding Indoor



Promote Reopening Assistance packages

Provide webinars and education/outreach for reopening sectors including:

- Indoor Dining, Indoor Events and Concerts.

### OHS Inspectors' Focus

Group Homes/Community Health Services, Farming, Construction, Day and Overnight camps, School Re-Opening

### Compliance Assistance Team (CAT) Focus

Camps, Personal Care, Retail, Construction, Restaurant

### Multi-Ministry Team (MMT) Focus

Respond to needs of local PHU's, restaurants, gyms

## Looking Ahead: Support for Workplaces



- ❖ Free OHS training for health and safety representatives in up to 60,000 small businesses;
- ❖ Releasing an online COVID-19 safety plan builder

# Inspectors/Enforcement Officers may focus on the following:

- Information and Instruction for workers
- JHSC/Health and Safety Representative involvement (if applicable)
- Physical Distancing Measures in place
- Screening Measures
- Cleaning and Disinfecting
- Hand Hygiene
- Personal Protective Equipment
- Safety Plans posted in OBVIOUS location within the workplace

## **OHS Inspectors' Focus**

Group Homes/Community Health Services, Farming, Construction, Day camps, Shelters

## **Compliance Assistance Team (CAT) Focus**

Day camps, Golf courses, Marinas, Retail, Construction, Industrial settings including Manufacturing, Food Processing, Warehousing and Distribution (M, FP, WD).

## **Multi-Ministry Team (MMT) Focus**

Responsive to needs of local PHU's with consideration for reopening of outdoor dining, non-essential retail, industrial (M, FP, WD), Outdoor Attractions, Auto repair.



# Inspectors may focus on the following:

- MLTSD Inspectors will continue to enforce:
  - OHSA and Applicable Regulations\*
  - Health & Safety Awareness Training
  - WHMIS
  - Machine guarding
  - Safe work practices
  - Health and safety Representative and Monthly inspections
  - Other applicable legal requirements

# COVID-19 by the Numbers



## 102,000+ Public Enquiries



- 9,970+ OHS Calls
- 4,500+ WebOHS Enquiries
- 5,400+ OHS Emails
- 79,175+ ES Calls
- 3,400+ WebES Enquiries

## OHS Enforcement



- 27,087 Events (including 8,572 occupational illness and disease, and 485 work refusals)
- 52,844 Field Visits (including 42,655 in-person visits)
- 57,877 Orders Issued

### 430 Provincial Offences Officers

from across the OPS have joined a multi-ministry team that conducted **13,838** workplace visits with a lens on prevention to promote safety and compliance with the ROA

TSSA staff under contract with the MLTSD conducted more than **12,489** workplace visits regarding the ECMPA/ROA



23,546 events in 2019  
31,003 events in 2020  
14,663 events in 2021  
*(All events as of May 28, 2021)*



Employment standards officers completed **more than 15,302 engagements** to provide OHS compliance assistance to workplaces across Ontario

**Over 200 guidance materials** developed with Health and Safety Association partners as resources for employers



Conducted nearly **90 webinars** to promote ES and OHS requirements to about **4,600** small business employers and vulnerable workers across Ontario



**Over 450,000 pageviews** on new COVID-related chapters in *Your Guide to the ESA*

As of May 2021



# Mandatory Safety Plans

Under ROA, businesses must have a **safety plan** available upon request and posted in a clear/obvious location

There are several resources to help you [develop your COVID-19 workplace safety plan | Ontario.ca](#):

- a guide to developing your safety plan
- a simple safety plan template
- a safety plan checklist

**Measures we're taking**

**Ensuring our team know how to keep themselves safe from exposure to COVID-19**

- We are regularly checking health information and news to inform our protocols.
- We are emailing weekly reminders - New rules, changes to plan, and workplace safety reminders.
  - Social media, voicemail, and posters at Eliss hall inform guests of safety measures.
    - Communicating rules to guests prior to arrival

**We're screening for COVID-19**

- Everyone entering for work-related purposes are screened before they enter.
  - Screening questions are posted on the front door.

**We're controlling the risk of transmission in our workplace**

**Source control masking**

- All staff are required to wear a mask while at work.
- Guests are required to wear a mask when not seated at their table eating or drinking.

**Maximize distance and separation**

- To ensure physical distancing, tables have been rearranged. We are following provincial and local health rules for table seating and building capacity.
  - Barriers are installed at the entrance, coat check, and kitchen pass counter.

**Transmission from surfaces and objects**

- High touch surfaces are cleaned and disinfected before each event.

**Hand and respiratory hygiene**

- Signage is posted to remind everyone how to properly wash their hands.

**Ventilation and airflow**

- When it's possible, all doors and windows will be kept open.
- The building ventilation system is being maintained to ensure it is working properly.

**Our Response if there is a case, or suspected exposure to, COVID-19 at our workplace**

- Support staff members who are sick or self-isolating.
- Follow public health direction, and share information from the guest log about people who entered the banquet hall and attended an event to help public health contact tracing if needed.
  - Communicate with our staff and guests.

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

- Added supports for mental health, improved visibility, and added training for new hazards.

**How we're making sure our plan is working**

- Seeking feedback and ideas from staff (in person) and guests (by email).
- Reviewing and acting upon loss reports (Hazards and incidents) related to COVID-19.
  - Review our plan frequently and make changes based on feedback.

# Making a plan

## What to think about as you plan for how to operate safely

- 1. Communicating – How will you ensure all workers know how to keep themselves safe from exposure to COVID-19?**
  - How will your workers and customers know how to keep themselves safe?
  - How will they know what steps you are taking?
- 2. Screening – How will you screen for COVID-19?**
  - Passive and Active Screening
- 3. Preventing transmission – How will you control the risk of transmission in your workplace?**
  - Physical distancing, crowd control and separation
  - Source control masking
  - Ventilation and air flow
  - Sanitizing surfaces and objects
  - Hand and respiratory hygiene
  - Personal protective equipment (PPE)
- 4. Dealing with cases and self-isolation – What will you do if there is a potential case of, or suspected exposure to, COVID-19 at your workplace?**
  - What will you do if a worker gets sick or has to self-isolate?
  - Steps employer must take
  - Self-isolation and return to work
- 5. Dealing with other risks – How will you manage any new risks caused by changes to the way you operate your business?**
  - What other issues might your business face because of the changes?
- 6. Learning and adapting – How will you make sure your plan is working?**
  - How will you know what is working and what needs to change?

[WSPS Safety Plan Templates](#)

# Resources for developing and/or updating your safety plan

You can visit MLTSD [Resources to prevent COVID-19 in the workplace](#) to download the safety plan guide, template and checklist and find links to other information resources that will be of use to you when developing or updating your safety plan, including:

- General guidance documents covering topics like screening, using masks in the workplace and Ontario's Occupational Health and Safety Act (OHSA)
- Sector-specific guidance and resources

If you are aware of best practices from your industry or other jurisdictions, you may want to consider them as well – in fact, it is encouraged that you do so!



# COVID-19 SOLUTIONS BY THE NUMBERS @ WSPS

As of June 2021



**103,000**  
COVID-19 MICROSITE  
Page Views



**83,000+**  
UNIQUE VISITORS  
to COVID-19 Microsite



**3** NEW COVID-19  
MICROSITE  
LANDING PAGES



**12** VIRTUAL  
CONSULTING  
SOLUTIONS



**9** SAFETY PLAN  
TEMPLATES &  
COMPANION  
WEBINARS



**7** PODCAST  
EPISODES



**40** PSYCHOLOGICAL  
SAFETY BLOG POSTS



**675**  
Virtual Training  
Courses for  
**7,742 Learners**



**18** Partners in Prevention  
Virtual Conferences & Webinars



**7** Pandemic  
Playbooks  
& Addendums



**43** COVID-RELATED  
ARTICLES



**15+** AGRICULTURE  
SECTOR  
WEBINARS

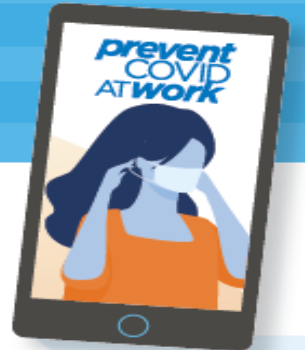


**150+** QUESTIONS  
ANSWERED  
IN FAQ

**34**  
Instructor-Led Courses  
Transitioned to  
Virtual Delivery

**12**  
Safety Connection  
webinars with  
**770 PARTICIPANTS**

**1** NEW  
APP



**198** ENGLISH  
SOLUTIONS

**87** FRENCH  
SOLUTIONS

**14** SPANISH  
SOLUTIONS

**12** MANDARIN  
SOLUTIONS

## Resources: [WSPS.ca](https://www.wsp.ca)

- Pandemic Recovery: Return to Business Checklist
- Pandemic Business Playbook
- Visitor Screening Questionnaires
- COVID-19 Health and Safety Guidance documents
- Small Biz Safety Podcast
- COVID-19 Mental Health Resources
- Prevent COVID at Work AP

# Prevent COVID at Work App



- Using your smart phone camera, please hold it up to the barcode, like you are taking a picture
- Simply allow it to focus
- Click to open the app in your browser

## Available Platforms:

Apple Store [Search: Prevent COVID]

Google Play [Search: PreventCOVID (no spaces)]



# Other General Guidance

- [Using Masks in the Workplace | Ontario.ca](#)
  - Mask safety [Video 1](#) Mask safety [Video 2](#)
- **OHSA** - [General OHSA guidance](#)
- **Roadmap to Reopen** - [Reopening Ontario | Ontario.ca](#)
- **Screening**
  - Guidance: [Screening for COVID-19: guidance for employers | Ontario.ca](#)
  - Tool: [COVID-19 worker and employee screening \(ontario.ca\)](#)
- [COVID-19 vaccines and workplace health and safety | Ontario.ca](#)
- [Vaccine Considerations in The Workplace](#)

# Sector-specific Guidance

## Step 1

[Restaurants, Bars and Food or Drink Establishments](#)

[Sports and Recreational Fitness](#)

[FAQ Sports and Recreational Fitness](#)

## Step 2

[Personal Care Services](#)

[Mall operators](#)

## Step 3

[Casinos, Bingo Halls and Gaming Establishments](#)

[Performing Arts Facilities](#)

[Meeting and Event Facilities](#)

[Cinemas](#)

# The Path Ahead

As the COVID-19 situation evolves what is right for your situation may change. Make sure to review and update your plan regularly.

You should be aware of and make sure to follow the most current:

- requirements of the [local public health unit](#)
- relevant bylaws in the municipality in which you do business
- regulations under the [Reopening Ontario \(A Flexible Response to COVID-19\) Act \(ROA\)](#), that are applicable to your business [Roadmap to Reopen](#)
- [directives issued by the Chief Medical Officer of Health](#) that are applicable to your industry or business

## Questions you may have....

Q1: Will there be a Step 4 in reopening?

Q2: Is there a requirement to keep customer information for contact tracing like in the last reopening process?

Q3: Under the new regulations, what are the PPE requirements? Are they different from Step 2 vs Step 3?

Q4: Are there steps to consider when re-opening our office setting?

Q5: Does WSPS intend to have updated safety plans and/or guidance documentation for every subsector?

For all your health and safety solutions, contact:

## Workplace Safety & Prevention Services

1 877 494 WSPS (9777)

**WSPS.CA**

CONNECT  
WITH US



### Duty Consultant

Monday to Friday: 8:30 am to 4:30 pm

1-877-494-WSPS (9777)

[dutyconsultant@wsp.ca](mailto:dutyconsultant@wsp.ca)

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