

Roadmap to Re-open ...and YOU!

Webinar for Businesses Impacted by Step TWO

Pamela Patry, Acting Pandemic Program Lead, WSPS

John Reid, Senior Manager, Cross Program Strategy and Support, MLTSD

Moderator: Wagish Yajaman, Manager, Specialty Services, WSPS

June 29, 2021

DISCLAIMER

- **NOTE:** This presentation is intended for informational purposes only. The information is current, to the best of our knowledge, as of the publication date, (June 2021). It is not intended as medical advice, to provide a comprehensive risk assessment for all workplaces, or to replace any legislated workplace safety obligations. WSPS has not endorsed and does not endorse any particular product or company as a solution to the risk presented by COVID-19. Due to the ongoing evolution of the situation in Ontario and around the world, this document may be used as a guide for employers in addition to guidance delivered by public health authorities such as the World Health Organization (WHO), Ontario Ministry of Health, Public Health Ontario and the U.S. Centers for Disease Control and Prevention (CDC). Any use which is made of this presentation by any employer or individual, or any reliance on or decisions to be made based on it, are the responsibility of the employer or individual. WSPS and its partners, officers, directors, employees, agents, representatives, suppliers and service providers accept no responsibility for any errors or omissions in content or for damages of any kind or nature suffered by any employer or any third party as a result of use of or reliance on this communication.

Welcome!

Objectives of this Session

- Introduce Ontario's [Roadmap to Reopen](#) and Step 2
- 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 2 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 2: 70% of adults vaccinated with one dose and 20% 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 2:
 - 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 and where face coverings can't always be worn.

We must all continue to follow the public health measures, advice and restrictions

Ontario's "Roadmap to Reopen"

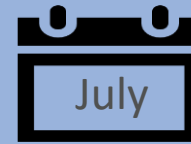


Step 1 – Opening outdoors



- 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 in place 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



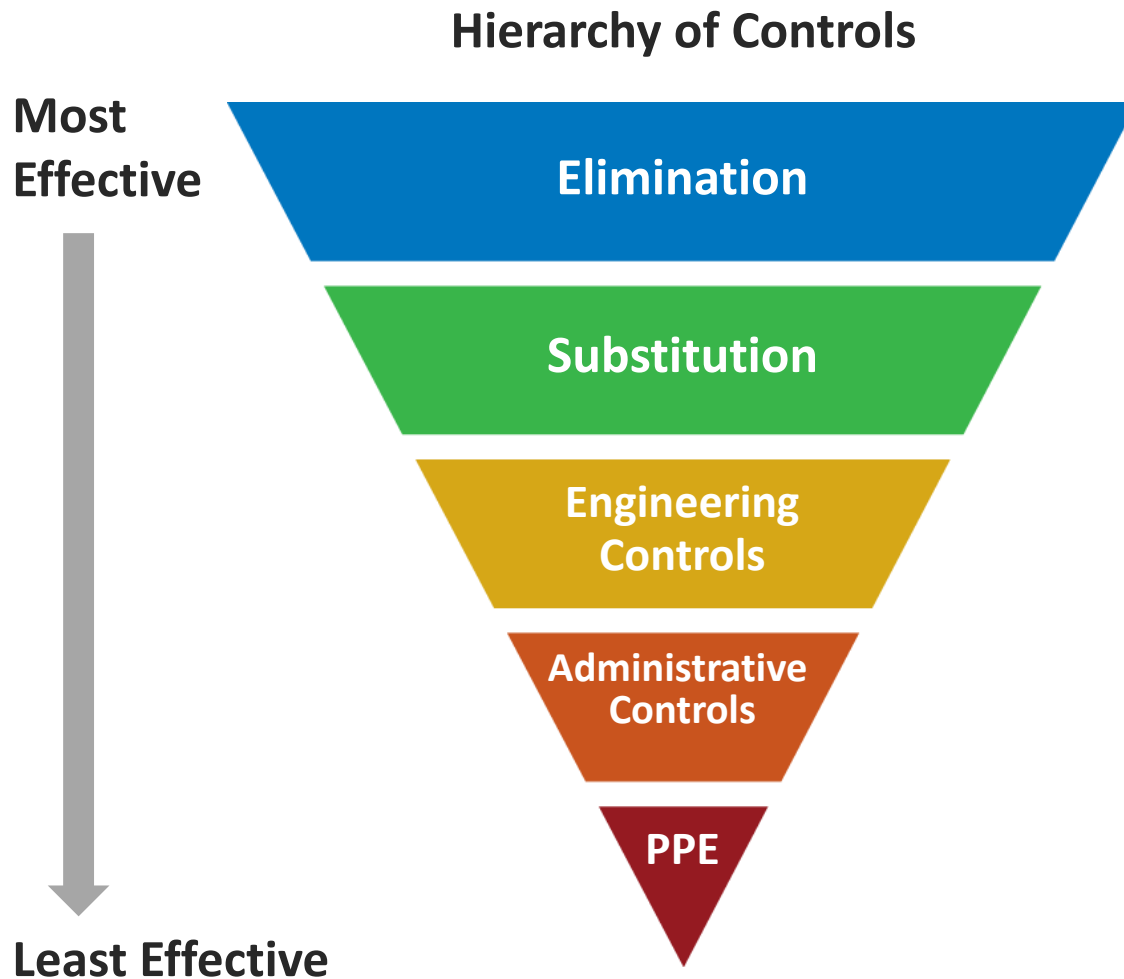
Understanding COVID-19 Risks

- Assess is the 2nd 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 (*work from home=ROA*)

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 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

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 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:

- Use barriers, such as Plexiglas, to separate customers and workers
- Use any available outdoor space to allow greater distancing
- Stagger staff shifts and breaks

Preventing transmission

Consider ventilation and air flow

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
- Continue ventilation and air exchange after regular business hours

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

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

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**
 - Workers who work within 2m of another person is also required to wear PPE.
- as **personal protective equipment (PPE)**: workers wear the mask (along with eye protection) **to protect themselves**

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?

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

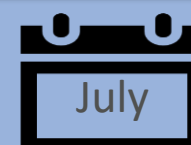
Compliance Assistance Team (CAT) Focus

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

Ontario 

Resources for developing and/or updating your safety plan

The following slides contain links to general guidance that will be of use to you when developing or updating your safety plan.

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!

Visit MLTSD [Resources to prevent COVID-19 in the workplace](#) for a safety plan checklist

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?

Mandatory Safety Plans

Businesses must have a **safety plan** available upon request and posted in clear/obvious locations

Safety Plan and Template

COVID-19 safety plan snapshot – Kurly Hair Salon

Business name: Kurly Hair Salon
Date completed: November 3, 2020
Division/group: N/A
Date distributed: November 5, 2020
Revision date: New

Developed by: Zachary S (Manager) and Rachel J (Senior Stylist/Health and Safety Representative)
Others consulted: Stylists, Receptionists
Approved by: Zachary S (Owner)

-
- A. **How we're ensuring workers know how to keep themselves safe from exposure to COVID-19**
- The manager is regularly checking health information and news to update our plan as needed.
 - Staff meetings take place daily and reminders emailed weekly regarding COVID-19 safety reminders.
 - Social media, our website, voicemail, and posters at our hair salon inform customers of safety measures.
- B. **How we're screening for COVID-19**
- All workers and customers are screened before they enter.
 - There is a sign at the entrance reminding people they cannot enter prior to completing COVID-19 screening.
- C. **How we're controlling the risk of transmission in our workplace**
- All staff are required to wear a mask while at work.
 - Customers are required to wear a mask.
 - Barriers are installed at the reception/payment counter and in-between all workstations.
 - Frequently-touched surfaces, equipment, scissors, combs and other items are cleaned and disinfected at the start of the day and between each customer.
 - A disposable single use cape is provided to each customer
 - Stylists are required to use disposable aprons and gloves and change them between appointments.
 - Hand sanitizer is available throughout the hair salon.
 - Signage is posted to remind everyone of the requirements to wear a mask, maintain physical distancing whenever possible, and wash their hands frequently.
 - All doors and windows will be kept open whenever possible.
 - The ventilation system will be well maintained and operated at all times, including after-hours to ensure good air circulation.
- D. **What we will do if there is a case, or suspected exposure to, COVID-19 at our workplace**
- Staff members who are sick or must self-isolate will be supported to do so.
 - Follow public health direction, and provide information regarding guest records and screening as required by Middlesex-London Health Unit to complete contact tracing.
 - Communicate with our staff and customers.
- E. **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.
- F. **How we're making sure our plan is working**
- Seeking feedback from staff (in person), and customers (by email).
 - Review our plan frequently and make changes based on feedback.

I



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

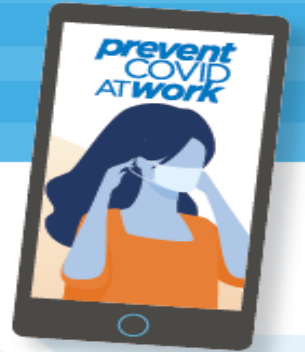
34

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



Workplace Safety
& Prevention Services®

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](#)
- **Mask Safety Videos**
[Video 1](#)
[Video 2](#)
- **General OHSA guidance** [General OHSA guidance](#)
- **New keep Ontario open framework**
[New Keeping Ontario Safe and Open Framework](#)
- **Screening Tool** [COVID-19 worker and employee screening \(ontario.ca\)](#)

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: Do Public Health Units still play a role in reopening?

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

Q3: Why do I need to wear eye protection? What if my eye protection is getting foggy and I can't see? Do I have to wear eye protection if I am working outdoors?
What qualifies as eye protection?

Q4: Are there steps to consider when planning to re-open 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@wsps.ca

WSPS Speakers

Pamela Patry pamela.patry@wsps.ca

Wagish Yajaman wagish.yajaman@wsps.ca

© 2021 Workplace Safety & Prevention Services (WSPS). All rights reserved.

WSPS would like to acknowledge the MLTSD for their contributions to this presentation.