



# Keeping Ontario Safe and Open **BUILDING YOUR SAFETY PLAN**

## **Meeting and Event Spaces**

**Kristin Hoffman**, Consultant, WSPS

**Ron Landry**, Acting Senior Manager, Industrial Health and Safety Program, MLTSD

Moderator: **Wagish Yajaman**, Manager, Specialty Services, WSPS

December 3, 2020



To “ask a question”



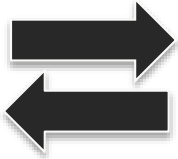
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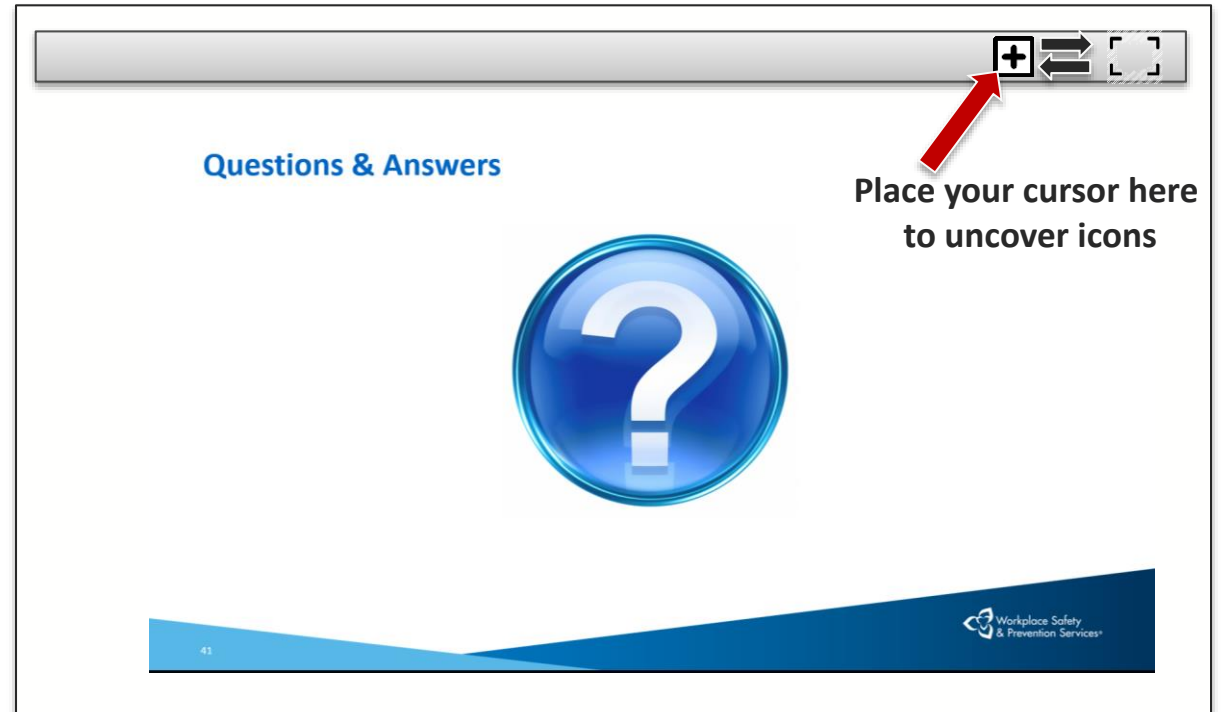
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## If you require more information...

- If at any point during this presentation you require more information and would like to be contacted by a WSPS consultant, please provide your name and email in the question box and a representative will follow up with you

# DISCLAIMER

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# Keeping Ontario Safe and Open: Building Your Safety Plan for Meeting and Event Spaces

**Kristin Hoffman**, Consultant, Workplace Safety & Prevention Services (WSPS)

**Ron Landry**, Acting Senior Manager, Industrial Health and Safety Program,  
Ministry of Labour, Training and Skills Development (MLTSD)

# COVID-19 Response Framework: \*Keeping Ontario Safe and Open

On November 3, 2020, the Government of Ontario released the **Keeping Ontario Safe and Open Framework**.

In consultation with the Chief Medical Officer of Health and other health experts, the Ontario government has developed the Keeping Ontario Safe and Open Framework. It ensures that public health measures are targeted, incremental and responsive to help limit the spread of COVID-19, while keeping schools and businesses open, maintaining health system capacity and protecting vulnerable people, including those in long-term care.

\*Reference: [New COVID 19 Framework Keeping Ontario Workplaces Safe and Open](#)

# General Public Health Measures (For businesses, organizations & facilities, and face coverings)



## Public Health Advice, Recommendations and Instructions

Businesses or organizations must operate in compliance with the advice, recommendations, and instructions of public health officials, including any advice, recommendations or instructions on physical distancing, cleaning or disinfecting. Check with your local public health unit for any additional advice, recommendations or instructions.

## Screening

Businesses or organizations must operate in compliance with the advice, recommendations instructions issued by the Office of the Chief Medical Officer of Health on screening individuals. This includes:

- Workplaces must screen any workers or essential visitors entering the work environment. See the [COVID-19 Screening Tool for Workplaces](#) for more information.
- Some businesses or organizations must screen patrons. Where this is required, it is noted in subsequent slides.

## Personal Protective Equipment including Eye Protection

Personal protective equipment that provides protection of the eyes, nose, and mouth, is required if a worker is required to come within 2 metres of another person who is not wearing a face covering.

## Capacity Limits

All businesses or facilities must limit capacity so that every member of the public is able to maintain two metres of physical distancing from every other person. Some businesses or facilities have additional capacity restrictions. Where additional capacity restrictions are in place, it is noted in subsequent slides.

## Cleaning and Disinfection

Businesses or places that are open shall ensure that equipment, washrooms, locker rooms, change rooms, showers that are accessible to the public are cleaned and disinfected as frequently as is necessary to maintain a sanitary condition.

## Face Coverings

Face coverings are required to be worn by members of the public and workers in indoor public places and workplaces, with limited exceptions.

## Safety Plans

Safety plan required in higher risk settings.

Requirement for all businesses/organizations open in Lockdown to have a COVID-19 workplace safety plan.



# Organized Public Events, Social Gatherings, and Religious Services, Rites and Ceremonies

<b>PREVENT</b> (Standard Measures)	<b>PROTECT</b> (Strengthened Measures)	<b>RESTRICT</b> (Intermediate Measures)	<b>CONTROL</b> (Stringent Measures)	<b>LOCKDOWN</b> (Maximum Measures)
<p><b>Limits for certain organized public events and social gatherings</b> where physical distancing can be maintained:</p> <ul style="list-style-type: none"> <li>• 10 people indoors</li> <li>• 25 people outdoors</li> </ul> <p>This includes functions, parties, dinners, gatherings BBQs or wedding receptions held in private residences, backyards, or parks.</p>	<p>Same as previous level</p>	<p>Same as previous level</p>	<p><b>Limit for all organized public events and social gatherings</b>, where physical distancing can be maintained:</p> <ul style="list-style-type: none"> <li>• NEW 5 people indoors</li> <li>• 25 people outdoors</li> </ul>	<p><b>No indoor organized public events and social gatherings</b>, except with members of the same household.</p> <p><b>Limit for outdoor organized public events and social gatherings</b>, physical distancing can be maintained:</p> <ul style="list-style-type: none"> <li>• 10 people outdoors</li> </ul> <p>Virtual and drive-in gatherings and events permitted.</p>
<p><b>Limits for organized public events and social gatherings</b> where physical distancing can be maintained:</p> <ul style="list-style-type: none"> <li>• 50 people indoors</li> <li>• 100 people outdoors</li> </ul> <p>This includes events and gatherings in staffed businesses and facilities.</p>	<p>Same as previous level</p>	<p>Same as previous level</p>	<p>Same as previous level</p>	<p><b>Weddings, funerals and other religious services, rites or ceremonies</b> where physical distancing can be maintained:</p> <ul style="list-style-type: none"> <li>• 10 people indoors</li> <li>• 10 people outdoors</li> </ul> <p>Virtual and drive-in services, rites or ceremonies permitted</p>
<p><b>Limits for weddings, funerals and other religious services, rites or ceremonies</b>, where physical distancing can be maintained:</p> <ul style="list-style-type: none"> <li>• 30% capacity of the room indoors</li> <li>• 100 people outdoors</li> </ul>	<p>Same as previous level</p>	<p>Same as previous level</p>	<p>Same as previous level</p>	<p><b>Weddings, funerals and other religious services, rites or ceremonies</b> where physical distancing can be maintained:</p> <ul style="list-style-type: none"> <li>• 10 people indoors</li> <li>• 10 people outdoors</li> </ul> <p>Virtual and drive-in services, rites or ceremonies permitted</p>

# COVID-19 levels by region

Find out which level your region is in. The changes marked with an asterisk (\*) are effective on Monday, November 30, 2020 at 12:01 a.m.

Regions are based on public health unit boundaries. [Find your public health unit](#). In addition to the provincial health measures, some municipalities and local medical officers of health have added their own regional restrictions or requirements. Check your local public health unit or municipality's website for details using the links below. Links to public health units will direct you to separate websites.



## Prevent (standard measures) – green

Restrictions reflect broadest allowance of activities in Stage 3. Highest risk settings remain closed. [Learn about the public health measures for prevent \(green\).](#)

- Algoma Public Health
- Haliburton, Kawartha, Pine Ridge District Health Unit
- Leeds, Grenville and Lanark District Health Unit
- North Bay Parry Sound District
- Porcupine Health Unit
- Renfrew County and District Health Unit
- Timiskaming Health Unit



## Meeting and event spaces

- Capacity limits:
  - 50 people indoors
  - 100 people outdoors
- Booking multiple rooms for the same event not permitted
- Maximum of 50 people per room indoors if venue operates in accordance with the approved plan from the Office of the Chief Medical Officer of Health ([Guidance for Meeting and Event Facilities During COVID-19](#))
- Exceptions for court and government services, weddings, funerals
- Limits for religious services rites or ceremonies, including wedding services and funeral services apply if held in meeting and event spaces:
  - 30% capacity of the room indoors
  - 100 people outdoors



## Protect (strengthened measures) – yellow

Enhanced targeted enforcement, fines and enhanced education to limit further transmission. Public health measures for high risk settings. [Learn about the public health measures for protect \(yellow\).](#)

- Chatham-Kent Public Health
- Eastern Ontario Health Unit
- Grey Bruce Health Unit
- Hastings and Prince Edward Counties Public Health\*
- Kingston, Frontenac and Lennox and Addington Public Health
- Lambton Public Health\*
- Middlesex-London Health Unit
- Northwestern Health Unit\*
- Peterborough Public Health
- Public Health Sudbury and Districts
- Thunder Bay District Health Unit



## Meeting and event spaces

- Capacity limits:
  - 50 people indoors
  - 100 people outdoors
  - exception for court and government services
  - religious services, rites or ceremonies, including wedding services and funeral services:
    - 30% capacity of the room indoors
    - 100 people outdoors
- Booking multiple rooms for the same event not permitted
- Maximum of 50 people per room indoors, where physical distancing can be maintained if venue operates in accordance with the approved plan from the Office of the Chief Medical Officer of Health ([Guidance for Meeting and Event Facilities During COVID-19](#))
- Establishments must be closed from 12 a.m. to 5 a.m.
- Liquor sold or served only between 9 a.m. to 11 p.m.
- No consumption of liquor permitted between 12 a.m. to 9 a.m.
- Require contact information for all seated patrons
- Limit of 6 people may be seated together
- Limit volume of music to be low enough that a normal conversation is possible
- A [safety plan](#) is required to be prepared and made available upon request



## Restrict (intermediate measures) – orange

Enhanced measures, restrictions and enforcement, avoiding any closures. [Learn about the public health measures for restrict \(orange\).](#)

- Brant County Health Unit
- Haldimand-Norfolk Health Unit\*
- Huron Perth Public Health
- Niagara Region Public Health
- Ottawa Public Health
- Simcoe Muskoka District Health Unit
- Southwestern Public Health
- Wellington-Dufferin-Guelph Public Health



## Meeting and event spaces

- Maximum of 50 people indoors per facility
- Booking multiple rooms for the same event not permitted
- Establishments must be closed from 10 p.m. to 5 a.m.
- Liquor sold or served only between 9 a.m. to 9 p.m.
- No consumption of liquor permitted between 10 p.m. to 9 a.m.
- Require contact information for all seated patrons
- Limit of 4 people may be seated together
- Limit volume of music to be low enough that a normal conversation is possible
- Screening of patrons is required, in accordance with instructions issued by the Office of the Chief Medical Officer of Health
- A [safety plan](#) is required to be prepared and made available upon request





## Control (stringent measures) – red

Broader-scale measures and restrictions across multiple sectors to control transmission (return to modified Stage 2). Restrictions are the most severe available before widescale business or organizational closure. [Learn about the public health measures for control \(red\).](#)

- [Durham Region Health Department](#)
- [City of Hamilton Public Health Services](#)
- [Halton Region Public Health](#)
- [Region of Waterloo Public Health and Emergency Services](#)
- [Windsor-Essex County Health Unit\\*](#)
- [York Region Public Health](#)



## Meeting and event spaces

- Maximum of 10 people per facility indoors or 25 outdoors
- Establishments must be closed from 10 p.m. to 5 a.m.
- Liquor sold or served only between 9 a.m. to 9 p.m.
- No consumption of liquor permitted between 10 p.m. to 9 a.m.
- Require contact information for all seated patrons
- Limit of 4 people may be seated together
- Limit volume of music to be low enough that a normal conversation is possible
- Screening of patrons is required, in accordance with instructions issued by the Office of the Chief Medical Officer of Health
- A [safety plan](#) is required to be prepared and made available upon request



## Lockdown (maximum measures) - grey

Widescale measures and restrictions, including closures, to halt or interrupt transmission (modified Stage 1 or pre-Stage 1). [Learn about the public health measures for lockdown \(grey\).](#)

- [Peel Regional Health Unit\\*](#)
- [Toronto Public Health\\*](#)

For businesses that are permitted to operate in a grey zone (lockdown), you are required to have a safety plan. This is effective November 30, 2020. Meeting and event spaces are closed with limited exceptions in grey (lockdown areas).



## Meeting and event spaces

- Closed with limited exceptions for:
  - child care and day camps for children
  - court services
  - government services
  - mental health and addiction support services (e.g., Alcoholics Anonymous) permitted to a maximum of 10 people
  - provision of social services

# Mandatory Safety Plans

Employers are required to have a **safety plan** available upon request in the following sectors in health units that are in level yellow, orange, and red.

For businesses who are allowed to be open in grey (lockdown), a safety plan is also required:

- Restaurants, bars and food or drink establishments
- Facilities for sports and recreational activities
- **Meeting and event spaces**
- Mall operators
- Personal care services
- Casinos, bingo halls and gaming establishments
- Cinemas
- Performing arts facilities

# COVID-19 safety plan: Elements and Snapshot

- 1. Communicating – How will you ensure all workers know how to keep themselves safe from exposure to COVID-19?**
  - What guidance will you need to provide?
- 2. Screening – How will you screen for COVID-19?**
  - How you will stay current about what symptoms to look for?
- 3. Preventing transmission – How will you control the risk of transmission in your workplace?**
  - What engineering and administrative controls will you use?
- 4. What will you do if there is a potential case, or suspected exposure to COVID 19 in your workplace?**
  - What is the contact information for your local public health unit?
- 5. How will you manage any new risks caused by changes to the way you operate your business?**
  - With workers, review existing critical risks and whether work practice changes will affect your current risk management strategy.
- 6. How will you make sure your plan is working?**
  - Who is responsible for evaluating how things are working and for adapting the plan as you find better/easier ways to do things?

+ Safety Plan Snapshot

# Safety Plan element 1: Communication

**Communicating – How will you ensure all workers know how to keep themselves safe from exposure to COVID-19?**

- 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?

# Safety Plan element 1: Communication

## Example of a plan....Bliss Banquet

- **Internal Communications:**
  - The Owner and H&S Representative will check Ontario.ca and Simcoe Muskoka District Health Unit daily for updates including check of regional colour and updates, this will be shared with staff as appropriate.
  - The H&S Rep will post all email communications on the staff bulletin boards as required.
- **Customer Communications:**
  - H&S Rep will ensure all notices required by public health or other government regulations are posted in a highly visible location.
  - When guests submit a request to schedule an event, the event coordinator will provide them with an overview of the venue rules via email including physical distancing, gathering limits and masking requirements.
  - When customers arrive, a staff member will remind them to keep their mask on at all times except when eating or drinking while seated. Staff member must maintain physical distance, be wearing a face covering and face shield at all times.



# Safety Plan element 2: Screening

## Workers, customers and visitors

### Screening – How will you screen for COVID-19?

- Will you use a screening checklist?
- Who will do the screening?
- Who needs to be screened and how often?

# Safety Plan element 2: Screening

## Example of a Plan....Bliss Banquet

- Staff must complete the [Ontario COVID-19 Screening Tool for Workplaces](#) each day before leaving home. Results will be communicated to the owner and events lead each day.
- Signs are posted on the front door asking all work-related visitors (deliveries, contractors, etc) to call the manager on duty prior to entry, the manager will ask questions in the Ontario COVID-19 Screening Tool for Workplaces and record the date & time of the visit, contact details and screening outcome (access or denied entry).

# Safety Plan element 2: Screening (cont)

## Example of a Plan....Bliss Banquet

- Screening questions are posted on the door for customers.
  - If our region is in yellow (protect) or higher, the event coordinator will record contact information for all guests in the guest log and will maintain the information for 30 days.
  - If our region is in the orange (restrict) level or red (control) level, the event coordinator will ask each guest if they have read the questions and if they have travelled, have any symptoms or any known exposure prior to entry.
  - Any customers who do not meet the screening requirements **will not be permitted** to enter the event centre. The owner or event coordinator will be contacted to assist if any customer relations issues arise due to denial of entry.

# Safety Plan element 3: Preventing Transmission

**Preventing transmission – How will you control the risk of transmission in your workplace?**

- What changes will you make?
- Who needs to be in the workplace?
- How will you gather worker ideas about different ways of working?

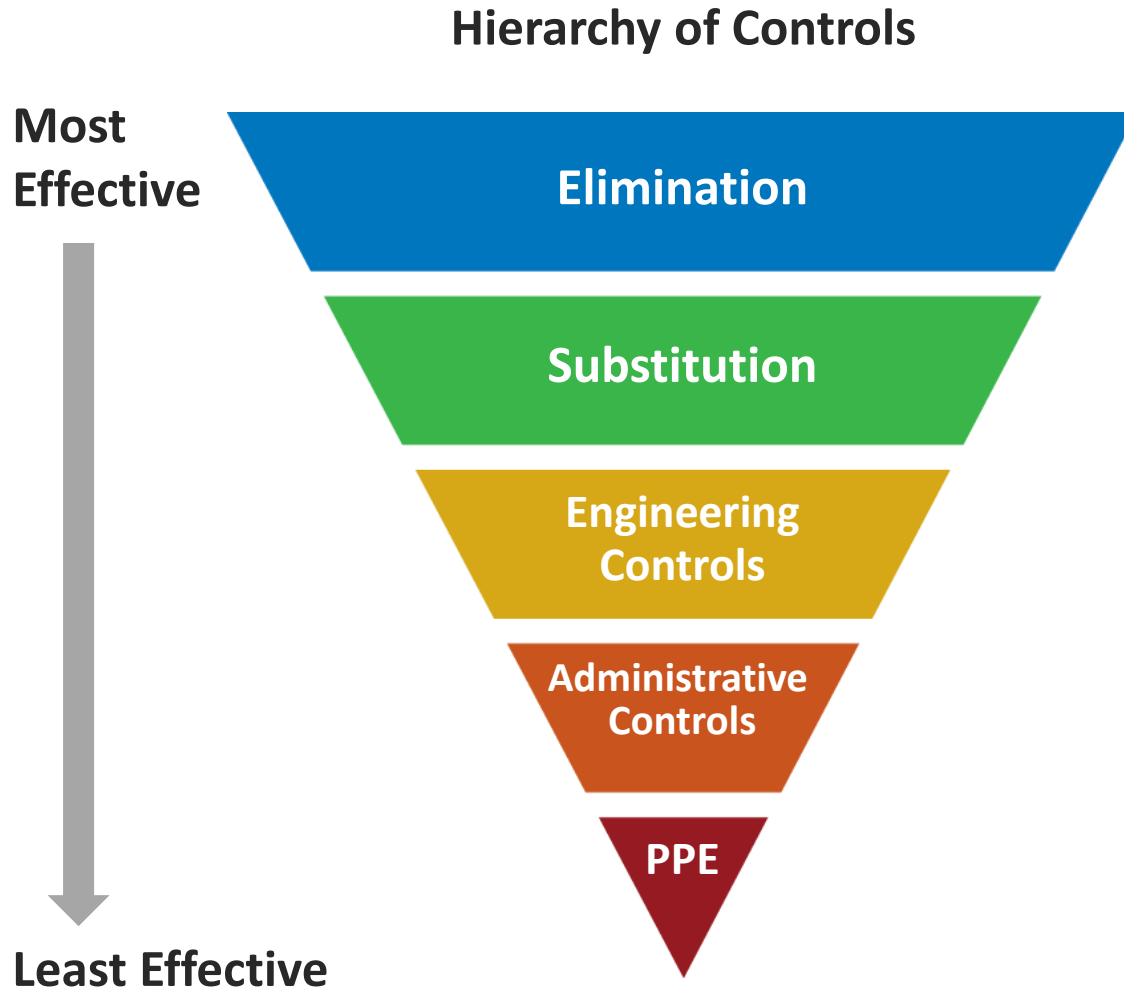
# Safety Plan element 3: Control of risk transmission

## Core focus

- Source control masking
- Maximize physical distancing and separation
- Ventilation and air flow
- Reduce transmission from surfaces and objects
- Support good hand and respiratory hygiene
- Consider personal protective equipment (PPE) if needed

**Did you Know?** A lack of physical distancing in lunch rooms and other common areas, improper mask use, carpooling with other employees and failure to conduct an on-site screening process to prevent symptomatic workers from entering a facility are the leading causes of infection in workplaces

# Consider: Control of risk transmission



**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 or support physical distancing, disinfecting and hygiene.

**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.

# 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 and visitors wear the mask **to protect those around them**
- 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](#).

# Safety Plan element 3: Control of risk transmission

## Example of a Plan.... Bliss Banquet

### Physical Distancing

- Hard clear plastic barriers are installed at the guest registration, coat check, kitchen pass and bar areas. Staff are trained to review the condition of the barriers at the start and end of each shift and report any need for repair to event coordinator immediately.
- Physical distancing markers are installed on the floor at entrances, coat check, lobby areas and in the event space between all tables and stations.
- There will be a limit of 12 tables in the event space to allow for 2 metres between tables and space for servers to move around.
  - If our region is in the yellow (protect) level we will seat no more than 6 people together.
  - If our region is in the orange (restrict) level, we will seat no more than 4 people together. Even if all tables are full, it will be kept below the limit of 50 people indoors of the hall
  - If our region is in the red (control) level, no more than 10 people may attend the event.
- Jugs of water and glasses will be placed on tables before guests are seated to avoid having to do so once they are present in order to limit interactions.



# Safety Plan element 3: Control of risk transmission (cont'd)

## Example of a Plan.... Bliss Banquet

### Personal Protective Equipment and Masks or Face Coverings

- All staff must wear a mask or face covering at all times when at work, except in the break room when physically distanced from others, or smoking in designated areas (while physically distanced).
- When ushering in guests, the event coordinator will remind them to keep their mask on when inside the banquet hall and only remove it while at their table eating or drinking.
- The owner has ensured that masks are available for anyone who needs one. Clear signage is present at entrance to banquet hall.
- Staff will receive training and information on the proper use and care of a mask or other face covering and face shield.
- When possible, all staff should avoid approaching tables while guests are eating and drinking. We will assign tasks/jobs to minimize the number of staff interacting with guests.

# Safety Plan element 3: Control of risk transmission (cont'd)

## Example of a Plan.... Bliss Banquet

### Cleaning and Disinfection

- All commonly touched surfaces and shared areas will be cleaned at minimum at the start of the day or before the start of each event. This includes tables, chairs, counters, food prep areas, bussing stations, doorknobs and washrooms.
- Where possible, all kitchen staff will have their own assigned cooking equipment.
- Coat hangers and electronic guest log touch pads and any shared kitchen equipment will be cleaned by staff between each use.
- The owner will ensure that all staff are provided training and information on the all cleaning and disinfection products and that the ones used are Health Canada-approved as effective against COVID-19.

# Safety Plan element 3: Control of risk transmission (cont'd)

## Example of a Plan.... Bliss Banquet

### Hand and Respiratory Hygiene

- The event coordinator will make sure that hand sanitizer is always available at the front entrance and the entrance to the banquet hall. Staff will wash their hands with soap and water or use hand sanitizer frequently.
- Public health posters on washing hands and on cough and sneeze etiquette will be posted in each washroom, at the customer entrance and monitored via H&S Rep through routine inspections.
- Staff responsible for cleaning the washrooms will make sure paper towel and hand soap is restocked frequently. Garbage bins are emptied daily or more frequently as required. Every other sink will be blocked off using signage to ensure distancing while people use the facilities. During events, a staff member will be stationed at the washroom entrance to ensure that the capacity of the facilities is not exceeded and physical distancing is maintained by guests.

# Safety Plan element 3: Control of risk transmission (cont'd)

## Example of a Plan.... Bliss Banquet

### Air Circulation

- The event coordinator will walk through the workplace every morning and open any windows and doors to allow for airflow, when weather permits and it is safe to do so.
- The last staff member to leave each day will ensure the building is secure and verify that the ventilation system is left on overnight.
- The owner will coordinate maintenance of the air-handling (HVAC) system according to the manufacturer's schedule (at least semi-annual).

# Safety Plan element 4: In the event of COVID 19 at your workplace...

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

- What is the contact information for your local public health unit?

# Safety Plan element 4: In the event of COVID 19 at your workplace

## Example of a Plan.... Bliss Banquet

- If someone starts to experience COVID-19 symptoms in the banquet hall:
  - Staff should notify the event coordinator if they start to feel COVID-19 symptoms or if they notice someone else showing symptoms.
  - Call 911 if a person is experiencing severe and potentially life-threatening symptoms, such as difficulty breathing.
- If a customer becomes ill, staff will ask them to leave the banquet hall as soon as possible.
- If the customer requires first aid, any staff who needs to go within 2 metres of the customer must wear PPE (mask and face shield/eye protection).
- If the customer needs to wait for a ride they will be encouraged to wait outside, weather permitting, or in the bridal suite, maintaining a 2 metres distance from others.

# Safety Plan element 4: In the event of COVID 19 at your workplace (cont'd)

Example of a Plan.... Bliss Banquet

## Process for a confirmed case of COVID-19 in the workplace

- The owner will contact our local public health unit to let them know that there has been a case in the cinema and ask for further direction.
- If the worker thinks they may have been infected at work and will complete an incident report asap; If it is believed that the illness may be from workplace exposure, the manager will report to the Ministry of Labour, Training and Skills Development and H&S Rep within 4 days, the WSIB within 3 days, and Simcoe Muskoka District Health Unit to request further direction.
- If Simcoe Muskoka District Health Unit contacts the banquet hall to notify us that someone (customer or staff member) who was at the facility has tested positive, the call should be directed to the owner. NOTE: the pre-screening log, and contact information for staff and work-related visitors will be provided to public health if needed for contact tracing.

# Safety Plan element 4: In the event of COVID 19 at your workplace (cont'd)

## Example of a Plan.... Bliss Banquet

- If there was an infected person at the banquet hall , the owner will send an email to staff, making sure that the person confirmed to have COVID-19 is **not identified** to protect confidentiality.
- The owner will keep in touch with the sick staff member while they are off work and keep in touch with the WSIB if required.
- A staff member with COVID-19 will be allowed to come back to work after they have isolated for at least 10 days, don't have a fever and their symptoms have been improving for 1 day, or as otherwise instructed by the Simcoe Muskoka District Health Unit or their health care provider.
- A staff member who has been self-isolating because they were a close contact will be allowed to come back to work 14 days after their last contact with the ill person or as otherwise directed by the Simcoe Muskoka District Health Unit.



# Safety Plan element 5: Managing new risks caused by changes to the way you operate your business

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

- With workers, review existing critical risks and whether work practice changes will affect your current risk management strategy.

# Safety Plan Element 5: Dealing with New and Other Risks

## Example of a Plan.... Bliss Banquet

- Increase exposure to chemicals
- Slips, trips and falls may be more common because of reduced visibility through face shield
- Mental health impacts because of customer demands
- Workplace violence due to new restrictions
- Explosions, fires and burns due to use of outdoor portable heaters

# Safety Plan element 6: Making sure your plan is working...

## How will you make sure your plan is working?

- Who is responsible for evaluating how things are working and for adapting the plan as you find better/easier ways to do things?

# Safety Plan element 6: Evaluating your plan

## Example of a Plan.... Bliss Banquet

- With help from H&S Rep, the event coordinator and owner get feedback from staff through regular conversations and pre-shift meetings about the controls in place and if they are appropriate and/or causing concerns.
- Customers will be able to use the posted email address to submit their feedback.
- The event coordinator will meet with the owner about how the plan is working and reviews any feedback. Additional check-ins will also be held if there are changes in guidance or a major issue identified.
- Any changes to the plan will be communicated to staff by email. H&S Rep/event coordinator will also communicate any changes to staff at the start of their shift.

# Create a COVID-19 Safety Plan Snapshot

## For Example : Bliss Banquet COVID Plan SNAPSHOT

**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 Bliss 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.

# 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](#) that are applicable to your business
- [directives issued by the Chief Medical Officer of Health](#) that are applicable to your industry or business

## Guidance and resources

For use in developing your safety plan

The following slides contain links to some general guidance and some sector-specific guidance that will be of use to you when developing your safety plan. If you are aware of best practices from your industry or other jurisdictions, you may want to consider them as well

# NEW: Regulations for Areas Re-Opening, Stage 2, and Stage 3

On November 7, 2020, subsection 1 (1) of Schedule 2 to the Regulation is revoked and the following substituted: (See: O. Reg. 641/20, s. 8 (1))

[Rules for areas in Stage 3 https://www.ontario.ca/laws/regulation/200364](https://www.ontario.ca/laws/regulation/200364)

[Rules for areas in Stage 2 https://www.ontario.ca/laws/regulation/200263](https://www.ontario.ca/laws/regulation/200263)

[Stages of Re-opening https://www.ontario.ca/laws/regulation/200363](https://www.ontario.ca/laws/regulation/200363)



# General Guidance

- [Safety Plan and Template](#)
- [Mask Guide](#)
- **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** [http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/workplace\\_screening\\_tool\\_guidance.pdf](http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/workplace_screening_tool_guidance.pdf)

# Sector Specific Safety **Plan Information**

Today we reviewed content included in the sample safety plan for meeting & event spaces. To obtain your copy of the safety plan, visit

[Meeting and Event Spaces Safety Plan Template](#)

# Questions & Answers



For all your health and safety solutions, contact:

## Workplace Safety & Prevention Services

1 877 494 WSPS (9777)

**WSPS.CA**

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