

COVID-19 safety plan – snapshot

This snapshot can be posted in a place where it can be seen easily so your workers, clients and other people entering the workplace will know what actions are being taken.

Business name: City of Peterborough-
Arenas

Division/group: Community Services

Revision date: Feb/12/2021

Date completed: Nov/30/2020

Measures we're taking

How we're ensuring workers know how to keep themselves safe from exposure to COVID-19

- Ensure consistent communication with all staff on updates received by Peterborough Public Health through email, E-scape, educational posters, policy and procedure updates and team meetings in-person and virtual.
- Provide all staff with available corporate and divisional resources including but not limited to Workplace Exposure Control Plan, Absence Protocol, facility entry/exit plans, SOPs, and Facility Safety Guidelines

How we're screening for COVID-19

- Staff/Third Party Services: Using Corporate Screening tool and/or Tracking Log
- Users: Using recommended self assessment tools and/or Governing Body self assessment surveys

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

Physical distancing and separation

- Individual facility plans and facility safety guidelines outline site specific entry/exit plans which specifically outline details for control measures and various health and safety protocols
- 2m/6ft physical distancing is mandatory at all times while in the facility including all common areas

- Mask/face covering required at all times, if providing service and in close contact PPE is required as per Provincial regulations (Medical grade mask/eyewear protection)
- Users are to follow all Provincial, Local Public Health Unit and Governing Body Guidelines or Return to Play Plans with respect to physical distancing and PPE during activity

Cleaning

- Regular cleaning by facility staff of high touch surfaces and change room spaces between each permitted rental
- Regular cleaning of washrooms and common areas on scheduled intervals

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

- Where an individual is sick at work or while in the facility, they will be asked to leave immediately and follow all corporate and/or PHU directives including the online self assessment tool
- Where a positive case is identified by staff, third party, or user, we will engage and provide all contact tracing information to the local PHU.

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

- Where corporate procedures and guidelines and facility safety plans and guidelines are modified, communication with all staff and users will be made with a clear outline of all changes from existing protocols, and an implementation timeline.

How we're making sure our plan is working

- Plans will be reviewed and updated regularly as needed based on current Provincial and PHU guidelines and directives
- All staff and user feedback will be reviewed and discussed to monitor for ongoing items that may require modification.