

COVID-19 Safety Plan

Business Name: **Duststop Air Filters Inc.**

Date Completed: **January 21, 2021**

Revision Date:

Developed By: **JH&SC**

Others Consulted: **Management Team**

Date Posted: **January 22, 2021**

1. We will ensure all workers know how and are able to keep themselves safe from exposure to COVID-19

We will provide clear information and instruction to employees, so they know;

1. What they need to do to protect themselves and others, and
2. How to follow work hygiene best practices.

The Office Manager and Plant Manager will communicate this information using internal communication systems to provide frequent reminders and updates. Such as;

- Placing notices on bulletin boards
- Placing Posters in common areas & throughout the buildings
- Posting information advising employees and other people entering our facilities of Covid-19 screening requirements
- Frequent Covid-19 Health & Safety Meetings
- Intercom announcements

The Management Health & Safety representative will ensure our procedures are up to date by frequently reviewing the Ministry of Health website.

<https://covid-19.ontario.ca/>

<https://www.ontario.ca/page/resources-prevent-covid-19-workplace>

2. We will screen for COVID-19

To find out if workers and other visitors are well when they arrive at our facilities, we will actively screen each person upon entering for the first time each day including workers, suppliers, contractors, and visitors in person, and;

- Require everyone entering our facilities to have a temperature check and be in the normal range.
=> If an employee is not within the normal range, they cannot enter the workplace. They must return to their vehicle and contact their supervisor for further instructions. Contact information will be provided at the screening point.
=> Any visitor who is not within the normal range will not be permitted to enter the workplace. They will be instructed to return to their vehicle and contact their workplace for further instructions.
- Each worker or visitor will be required to review basic questions about their physical health and symptoms using the COVID-19 screening tool for workplaces.
- Require all employees to sign an acknowledgement that they have performed the required screening process and have answered “No” to all questions and are able to report for work.
- Require all visitors entering our facilities to sign an acknowledgement that they have performed the required screening process and have answered “No” to all questions and provide their name and contact information in our Driver or Visitor Logs for contact tracing purposes.
- Require everyone to Sanitize their hands at a Hand Sanitization Station every time they enter or re-enter the workplace.

Responsible for active screening: Management team, Supervisors & Reception

We will post clear signage at each entrance with the screening questions and instructions

If an employee is sick, a Manager or Supervisor will screen them for possible Covid-19 symptoms and determine if a Covid-19 test is recommended based on the current health guidelines. If a Covid-19 test is recommended, they will not be permitted to return to the workplace until they can provide proof of a negative Covid-19 test and they no longer have symptoms.

3. We will control the risk of transmission in the workplace

We have implemented the following control measures to reduce the risk of transmission in the workplace;

- Introduced split breaks and lunches on our day shift to reduce the number of people in our lunchrooms and common areas
- Re-scheduled shifts to provide sufficient time between shifts to fog all washrooms and lunchrooms
- Installed plexiglass barriers in our lunchrooms and conference room
- Closed smoking and non-smoking decks and created a new outdoor smoking area in our parking lot
- Introduced a mandatory face mask and coverings policy 526
- All employees and visitors entering our production or office facilities are now required to always wear a medical grade level 3 mask except when eating or drinking
- All work areas are equipped with an individual container of hand sanitizer and sanitization spray
- Extended breaks and lunches by one (1) minute to allow employees to sanitize their work area before leaving for break each time
- Installed plexiglass barriers in production where we cannot facilitate a two (2) meter distance between employees who must face each other
- Hired a full-time sanitization and cleaning person on each shift to continually clean and sanitize our facilities between breaks and lunches and throughout the day
- Leave interior plant doors “open” to reduce common touch points
- Installed push type door mechanisms on all washrooms to reduce common touch points
- Added Covid-19 protocols training as a mandatory requirement for all New Hires
- We welcome employee suggestions and feedback directly to their supervisor or through our Employee Suggestion Boxes
- Training for all employees on how to effectively wash your hands
- Regular cleaning of blue pleat bins
- Cleaning of forklifts before and at the end of each shift and if there is a change in operator during the shift

The Management Health & Safety representative will ensure our control measures are current by frequently reviewing the following websites;

<https://lambtonpublichealth.ca/>

<https://www.ontario.ca/laws/statute/20r17>

http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/dir_mem_res.aspx

4. If there is a potential case, or suspected exposure to, COVID-19 in our workplace

Call IN Screening:

If an employee calls in sick, we will confirm the nature of the illness. If they are experiencing multiple Covid-19 symptoms or inform us they have had close contact with someone with symptoms they will be instructed to stay at home and self-isolate until they obtain a negative Covid-19 test and no longer have symptoms. They may [take the self-assessment](#) online tool and follow the recommendations provided including being tested and self-isolating.

Symptoms in the Workplace:

If anyone shows symptoms in the workplace, they must inform their supervisor immediately and will be instructed to leave work; monitor their symptoms; if multiple symptoms, get tested for Covid-19; not to return to work until they test negative and no longer have any symptoms.

Covid Positive Employee

If an employee has tested positive for Covid-19, we will implement the following protocols;

- Disinfect their immediate work area.
- Do contact tracing to determine other co-workers that they have been in direct contact with by reviewing the Daily Manpower Schedules
- Advise any direct contacts to go home and self-isolate. They must obtain a negative Covid-19 test and be symptom free before returning to work.
- We will advise our local health unit of a positive case in the workplace. We will follow all guidelines and recommendations they provide.

Lambton Public Health

160 Exmouth Street, Point Edward ON N7T 7Z6

Phone: 519-383-8331 Fax: 519-383-7092

<https://lambtonpublichealth.ca/>

5. We will manage any new risks caused by changes to the way we operate our business

We will review work practice changes as they arise and will update our risk management strategies accordingly.

We will also continue to regularly monitor public health guidelines and implement recommended risk reduction strategies.

Example:

Increase in Personnel

If our total compliment of employees increases, we will monitor the need for split lunches and breaks on each shift.

Line-up Changes

If our production line-up changes, we will monitor the number of employees on breaks and lunches to continue to promote physical distancing.

6. We will ensure our plan is working

- We will ask for employee feedback at our monthly Covid-19 health & safety plant meetings
- We will audit sanitization practices
- We will review completed daily sanitization schedules for both shifts

The Management Team, Production Supervisors and Office staff will be responsible to ensure our plan is working and being followed.