Ontario

COVID-19 safety plan

Company details:

Business name: Communitech

Date completed: June 7, 2021

Division/group: Operations

Date distributed:

Revision date: September 9, 2021

Developed by: Susan Brockhus-Strickler

Others consulted: Stacie Dunlop, Katie Weldon, JHSC

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

Actions:

- Ensure our procedures are up to date by a weekly review of Ministry of Health guidance
- Links to the plan will be included on our intranet (Goatnet) and shared with the team via email.
- Changes to any policies will be announced at virtual team meetings and an updated version will be emailed to the team when completed
- Reminders from HR sent to staff about available EAP, social and mental health supports with encouragement to use these resources
- The plan will be posted in common areas at both locations so that it can be viewed by all tenants and visitors
- Training on all safety procedures will be provided as part of our new staff orientation walk through the facility
- Encourage our staff to socially distance and wear masks when taking public transit and encourage alternative forms of independent travel when possible.

2. How will you screen for COVID-19?

Actions:

- Follow Provincial and Federal guidelines for Covid-19 screening measures
- ACTIVE SCREENING: Staff and tenants complete the online daily screening form before entering either facility. The screening form lists symptoms and possible exposure and requires YES/NO answer. Must complete all answers with a "No" to enter either facility
- All visitors and clients must screen for COVID symptoms prior to arrival or will be screened by reception staff at the main reception desk upon arrival
- Individuals who do not pass the screening will be advised to stay home and contact their local public health department for next steps, including testing and isolation
- All visitors and clients must take a rapid antigen test and produce a negative result before entering the facility
- We will ensure that the questions are up to date on a weekly basis by reviewing the Ministry of Health website
- Signage is posted throughout the facility to encourage workers to always monitor their own symptoms

3. How will you control the risk of transmission in your workplace?

Actions:

- As of September 9, 2021, anyone wishing to work out of or visit a Communitech facility will need to confirm they have received a full treatment of an approved COVID-19 vaccine.
- All staff, tenants and visitors must use a rapid antigen test and receive a negative result before entering either Communitech facility
- Masks are required by all entering the facility and must be worn at all times unless in an office alone or when eating or drinking (must be seated and physically distanced from others) Masks are provided for staff, tenants and visitors who do not arrive with one.
- All staff, tenants and visitors are required to have the Covid Alert app running on their device
- Outdoor spaces maximized to encourage use for breaks, lunches and meetings etc.
- Signage throughout facility directs all entering to use hand sanitizer
- Directional arrows on floors, for traffic flow
- Signage posted throughout building on physical distancing, hand washing and mask use
- Cleaning and disinfecting increased to 3x per day. Disinfecting of high touch surfaces guided by checklist. Bi-monthly Emist Electrostatic spray in all common areas
- Bookings required for all meeting room usage. Capacity for all meeting rooms has been reduced and extra furniture removed to allow for 6’ physical distancing when seated

- Clear Plexiglass dividers installed at reception and IT service desks. Fixed workstation pods that allow for less than 6’ of physical distancing have been retrofitted with dividers and plexiglass toppers to increase seated height to 60”
- Physical distance 2m/6ft clearly marked off in meeting rooms and team workspace; safe to sit stickers indicate safely distanced workstations and floor indicators for high traffic and queuing areas
- Sanitization spray bottles (containing an 80% alcohol solution) provided in each meeting room, phone booth, kitchen, workspace, and common space. Staff, tenants, and visitors instructed to sanitize furniture and equipment after use
- Common area spaces max capacity seating has been reduced
- Operations staff have placed/removed surplus workstations to facilitate tenant company teamwork while maintaining 6 ft distance in all directions.
- HVAC systems regularly maintained to ensure optimal air circulation; filter changes increased from 3 to 4x per year, continued ventilation air exchange during off hours
- Phone and virtual meeting options continue to be strongly encouraged as an alternative to in person meetings and nonessential team members continue to work from home

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

Actions:

- Local Public Health Unit: Region of Waterloo Public Health: Regina St S, Waterloo, ON N2J 4V3, 510 575 4400
- Contact tracing Information can be obtained through the two security systems (Chubb and Stanley), the Meraki camera system and the covid daily screening form results to identify those individuals who attended the facility when a positive case may have been found.
- All tenants and staff are required to notify Stacie Dunlop, Head, People & Culture if a covid positive result is suspected or confirmed
- HR has all the contact information of staff. Facilities has all contact information for tenants
- All visitors' names and email address are recorded in the daily covid screening form results
- Workplace Plan:
    - Exclude all symptomatic and those possibly exposed/awaiting results from the facility
    - If anyone develops symptoms in the workplace, they are to leave and self isolate immediately.
    - Contact the Region of Waterloo Public Health Unit
    - Perform internal contact tracing using daily screening form results, security system swipes and camera footage
    - Cleaning staff is contacted immediately; Emist electrostatic misting and deep cleaning conducted throughout the facility
    - Follow public health directions to determine isolation period and return to workplace dates for those exposed or infected

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

Consider: With workers, review existing critical risks and whether work practice changes will affect your current risk management strategy. Are any new risks introduced due to changes in worker numbers or work practices? What new risk controls are required?

Actions:

- Reminders through email to staff of EAP and other available social and mental health supports sent out by HR
- Conducting customer interviews for feedback

6. How will you make sure your plan is working?

Actions

- Ops/HR and the JHSC will collaborate to review process/procedures and update the plan as necessary.
- Feedback encouraged by team members and tenants, recommendations brought forward to Ops/HR, JHSC for consideration
- Changes communicated with staff via email, virtual meetings and documents updated on GoatNet
- Changes communicated to tenants via email and Hub Tenant Handbook updated

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.

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Measures we're taking:

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

- Keeping all policies up to date and following Ministry of Health guidance; communicating changes as necessary
- Make sure plan is easily accessible to team and tenants
- Provide support and training

How we're screening for COVID-19

- Active screening using a daily online form

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

- confirmation of a full treatment of an approved COVID-19 vaccination is required before entering
- Confirmation that a rapid antigen test has been completed before entering the facility
- Physical distancing and separation
- Signage and stickers throughout the facility
- Surplus furniture has been removed and capacity for meeting rooms lowered
- Plexiglass barriers used where 6' physical distancing can not be achieved

Cleaning

- Enhanced cleaning and disinfecting 3x per day; e-mist electrostatic spraying 2x per month
- 80% alcohol solution spray bottles throughout the facility

Other

- Face masks and the use of the covid alert app is mandatory
- Directional arrows in hallways to control flow

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

- Notify Immediate Manager/Director and HR
- HR to contact Region of Waterloo Public Health and follow guidance provided

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

- Encouraging staff communication with Managers
- Conducting customer experience interviews

How we're making sure our plan is working

- Feedback from team members
- Feedback from tenants