

Business name Robert Land Academy	Plan name RLA COVID Safety Plan	Contact name Jennifer Joseph	Contact email address jjoseph@rla.ca
Plan created on May 09, 2022	Plan updated on N/A	Contact phone number 905-386-6203	

## COVID-19 Safety Plan

### Important Notes



This safety plan has been developed using the workplace safety plan builder, available at [Ontario.ca/COVIDSafety](https://Ontario.ca/COVIDSafety). The safety plan builder has been designed to help all businesses establish best practices to help keep their workers and customers/clients safe from COVID-19 and other risks in the workplace.

Those responsible for this business/organization acknowledge that they must:

- take every precaution reasonable in the circumstances for the protection of a worker
- follow all relevant requirements set out in:
  - Local public health orders
  - [The Occupational Health and Safety Act](#) (OHSA)
  - The [Employment Standards Act](#) (ESA)
  - Any other relevant legislation
- stay up to date on legal requirements as the situation evolves

### Communication and training

» Posters for workers and visitors have been put up around the workplace

- ✓ Physical distance
- ✓ Wearing masks
- ✓ Hand hygiene
- ✓ Screening and self-assessment
- ✓ Break safety protocols

» Information on changes to our plan or safety measures is provided to workers

- ✓ By email
- ✓ Through in person physically distanced meetings (held outdoors if possible)

» All workers have been instructed on our COVID-19 health and safety measures

» We support our workers with information to help them stay safe outside the workplace as well (e.g., while commuting, on days off)

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## Plan evaluation and worker engagement

- » This safety plan is reviewed
  - ✓ Monthly
- » When we add new safety measures, we check that they do not create any new hazards or that measures can be put in place to control new hazards
- » We are maintaining a record of actionable feedback related to this plan, and the steps taken to address any issues
- » We collaborate with our workers on solutions to any health and safety issues
- » Our joint health and safety committee has been consulted about our safety plan and measures

## Worker screening

- » Screening is done before the worker comes to the workplace or outdoors at the workplace whenever possible
- » Workers are instructed to stay home if they are sick or have any COVID-19 related symptoms

## Visitor screening and instruction

- » Customers/clients are actively screened before entering the workplace
  - ✓ Prompting visitors use the [online patron screen tool](#) and show their results before entering the building/facility
- » Visitors are given instructions on posters at all entrances to stay out of the workplace unless they pass the self-screening questions
- » Specific guidance is given to vendors and delivery drivers
  - ✓ Use hand sanitizer before entering the workplace
  - ✓ Maintain a physical distance of at least two metres from all staff and customers whenever possible

## Limiting interactions

- » Start times, breaks and lunches have been staggered to limit in-person interaction

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## Limiting interactions - Continued

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- » Workers have been assigned to their own dedicated work areas

## Crowd control

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- » Visitors require an appointment/reservation during peak times to minimize lines and control flow
- » We stagger arrivals, departures and breaks to reduce crowding at entrances and exits and in common areas
- » Adjustments will be made to ensure we follow all local public health requirements regarding capacity limits

## Physical distancing and separation

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- » Supervisors will remind workers to maintain physical distancing of at least 2 metres (6 feet) between themselves and others
- » Physical distancing floor markers have been installed, spaced at least 2 metres (6 feet) apart
- » Workers who must be within two metres of others will follow our rules on use of masks and personal protective equipment as described in that section
- » Workers will maintain physical distancing of at least 2 metres (6 feet) at any time they are not able to wear a mask, such as for eating and drinking

## Ventilation and air quality

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- » There is an outdoor space set up which workers can use for meals and breaks
- » Ventilation system is maintained according to manufacturer's instructions
- » Ventilation system has been adjusted to increase the amount of fresh air and reduce recirculation
- » In any spaces that don't have mechanical ventilation, windows and doors will be kept open, weather permitting
- » We have taken steps to identify poorly ventilated areas and make changes

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## Masking and personal protective equipment (PPE)

- » Workers wear appropriate COVID-19 PPE for tasks where they are providing care or medical treatment to a person suspected or confirmed to have COVID-19 (at a minimum wearing a medical mask, gloves, medical gown, and eye protection)
- » Workers have been trained on the proper use of masks and PPE
- » We have medical masks available to give to clients if needed

## Vehicles

- » Windows in shared vehicles are to be kept open, weather permitting
- » If a group of passengers are in the vehicle, all seating is spread out to keep as much distance as possible
- » All high touch surfaces in the vehicle are cleaned and disinfected between occupants

## Cleaning, disinfecting and hand hygiene

- » Our workers have been trained to select and safely use cleaning products for their work including the use of additional PPE that may be required (such as gloves, protective clothing and/or respiratory protection)
- » Reminders have been posted in washrooms to wash hands often with soap and water for at least 20 seconds
- » Hand sanitizer with at least 60% alcohol content has been provided at locations throughout the building

## Mental health and wellbeing

- » We strive to create an atmosphere in which workers are comfortable discussing the issues that prevent them from being productive at work
- » We provide information on mental health resources to our workers
- » We have provided information on available leaves related to COVID-19, including the paid infectious disease emergency leave and unpaid infectious disease emergency leave

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## Violence and harassment

- » A violence and harassment policy has been established, which outlines how workers can report issues and how the issues will be addressed
- » We do not accept violence and harassment directed towards our staff. We encourage our customers to treat our staff with respect
- » If any customers have complaints about our COVID-19 policies, they will be directed to talk to management
- » Management will retain a record of all incidences of violence or harassment and will report to the authorities as necessary

## Remote workers

- » Regular communication and team meetings are scheduled with remote workers

## Other measures

## Reporting a case

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**If a worker lets us know that they have COVID-19 and there is a possibility it could be related to the workplace, we report the case within four days to: (check all that apply)**

- ✓ [The Ministry of Labour, Training and Skills Development](#) – email [MLTSDocIllness.notices@ontario.ca](mailto:MLTSDocIllness.notices@ontario.ca) (Use subject 'Attention: Director')
- ✓ The workplace's joint health and safety committee

## Facilitating contact tracing

- » We keep track of contact information for workers to provide to the public health unit in the event of a worker or other customers contracting COVID-19
- » We keep track of contact information for customers/clients and visitors to provide to the public health unit in the event of a worker or other customers contracting COVID-19
- » All contact records are kept for a minimum of one month