# COVID-19 safety plan

Use this template to document how your organization will keep workers and other people safe at your workplace during the COVID-19 pandemic. [How to develop your COVID-19 safety plan: A guide for Ontario workplaces](https://www.ontario.ca/page/develop-your-covid-19-workplace-safety-plan) explains what you should think about and gives examples to help you come up with your plan.

## Company details

Business name: East Elgin Sportsmen’s Association

Date completed: December 18, 2020

Division/group: n/a

Date distributed: December 21, 2020

Revision date: January 4, 2021

Developed by: Karen Barney

Others consulted: Barry Rawlinson, Doug Lightheart, Lee Lightheart

Provide as much information in response to each question as possible. This will help your workers and other people to know exactly what to do and what to expect.

The final page will help you create a snapshot version of your plan to post in the workplace. This can act as a reference for workers and let others who come into your workplace know what you are doing to help keep everyone in your workplace safe.

The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required. Refer to the Ontario government’s [COVID-19 website](https://covid-19.ontario.ca) for up-to-date information.

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

Consider: What guidance will you need to provide? 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?

Example: Ensure our procedures are up to date by a daily review of Ministry of Health guidance.

Actions:

* Education:

Signage (Lee) includes reminder sign to wash hands (due to lead exposures)

Website (Doug and Lee)

Newsletter information (Lee)

Facebook updates (Doug)

* Self screening of all who attend East Elgin Sportsmen’s Association (all)
* Resources: having required supplies on hand:

Masks, hand sanitizer available in clubhouse (any BOD member / maintenance)

Sanitizer available at sign in books on ranges (any BOD member / maintenance)

Soap and water remain available at clubhouse (all members)

* Modelling proper behaviour (every member)
* Monitoring cameras and enforcing mask compliance (any BOD member)

Compliance reminders to those in violation of mandatory mask order either verbally (in the moment, by any member) or by email correspondence (by discipline committee or any BOD member)

* Allowing volunteers to rescind their availability should they feel uncomfortable in their role (any member)
* Follow Ministry of Health updates and implement necessary changes as required (all)

## How will you screen for COVID-19?

Consider: How you will stay current about what symptoms to look for? Will you use a screening checklist? Who will do the screening? Who needs to be screened and how often?

Example: To find out if workers are well when they come to work, we will ask each worker basic questions about their physical health and symptoms using the provincial list of COVID-19 symptoms.

Actions:

* Red flag symptoms found listed on:
  + EESA website (Doug and Lee)
  + Facebook updates (Doug)
* Self screening performed by members prior to arrival at EESA (all members)
* Up to date literature guiding safe practices posted at entrances to buildings
* Members or service workers / contract workers who display any symptoms are to refrain from attending (all members and workers)

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

Include how you will maximize distance and separation, reduce transmission from surfaces and objects, and support good hand and respiratory hygiene.

Consider: What [engineering and administrative controls](https://www.ontario.ca/page/develop-your-covid-19-workplace-safety-plan#hierarchy-of-controls) will you use? What changes will you make? Who needs to be in the workplace? How will you gather worker ideas about different ways of working?

Example: We have a new policy that limits time in the kitchen to 10 minutes, we have created a new outdoor break area in our parking lot and have changed how we schedule shifts and breaks.

Actions:

* Mandatory mask or face shield wearing (all members)
* Every other shooting station closed to maintain social distancing (all members)
* No guests presently allowed to encourage lower attendance numbers (all members)
* Indoor range and indoor kitchen services closed (all members)
* Additional eating areas provided at outside picnic tables (all members)
* Supply hand sanitizer, masks and educational literature at all building entrances (Board of Directors / Maintenance Crew)
* Supply hand sanitizer at all outdoor areas where individuals congregate (Board of Directors / Maintenance Crew)
* Expectation for individuals to clean their touched surfaces by using supplied sanitizer (all members)
* Weekly cleaning of any used common areas with approved disinfectants; common touch point areas cleansed with sanitizers (Lee / Maintenance)
* Restrict numbers of members congregating together, enforce social distancing and insist on proper use of PPE (Board of Directors Members, Discipline Committee)
* Minimal number of roving range officers scheduled (Barry)
* Board of Director in person meetings on hold, conference calls and / or internet-based meetings when required (Board of Directors Members)
* Cheques requiring signatures will be left in the office for contactless signing (Executive Board of Directors Members)

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

Consider: What is the contact information for your local public health unit? What are your isolation procedures? How will you gather workplace contact information for public health contact tracing?

Example: We have designated a safe isolation area in the workplace and created a checklist with the procedures of what to do if some gets sick at work, including key contact numbers.

Actions:

* Voluntary use of Covid Alert, Canada’s exposure notification app (any members)
* Testing recommended to members who have any symptoms (all members)
* Isolation instructions as directed by Southwestern Public Health (any members)
  + <https://wwww.swpublichealth.ca/>
* Contact tracing easily obtained through range sign in books (all members) and / or gate access (all members)

## 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?

Example: We will establish regular check-ins with workers about how they’re coping with the change to shift work.

Actions:

* Membership renewals made safe, secure and contactless:
  + EMT / credit card phone / online / cheque
* Address changes and new risks every 30 days and adapt to safety measures accordingly (all members, inspired by decisions made by the Board of Directors)

Minimal risks identified. Club members are missing social aspects of our club. As such, informal check-ins with members is encouraged.

* Open communication on Facebook (by all members)
* Phone conversations between members (any members)

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

Consider: How often will you schedule a review of your plan? How will you get input and ideas from workers and clients? Who is responsible for evaluating how things are working and for adapting the plan as you find better/easier ways to do things? How will you communicate changes?

Example: We will set up a weekly meeting between the CEO and the health and safety representative.

Actions:

* Monitor the numbers of active Covid cases in the area (Karen Barney)
* Interactions with members and constant review of COVID-19 developments.
* Follow instructions by Ontario Government and Southwest Public Health (All Members)
* Plan to be reviewed by BOD with additions or changes prior to finalization (BOD)
* Plan to be reviewed monthly and / or as required (Karen Barney)
* Changes to be communicated via email and / or newsletter (Lee Lightheart)

# 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: East Elgin Sportsmen’s Association

Date completed: December 18, 2020

Division/group: n/a

Revision date: January 4th, 2021

## Measures we’re taking

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

### How we’re screening for COVID-19

* Education
* Self Screening
* Following Ministry of Health guidlines

### How we’re controlling the risk of transmission in our workplace

#### Physical distancing and separation

* Indoor range closed, every other range available
* Modelling proper behaviour, mandatory mask wearing and social distancing
* Monitoring cameras and enforcing mask compliance
* Indoor services temporarily closed
* Meetings by teleconference or held online

#### Cleaning

* Cleaning products on hand. Each member responsible for cleaning their points of contact
* Weekly deep cleaning of any areas that require sanitizing.

#### Other

* No guests

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

* + Act as directed by local Public Health Department [<https://wwww.swpublichealth.ca/>]
  + Encourage testing for those who have had a suspicious or positive contact

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

* Contactless membership renewals
* Online communications

### How we’re making sure our plan is working

* Monitor the numbers of active Covid cases in the area
* Communications with members
* Follow instructions by Ontario Government and Southwest Public Health
* Review Covid plan and update as needed