

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](#) explains what you should think about and gives examples to help you come up with your plan.

Company details

Business name: Canadian Mental Health
Windsor-Essex

Date distributed: Nov. 27, 20

Date completed: Nov. 27, 20

Revision date:

Division/group:

Developed by:

Others consulted:

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](#) for up-to-date information.

1. 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:

- **Coronavirus Update link on CMHA intranet with links to:**
 - **CMHA-WECB Face to Face Guidance Documents:** revised with updates from as Federal, Provincial and WECHU updates as required
 - **Ontario Health**
 - **Public Health Agency of Canada**
 - **Windsor Essex County Health Unit**
- **Pandemic Code Risk Level and Response Levels found within Face to Face Guidance Document**
- **CMHA PPE Matrix developed and updated as needed for reference by staff**
- **Workers meeting clients face to face within community must have prior consent to do so by their Manager**
- **CMHA-WECB Pandemic Response Team (EMT members)**
 - **Leadership Situation Reports sent out monthly/more frequently as required**
 - **Regular meetings to review any updates**
 - **Updates on PPE inventory**
- **Updates sent out from CEO/SOO on COVID-19 Protocols and Situation Reports**
- **IPAC Updates/Communications sent out to staff for guidance on Infection, Prevention and Control best practices, as well as Community Resources i.e. WECHU/PHO**
- **Reminders from HR sent to staff about available EAP, social and mental health supports with encouragement to use these resources**
- **Daily review of of local, provincial and federal information updates by Senior Operations Officer, Clinical Practice Specialist, and Quality Coordinator**

2. 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:

- Follow provincial and federal guidelines for COVID-19 screening measures.
- **ACTIVE SCREENING:** Staff utilize MESH COVID 19 screening app before entering workplace or other sites in the community when meeting clients. Lists symptoms and possible exposure requires YES/NO answer. Must complete all answers with a “No” to obtain the “Clear to report to work” message. Must show Mesh App message to screening staff to receive clearance PASS for work.
- Screening stations at entrance to 1400 Windsor and TSC where staff are required to show pass with “clear to report to work” on MESH app
- We encourage workers to monitor their own symptoms at all times
- All visitors and clients are screened for COVID symptoms and/or exposure at entrance of CMHA sites 1400 Windsor/TSC
- Screening visitors and clients by phone does take place before they arrive for in person appointments.

3. 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](#) 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:

- **Masking required by all entering facility must be worn at all times unless in an office alone. Masks are provided for clients who do not arrive with one.**
- **Screener directs all entering to hand sanitize**
- **Directional arrows on floors, for traffic flow**
- **One entrance/exit from building**
- **Signage posted throughout building on physical distancing, hand washing, covering cough**
- **Facilities Staff disinfect 2x daily high touch surfaces guided by checklist**
- **Scheduling of dock stations and booking required for working within POD (room 174)**
- **Clear Plexiglass dividers between each staff station**
- **Physical distance 2m/6ft clearly marked off in all client meeting rooms**
- **Masks/virox wipes/gloves provided in each client meeting room, staff instructed to sanitize after each appointment**
- **Staff lounge max capacity 2 at any given time**
- **Facilities staff have mapped out the Dan Gemus room to facilitate on site small group gatherings to maintain 6 ft distance.**
- **Phone and virtual appointment options are given to clients if access to the building for in person visits is affected by provincial guidance documents.**
- **IPAC committee meets weekly, biweekly or monthly as needed and sends out regular updates to staff.**
- **Hand sanitizing audit of staff and visitors conducted at entrance to building and reviewed weekly.**

4. 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: Local public health unit is Windsor Essex County Health Unit: <https://www.wechu.org/>

Windsor Office: [1005 Ouellette Avenue](#)

Windsor, ON N9A 4J8

Ph: (519) 258-2146

Fx: (519) 258-6003

Tf: 1-800-265-5822

- 2 high risk / isolation rooms available near entrance CMHA Health Centre
- Information can be obtained through use of MESH app to identify those staff who attended workplace when a positive case may have been found to facilitate contact tracing.
- HR has all contact information of staff
- All visitors to on site locations name and phone number logged at entrance to building. Clienty contact information found can be found with EMR / client record system
- Workplace Plan
 - If anyone develop symptoms in the workplace, they are to leave and self-isolate immediately. If they cannot leave immediately, they are isolated until they are able to leave.
 - Exclude symptomatic people from the workplace
 - Contact Windsor Essex County Health Unit (WECHU)public health
 - Follow WECHU public health direction
 - Inform any workers who've been exposed
 - Report to the Ministry of Labour

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?

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

Actions:

- Pandemic Code Risk Level and Response Levels found within Face to Face Guidance Document
- COVID PPE matrix
- Individuals not able to wear a mask are led to high risk room or asked to wait outside until staff person is available for appt. 2m/6ft must be maintained during entire visit
- Limit # of support persons (1) allowed to attend in-person appts with client
- Staff feedback welcomed on "Hear Me" Survey Monkey link, Q&A disseminated to staff via email
- Reminders through email to staff of EAP and other available social and mental health supports sent out by HR
- Invitations to participate in self-care webinars, mindfulness and Zoom support sessions.

6. 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:

- Pandemic Response Team meets regularly to review process/procedures. Evaluate plan as needed.
- PPE usage and supply monitored daily with reports to the Ministry of Health as required.
- Feedback encouraged by staff with discussions to Manager/IPAC committee
- Recommendations brought forward from staff feedback and IPAC committee to EMT
- Changes communicated with staff via email and meetings with Managers/Directors/Team meetings.

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:

Division/group:

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Measures we're taking

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

- Face to Face Guidance Documents
- Pandemic Risk Level Assessment
- PPE Matrix
- IPAC updates
- CEO/EMT UPDATES to staff
- Coronavirus Updates on Intranet has links to pertinent public health information. This information is also under COVID 19 Clinical resources on “company” drive.

How we're screening for COVID-19

- MESH app
- Screener at front entrance asking COVID symptoms and/or exposure

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

Physical distancing and separation

- Signage posted
- Rooms clearly marked off for 2m/6ft distance
- Plexiglass installed/barriers in work area as needed
- Booking docking work stations prior to attending CMHA building

Cleaning

- Facility/Maintenance Staff cleaning high touch areas 2x daily
- Checklist for facility/maintenance staff followed for cleaning daily
- Staff instructed to use virox wipes /gloves to clean client meeting room after each use

Other

- 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, Daily on Call Manager and HR
- HR to contact WECHU and follow guidance provided

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

- Updating Clinical Practice Face to Face guidance documents as needed
- Updating PPE matrix as required
- Encouraging staff communication with Managers/IPAC committee members
- Surveying staff for insight into how they're managing during covid

How we're making sure our plan is working

- Feedback from Staff
- Feedback from clients
- Continually pivoting as needed to maintain IPAC standards