

# **Workplace Safety Plan**

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**N/A**

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## 01 Important notes

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- » 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 a business or organization must follow all relevant requirements set out in:
  - The [Reopening Ontario \(A Flexible Response to COVID-19\) Act, 2020](#) (ROA)
  - Directives from the Chief Medical Officer of Health
  - Local public health orders
  - The [Occupational Health and Safety Act](#) (OHSA)
  - The [Employment Standards Act](#) (ESA)
  - Any other relevant legislation
- » Employers must stay up to date on legal requirements as the situation evolves.

- » Under the OHSA, employers must determine when PPE or other masking is needed for their workers. More information on [using masks in the workplace](#) is available at [Ontario.ca/COVIDSafety](https://www.ontario.ca/COVIDSafety).
- » Employers also have sector-specific minimum requirements which they must meet based on the ROA. It is the employers responsibility to ensure that their safety plan satisfies all legislated requirements. These requirements are listed in [O. Reg. 364/20](#) of the ROA and in the [Roadmap to Reopening](#). Specific requirements may include:
  - Screening
  - Collection of contact information
  - Physical distancing
  - Masks and face coverings
  - Personal protective equipment (PPE)
  - Capacity limits
  - Other specific requirements

## 02 Communication and training

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- » Posters for workers and visitors have been put up around the workplace
  - ✓ Physical distance
  - ✓ Capacity limits
  - ✓ Screening and self-assessment
  - ✓ Hand hygiene
- » Information on changes to our plan or safety measures is provided to workers
  - ✓ By email
  - ✓ Individually in person by supervisors
- » Information on our health and safety measures will be shared with customers/clients/visitors

- ✓ By workers when entering the building/facility
- ✓ On posters at entrances
- ✓ On our website
- ✓ Through social media

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

### 03 Plan evaluation and worker engagement

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» 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

### 04 Worker screening

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» All workers are actively screened before starting each shift

- ✓ Having workers use the [online worker screen tool](#) and email their result to office@anshesholom.ca
- ✓ Asking workers the screening questions upon arrival at work verbally
- ✓ Asking workers the screening questions upon arrival at work on paper

» 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**

## 05 Visitor screening and instruction

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- » **Visiting workers are actively screened**
  - ✓ Asking the screening questions upon arrival
- » **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**
  - ✓ Wear a mask
  - ✓ Use hand sanitizer before entering the workplace
  - ✓ Maintain a physical distance of at least two metres from all staff and customers whenever possible

## 06 Limiting interactions

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- » **All workers who can are performing their work remotely**
- » **Workers have been assigned to their own dedicated work areas**

## 07 Crowd control

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- » **Visitors require an appointment/reservation during peak times to minimize lines and control flow**
- » **Adjustments will be made to ensure we follow all local public health requirements regarding capacity limits**

## 08 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
- » 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
- » Physical barriers have been installed in areas where it is not possible to maintain physical distancing
- » Physical barriers have been installed at these locations: Office reception

## 09 Ventilation and air quality

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- » Work will be performed in outdoor spaces whenever possible
- » Ventilation system is maintained according to manufacturer's instructions
- » We have improved our ventilation beyond standard requirements by reviewing and where possible implementing best practice ventilation guidelines for the prevention of COVID-19 transmission
- » In any spaces that don't have mechanical ventilation, windows and doors will be kept open, weather permitting

## 10 Masking and personal protective equipment (PPE)

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- » Workers will remind customers/clients/visitors to wear masks properly and consistently
- » Posters have been put up throughout the facility to remind customers/clients/visitors to wear masks properly and consistently

- » Workers will wear a mask at all times when indoors in the workplace, unless alone in a private space, eating or drinking, or they require an accommodation which does not allow for wearing a mask
- » Workers have been trained on the proper use of masks and PPE

## 11 Cleaning, disinfecting and hand hygiene

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- » 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

## 12 Mental health and wellbeing

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- » We strive to create an atmosphere in which workers are comfortable discussing the issues that prevent them from being productive at work

## 13 Violence and harassment

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- » 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

## 16 Reporting a case

- » If a worker lets us know that they have tested positive for 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 (Use subject 'Attention: Director')

## 17 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

## Feedback

We would like to hear about your experience and welcome suggestions/feedback to improve the service.



