

Business name Temple Anshe Sholom	Plan name N/A	Contact name Shelby Frank-Davis	Contact email address office@ansheshol-om.ca
Plan created on March 08, 2022	Plan updated on N/A	Contact phone number 905-528-0121	

COVID-19 Safety Plan

Important Notes

- » This safety plan has been developed using the workplace safety plan builder, available at 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:
 - [The Reopening Ontario \(A Flexible Response to COVID-19\) Act, 2020](#) (ROA), including all requirements listed in [O.Reg. 364/20](#)
 - 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
- 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
 - ✓ 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
 - ✓ Through social media
 - ✓ On our website

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Communication and training - Continued

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

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 health and safety representative has been consulted about our safety plan and measures

Worker screening

- » All workers are actively screened before starting each shift
 - ✓ Having workers use the [online worker screen tool](#) and email their result to Office Coordinator
 - ✓ 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 who are working offsite are actively screened using our screening procedure and must follow any screening and control measures at all work locations
- » Workers are instructed to stay home if they are sick or have any COVID-19 related symptoms

Visitor screening and instruction

- » Visiting workers are actively screened
 - ✓ Having visiting workers use the [online worker screen tool](#) and email their result to
 - ✓ Asking the screening questions upon arrival

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Visitor screening and instruction - Continued

- » 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

Limiting interactions

- » An area has been designated for contactless pick-up of orders
- » Workers have been assigned to their own dedicated work areas
- » Contactless payment is encouraged whenever possible
- » The same workers are scheduled to work together for all shifts (placed in cohorts)

Crowd control

- » A worker is designated at the entrance to monitor the number of customers entering and leaving, and control/stagger customer entry to prevent crowding

Physical distancing and separation

- » 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
- » Workspaces have been rearranged to enable physical distancing
- » We have established an area for lining up that starts 2 metres (6 feet) from the entrance, lobby, service counters, washrooms, elevators

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Ventilation and air quality

- » Work will be performed in outdoor spaces whenever possible
- » Ventilation system is maintained according to manufacturer's instructions
- » An HVAC engineer has been brought in to assess air quality and ventilation
- » 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
- » We have taken steps to identify poorly ventilated areas and make changes

Masking and personal protective equipment (PPE)

- » 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
- » Our workers will wear masks while in the facility
 - ✓ Disposable non-medical mask
 - ✓ Medical masks
- » 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

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

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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

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

- » Workers have been instructed to notify their supervisor if they have any concerns about their home office, such as ergonomic or safety concerns
- » Regular communication and team meetings are scheduled with remote workers

Other measures

- » The volume of music (or other background noise) will be kept to a level where normal conversation is possible to discourage yelling

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 MLTSDoccillness.notices@ontario.ca (Use subject 'Attention: Director')

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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