

EXPOSURE CONTROL PLAN – COVID-19	
Prepared by: Workplace Safety Group	Approved:
Date Issued: April 8, 2020	Date Revised:

POLICY

[Company Name] is vitally interested in the health and safety of its clients, employees, trade partners and neighbours in the communities in which we do business. Where the work of [Company Name] has been deemed essential according to provincial and federal guidelines, [Company Name] and its Supervisors will endeavor to communicate daily any changes that could impact the way we conduct our daily tasks.

PURPOSE

The COVID-19 virus is an unprecedented event. It is critical to emphasize the importance for all workers to remain focused on tasks, to prevent any incidents or accidents from occurring during this time of uncertainty and personal stress.

SCOPE

All sections of our business – including Trade Partners, suppliers, visitors and vendors – must play a role in order to stop the spread of this disease. [Company Name] expects 100% participation in the exposure control plan for COVID-19. Employees and contract workers face disciplinary action for non-compliance.

RESPONSIBILITY

[Company Name] has taken reasonable and practicable action to prevent the spread of the COVID-19 virus in our workplace. However, long term success cannot be taken for granted without everyone’s - owners, managers, supervisors and workers vigilance and adherence to recommendations from public health authorities, governmental guidelines and [Company Name] policy.

WHAT IS CORONAVIRUS (COVID-19)

- COVID-19 is a virus that can cause illness ranging from a cold-like illness to severe lung infection. In some cases, it can cause hospitalization and death.
- Symptoms may appear between 2 days to 14 days after being exposed.
- People can spread the disease even before they start showing symptoms.
- People can spread the disease even if they never develop symptoms (are asymptomatic) themselves.

HOW DOES COVID-19 SPREAD?

- Breathing in droplets in the air, created when people cough, sneeze or speak to each other at close distance;
- Close personal contact with other people, e.g. shaking hands or hugging;
- Touching contaminated surfaces and then touching the face, mouth or eyes;
- Sharing food, drinks, utensils, tools, instruments etc.

KEY PREVENTION STEPS

- No more than 5 people in the same space;
- Practice physical distancing by staying 6 feet apart at all times;
- Where physical distancing isn't possible, e.g. getting help lifting a box or installing material in close proximity to coworkers, workers must wear N-95 masks or half mask respirators;
- Where required – post signage;
- Limit workers in an elevator;
- Reduce in-person meetings or group meetings and hold site meetings outside, in open air spaces or virtually;
- Increase number of hand washing facilities;
- Maintain a list of essential personnel on site and update the list daily;
- All common areas and surfaces must be cleaned frequently or at a minimum at the end of each day. Examples include washrooms, hand washing stations, offices, desks, light switches and door handles;
- Anyone with COVID-19 like symptoms, including sore throat, fever, sneezing, coughing, MUST self- isolate at home for 14 days.

DAILY WORKPLACE ASSESSMENTS

[Company Name] will assess the work environment daily and stay updated with information found on the Provincial website. Daily communications [Company Name] will assist in preparing workers for the day's tasks. Change to routines can be expected. Some examples of that are:

- Scheduling work activities to help enforce physical distancing. (Staying 2 meters, 6' apart from others);
- Cleaning and disinfecting tools and work surfaces after each use.
- Where practical, have First Aid attendants check temperatures;
- Have First Aid attendants or designates ask wellness questions to ensure workers are not sick prior to entering workplace (if applicable);
- Contractors are to identify the COVID-19 hazard on their daily assessments and identify controls implemented.

HYGIENE PRACTICES

- Wash hands with soap and water for 20 seconds, before eating, at the end of the workday, during the work shift whenever possible, and when you get home.
- Ensure hands have been washed with soap and water (preferable) or disinfected with hand sanitizer as soon as possible after glove use.
- Do not shake hands; avoid all physical contact.
- Do not share food, drinks, cigarettes, personal hands tools and materials.
- Avoid sharing tools and equipment whenever possible.
- Avoid touching face, eyes, nose, mouth with unwashed hands, i.e. smoking, drinking, eating, etc.

- Follow good respiratory etiquette; cover mouth and nose with a disposable tissue or crease of the elbow when sneezing or coughing.
- Regularly clean and disinfect frequently touched surfaces and tools, washrooms, hand washing stations, offices, desks, light switches and door handles.
- Avoid passing on stairs; wait on the landing until the person has exited stairs; if possible designate one set of stairs for ascending and one set for descending.

FIRST AID TREATMENT

- Because of potential onset of COVID-19 infection during the course of the workday, that person should be taken to an area away from other workers for assessment.
- First Aid Attendants to wear N-95 or ½ mask respirator, face shield and medical gloves when assessing or treating workers;
- If conscious and capable of answering, ask the worker the Health Assessment Tool questions to verify current status of their health.

VISITORS TO SITE

- Use the Health Assessment tool to verify the current health status of visitors as part of the visitor orientation.

CONTRACTOR COMPLIANCE

- *[Company Name]* expects 100% contractor participation in the exposure control plan for COVID-19 virus.

COMMUNICATION

As part of orientation and communication of this policy, discuss:

- Social distancing of 2 metres (6 feet);
- Hygiene, and location of hand washing and hand sanitization stations;
- Location of safety posters;
- Importance of reporting to supervisor if feeling unwell and leaving the workplace.

Under the OHSA, employees have the right to refuse dangerous work. This includes refusing work due to the COVID-19 pandemic if a worker believes there is a hazard, their concern is communicated to a manager and the seriousness of the perceived danger justifies the risk.

People who contracted COVID-19 while at work – meaning they have a diagnosis or symptoms of COVID-19 – can [file a claim](#) to determine if they are eligible for WSIB coverage.

This policy will be posted in common areas and/or provided to employees electronically and become part of the overall health and safety management program of *[Company Name]*.

EVALUATION

This policy and its procedures will be evaluated at least weekly or, as often as new information becomes available for the protection of workers and the public.

COMPANY NAME

This policy is written specifically for the COVID-19 pandemic and may be applicable to other contagion with modifications.

LEGISLATION

OHSA – Section 25, Duties of Employers

WSIB – The [WSIB website](#) has more information and the latest updates about how they can help regarding COVID-19 claims.

FORMS

Exposure Control Plan – COVID-19 Self-Assessment Tool

EXPOSURE CONTROL PLAN – COVID-19 SELF-ASSESSMENT TOOL	
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If you think you have coronavirus (COVID-19) symptoms or have been in close contact with someone who has it, use this self-assessment to help determine how to seek further care.

Most people do not need to be tested for COVID-19 because it will not change your care.

People who do not need to be tested for COVID-19 include:

- People without symptoms
- People who have mild respiratory symptoms that can be managed at home
- Returning travelers

Who should be tested for COVID-19?

People with respiratory symptoms who may require testing for COVID-19 include people who are:

- Hospitalized, or likely to be hospitalized
- Health Care Workers
- Residents of long-term care facilities
- Part of an investigation of a cluster or outbreak
- Anyone who has symptoms - including a fever, cough, sneezing, or sore throat **MUST** self-isolate for 14 days. Continue to complete this assessment to determine if you may need care.

Are you experiencing any of the following?

- Severe difficulty breathing, e.g. struggling to breathe or speaking in single words
- Severe chest pain
- Having a very hard time waking up
- Feeling confused
- Losing consciousness

YES - Call 911 immediately. Advise them of your symptoms and travel history.	NO - No action required
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Are you experiencing any of the following?

- Mild to moderate shortness of breath at rest
- Inability to lie down because of difficulty breathing
- Chronic health conditions that you are having difficulty managing because of difficulty breathing

YES - Self-isolate, call Telehealth Ontario 1.866.797.0000 or family doctor	NO - No action required
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COMPANY NAME

Are you experiencing any of the following or combination of these symptoms?

- Fever
- New cough
- Sneezing
- Sore throat

YES - **Please stay at home!** As a precaution, the Ministry of Health is asking **anyone with symptoms** (fever, cough, sneezing, or sore throat) to **stay home for 14 days. If your symptoms worsen, call your family physician.**

NO - No action required

Has someone you are in close contact with tested positive for COVID-19?

YES - Self-isolate; call Telehealth Ontario 1.866.797.0000, or family doctor for a virtual assessment.

NO - No action required