

# 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: Gagan Sweets

Revision date: Pending Provincial and  
Municipal Guidance

Date completed: Feb 28, 2021

Developed by: Gagan Sweets Management  
Team

Division/group: Gagan Sweets Management  
Team

Others consulted: York Regional ByLaw

Date distributed: Feb 28, 2021

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?

## Actions:

- Required to wear a mask (Masks will always be available to all employees)
- Face shields will be offered to anyone who would like them
- Hands sanitizing stations
- Hand sanitizers (70-90% alcohol) in high-traffic areas, such as store or business entrances
- When in person, keep a distance of two metres from others as required
- Manage traffic flow using floor markings.
- Display signs with details of how to physically distance in the workplace and at the entrance.
- COVID-19 screening for all employees and visitors.
- Install barriers or plexiglass between employees and/or customers.
- Increase cleaning and disinfection.
- Encouraging employees to practice good hand washing and hygiene techniques
- Encouraging individuals to practice hand hygiene directly after contact with high touch areas.
- Use contactless payment instead of cash.
- Ensure staff wear appropriate personal protective equipment (PPE) that protects the eyes, nose and mouth (masks and eye protection) while providing services that require the staff to come within 2 metres of a person not wearing a mask (e.g. restaurant server)
- If employees/staff need to come within 2 metres of an unmasked customer, an appropriate mask as well as eye protection (e.g. a face shield or safety goggles) are required. Prescription glasses are not considered eye protection.
- Temperature checks are not required or recommended as part of screening.
- Employees and customers should not enter a workplace if they have [symptoms of COVID-19](#). They should be advised to book an appointment for COVID-19 testing. And disinfect the area and surfaces the employee may have come into contact with as soon as possible.

- If employees develop symptoms while at work, they should notify their supervisor and return home.
- Avoid touching your eyes, nose, and mouth.
- Increase cleaning of high-touch surfaces such as point of sale transaction equipment, elevator buttons, keyboards, mouse, phones, desks, computers, door knobs, light switches, seating areas, lunch tables, kitchens, and washrooms. Enhanced cleaning schedule to disinfect frequently touched surfaces and common areas.
- Clean and disinfect your own workstation and common items, including: Common or shared equipment and tools, such as cashier's stations, machinery, debit stations, keypads. Electronic equipment such as computers or cell phones

## 2. How will you screen for COVID-19?

### Actions:

- All staff are screened with three covid questions prior to their shifts. We confirm that non of our staff have coming into contact with any confirmed or probable covid cases, no travel outside of Canada in the last 14 days for the staff or anyone in their households. And lastly no one is currently experiencing and covid symptoms (fever, cough, or difficulty breathing). We are also cautious to any cold like symptoms and advised staff to be tested for any signs of illness. All reports are done verbally to the management team and and incidents are documented accordingly.
- All staff and patrons (dine In Customers) are screened with temperature checks prior to either starting work or being seated.

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

### Actions:

- Ensure staff wear appropriate personal protective equipment (PPE) that protects the eyes, nose and mouth (masks and eye protection) while providing services that require the staff to come within 2 metres of a person not wearing a mask (e.g. restaurant server)
- If employees/staff need to come within 2 metres of an unmasked customer, an appropriate mask as well as eye protection (e.g. a face shield or safety goggles) are required. Prescription glasses are not considered eye protection.
- Temperature checks are not required or recommended as part of screening.

- Employees and customers should not enter a workplace if they have [symptoms of COVID-19](#). They should be advised to book an appointment for COVID-19 testing. And disinfect the area and surfaces the employee may have come into contact with as soon as possible.
- If employees develop symptoms while at work, they should notify their supervisor and return home.
- Avoid touching your eyes, nose, and mouth.
- Increase cleaning of high-touch surfaces such as point of sale transaction equipment, elevator buttons, keyboards, mouse, phones, desks, computers, door knobs, light switches, seating areas, lunch tables, kitchens, and washrooms. Enhanced cleaning schedule to disinfect frequently touched surfaces and common areas.
- Clean and disinfect your own workstation and common items, including: Common or shared equipment and tools, such as cashier's stations, machinery, debit stations, keypads. Electronic equipment such as computers or cell phones.

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

##### **Actions:**

- 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.
- We have the contact information for all required parties from staff to York Regional Health if needed for reporting or guidance.
- Any individual for takeout the may appears symptomatic would have to leave the facility and contact information would be recorded on a case by case bases.
- The entire facility would be closed for disinfecting for a time frame collaboratively decided on by management and Public Health.
- All close contacts would have to follow Public Health Guidance of isolation for 14 days and be required a COVID test within that time frame of isolation.

## 5. How will you manage any new risks caused by changes to the way you operate your business?

### Actions:

- We will establish regular check-ins with workers about how they're coping with the change to shift work.
- Regular communication with York Regional Health would keep us updated on current regulations as well as York Regional Bylaw actively communicates changes with out management.
- Our Management team regularly monitors the situation with covid and adjusts policies accordingly based on media releases by Public Health.

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

### Actions:

- We have weekly meetings with Management and Staff to review health and safety guidelines.
- Management continues to monitor the situations online and advises staff accordingly with new changes.
- To maintain control of the number of people in store we changed the placement of product to limit the number of patrons in the restaurant
- We allow both online orders the services such as Uber and skip the dishes and phone based orders to reduce wait time for food as well as prevent to many person(s) from gathering in store.