

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: KW Aikido Inc.

Revision date: Jul 15, 2021

Date completed: Jul 15, 2021

Developed by: Rob Potter

Division/group: N/A

Others consulted:

Date distributed: Jul 15, 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?

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:

- Ensure our procedures are up to date by a daily review of Ministry of Health guidance. (Rob Potter)
- Circulate COVID-19 safety plan to all instructors and studio rental clients
- Post COVID-19 safety plan on our website at aikido-kw.ca/covid-safety

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:

- We will use the workplace safety screening tool (http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/workplace_screening_tool_guidance.pdf) questions to screen instructors and customers prior to classes.
- Rental instructors are responsible for ensuring that the screening is completed prior to each class.
- KW Aikido students will screen via our website during booking.

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:

- Masks are required at all times in the facility, with the exception of during strenuous exercise; they are strongly encouraged when not required by law.
- Participants who are not fully vaccinated are encouraged to participate only in solo exercises at all times.

- Shared equipment is disinfected between users
- Participants endeavour to maintain physical distance of 2m+ when possible, and ensure that masks are worn
- Multiple entrance / exits are used, to segregate users of different studios as much as possible

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:

- All participants who may have had contact with the potential case will be informed immediately. (Rob Potter + Studio rental customers)
- All participant contact information is logged, either through the instructor (in case of studio rentals) or through our web-based booking systems
- All participants are required to book classes **in advance**
- No spectators are permitted, with the exception of parents who are required to supervise children. If parents are permitted into the facility, their contact information must be logged.
- Public health will be contacted at [519-575-4400](tel:519-575-4400) by Rob Potter

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:

- There are no new risks being added by adhering to these guidelines at this time.

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:

- Owner will maintain contact with instructors and studio booking clients
- Plan will be reviewed as changes to the local status occur, or as issues are raised.

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: KW Aikido Inc.

Division/group: N/A

Date completed: 2020-11-15

Revision date: 2020-11-15

Measures we're taking

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

- Ensure our procedures are up to date by review of Ministry of Health guidance. (Rob Potter)
- Circulate COVID-19 safety plan to all instructors and studio rental clients
- Post COVID-19 safety plan on our website at aikido-kw.ca/covid-safety

How we're screening for COVID-19

- We will use the workplace safety screening tool (http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/workplace_screening_tool_guidance.pdf) to screen instructors and customers prior to classes.
- Instructors are responsible for ensuring that the screening is completed prior to each class.

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

Physical distancing and separation

- Masks are required at all times in the facility, with the exception of during strenuous exercise; they are strongly encouraged when not required by law.
- Multiple entrance / exits are used, to segregate users of different studios as much as possible

Cleaning

- Shared equipment is disinfected between users

Other

- Participants endeavour to maintain physical distance of 2m+ when possible, and ensure that masks are worn at all times

What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace

- All participants who may have had contact with the potential case will be informed immediately. (Rob Potter + Studio rental customers)
- All participant contact information is logged, either through the instructor (in case of studio rentals) or through our web-based booking systems
- All participants are required to book classes **in advance**
- No spectators are permitted, with the exception of parents who are required to supervise children. If parents are permitted into the facility, their contact information must be logged.
- Public health will be contacted at [519-575-4400](tel:519-575-4400) by Rob Potter

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

- There are no new risks being added by adhering to these guidelines at this time.

How we're making sure our plan is working

- Owner will maintain contact with instructors and studio booking clients
- Plan will be reviewed as changes to the local status occur, or as issues are raised