



COVID-19 Safety Plans: for your Business or Organization

A written and posted COVID-19 safety plan is required for many different businesses and organizations operating within the yellow, orange and red levels as per Ontario’s [COVID-19 Response Framework](#) and [O. Reg. 364/20: RULES FOR AREAS IN STAGE 3](#). A COVID-19 safety plan is not required at the green level of the framework, though it is strongly encouraged.

When preparing or reviewing a COVID-19 safety plan please start by referring to the [Response Framework: Keeping Ontario Safe and Open](#) and [O. Reg. 364/20: RULES FOR AREAS IN STAGE 3](#). Requirements differ between different workplaces and sectors. For more information including a template plan and snapshot for posting, visit Ontario’s guidance for the [development of a COVID-19 workplace safety plan](#).

Where compliance with [O. Reg. 364/20: RULES FOR AREAS IN STAGE 3](#) is an issue, please refer to the regulation. If you have any questions please contact Peterborough Public Health (PPH) at 705-743-1000 or covid19@peterboroughpublichealth.ca

Has your business or organization addressed the following?

COVID-19 Prevention Measure	Yes	No	Resources
Capacity limits understood and monitored where appropriate?			<ul style="list-style-type: none"> Please refer to the Response Framework: Keeping Ontario Safe and Open , and O. Reg. 364/20: RULES FOR AREAS IN STAGE 3 to check the capacity limit requirements for your workplace or sector Indoor and outdoor capacity limits cannot be combined Where specific capacity limits are not listed it is still required that the facility is set-up to ensure proper physical distancing measures are in place
Signage in place to address: screening for symptoms, hand hygiene, respiratory etiquette, face coverings and physical distancing?			<ul style="list-style-type: none"> Symptoms Hand Hygiene Respiratory Etiquette Face Coverings Physical Distancing
Screening procedures in place for staff and patrons?			<ul style="list-style-type: none"> Workplaces must actively screen all staff and essential visitors according to the Ontario COVID-19 Screening Tool for Workplaces. Screening Questions

COVID-19 Prevention Measure	Yes	No	Resources
Customer contact information being recorded?			<ul style="list-style-type: none"> • O. Reg. 364/20: RULES FOR AREAS IN STAGE 3 • (Required for certain sectors, strongly encouraged for others.)
Hand hygiene supplies readily available for staff and patrons?			<ul style="list-style-type: none"> • Handwash sinks equipped with water, soap and paper towel. • Hand sanitizer gels contain at least 60% alcohol or are from this list.
Face coverings worn by staff and patrons in all indoor areas?			<ul style="list-style-type: none"> • O. Reg. 364/20: RULES FOR AREAS IN STAGE 3 • Mandatory face covering FAQ.
Physical distancing controls or barriers in place?			<ul style="list-style-type: none"> • O. Reg. 364/20: RULES FOR AREAS IN STAGE 3 • Physical Barriers for COVID-19 Infection Prevention and Control in Commercial Settings • Remember that physical distancing requirements still apply, even if wearing a face covering. • Is your facility set up in a way that will allow people to easily distance themselves 2 metres apart?
Cleaning and disinfection schedule in place to ensure all high-touch surfaces are disinfected at least twice per day? Equipment used by members of the public is cleaned and sanitized between uses?			<ul style="list-style-type: none"> • Cleaning and Disinfection for Public Settings • List of Approved Surface Disinfectants
Have a plan for employees or customers who begin displaying symptoms of COVID-19?			<p>What to do if you exhibit symptoms of COVID-19?</p> <ul style="list-style-type: none"> • Take the Self-Assessment • Find an Assessment Centre
Policies and procedures in place to address occupational health and safety?			<ul style="list-style-type: none"> • COVID-19 (coronavirus) and workplace health and safety • Develop your COVID-19 Workplace Safety Plan

Other Resources:

Government of Ontario

- [Sector Specific Guidance](#)
- [COVID-19 Workplace Safety Plan](#)