



COVID-19 Safety Plans: for your Business or Organization

A written and posted COVID-19 safety plan is required for businesses and organizations operating during the shutdown as required by the Ontario’s [O. Reg. 82/20: Rules for Areas in Stage 1](#).

When preparing or reviewing a COVID-19 safety plan please start by referring to [O. Reg. 82/20: Rules for Areas in Stage 1](#). 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](#).

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 O. Reg. 82/20: Rules for Areas in Stage 1 to check the capacity limit requirements for your workplace. Discount and big box retailers that engage in retail sales and sell groceries to the public, and stores that sell liquor, including beer, wine and spirits must limit the number of people occupying any room that is open to the public to 25% capacity. Other businesses allowed to remain open to the public during the lockdown must limit the number of people occupying any room open to the public to 50% capacity. Businesses must ensure that capacity is limited so that every member of the public is able to maintain a physical distance of 2 metres from every other person. Signage must be posted in a visible location to the public that states the maximum capacity the business is permitted to operate under.

COVID-19 Prevention Measure	Yes	No	Resources
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
Customer contact information being recorded?			<ul style="list-style-type: none"> • O. Reg. 82/20: Rules for Areas in Stage 1 • (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 and are from this list.
Face coverings worn by staff and patrons in all indoor areas?			<ul style="list-style-type: none"> • O. Reg. 82/20: Rules for Areas in Stage 1 • Mandatory face covering FAQ.
Physical distancing controls or barriers in place?			<ul style="list-style-type: none"> • O. Reg. 82/20: Rules for Areas in Stage 1 • 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](#)