

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: Toronto Paramedic Services

Date completed: February 19, 2021

Division/group: Headquarters Offices and Logistics areas, 1300 Wilson Logistics

Date distributed: February 24, 2021

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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:

- Signage has been posted in all TPS common areas outlining the expectations for all staff:
 - Pre-shift screening
 - Handwashing / hand sanitizing
 - Masking
 - Physical distancing
 - Space occupancy
- Additional messaging is broadcast via regular memos and directive within the division.
- Staff updates summarizing the current situation and changes in measures are broadcast on a regular basis to all staff, including weekly "Week in Review" memos summarizing the week's updates to all TPS staff.
- Messaging is delivered to staff via e-mail, Superintendent updates/coaching, via staff internet "blog".
- Supervisory staff are provided with regular messaging for updates and measures in place so they can keep staff informed.
- All broadcast messages, memos and posters are reviewed regularly to be aligned with Toronto Public Health directive and guidance.
- Poster campaign by the HQ JHSC at Headquarters.

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:

Toronto Paramedic Services requires all staff to complete an online Pre-Shift Screening tool: [4330 Dufferin Street Pre-Shift Covid-19 Screening Tool](#) for staff working at Headquarters. Staff working at 1300 Wilson Logistics use the Covid-19 screening set up for that location. The screening tools are based on the guidance provided by Public Health Ontario in conjunction with Toronto Public Health and the Medical Advisor for Toronto Paramedic Services.

- All staff are required to complete & pass the online Pre-Shift Screening tool prior to entering the workplace. All screenings are tracked and stored on a secure server.
- Physical screening stations are located at main entrances, marked with instructional signage and daily temperature checks.
- Signage and floor markings are in place delineate entry/screening vs. common areas.
- Staff are to complete and submit a CheckMarket screening tool which will confirm the workers status with a green "PASSED" screen indicating the worker is cleared to work.
- Staff must make a declaration that all information entered into the screening tool is accurate at the time of the screening process.
- Staff that fail the screening questions will receive a red "FAILED" screen with clear instructions to the employee that they are not to enter the workplace common areas and must call the Staff Support Centre (SSC).
- All failed screenings for staff automatically generate an email notification to the Staff Support Centre for immediate follow up.
- Essential contractors or other visitors must complete and provide a similar pre-shift screening assessment/declaration. Paramedic Services reserves the right to audit contractor pre-screening documents if required. Non-essential contractors/visitors are not permitted into the buildings.

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:

Physical distancing and separation

- Distancing Assessments have been performed ensuring greater than 2 metre distances of all seating areas such as couches, recliners, eating areas, and chairs.
- Specific occupancy limits have been put in place for facilities:
 - Kitchen
 - Lounge/common areas
 - Change rooms
 - Washrooms
- Furniture and table signage is placed identifying distancing, approved seating arrangements at tables as well as couches and locker rooms benches. Seating such as couches, has been identified as "single occupancy only" at all times.
- Common touch items such as linen/pillows in rest areas have been removed or designated as single person use only.
- The resting room at headquarters requires contact with Security in order to access it. After use, the room is cleaned.

Cleaning

- Facilities Management staff perform high traffic touch point disinfection of washrooms, change rooms, kitchen, lounges etc. twice daily. Staff are also expected to disinfect before/after use of common touch spaces as required.
- Disinfection kits have been provided with approved disinfection products.

- In the event of an employee with a single symptom in the workplace the involved area(s) are closed off and a full high touch/electrostatic spray cleaning is completed following Ontario and Toronto Public Health guidelines.

Hand Hygiene

- Automatic hand sanitizer stations and hand sanitizer bottles containing min 70% alcohol based hand rub have been installed/are available in work locations.
- Nitrile gloves are made available to staff if required for cleaning.
- Signage to support frequent hand hygiene using soap/water or alcohol based products are placed in key areas around work locations.

PPE

- Masking policies following TPH guidelines are outlined in regular staff communications and with signage in all areas.
- There is also a Corporate link for COVID 19 Resources and Information available to all City employees: [Covid-19 Resources and Information for Employees](#)
- Covid 19 information is also communicated within Toronto Paramedic Services via the blog accessible to all staff via this link: <https://torontomedics.ca/today/>
- Logistics staff have additional PPE appropriate to the tasks performed (e.g. cleaning/disinfecting ambulances and associated equipment), such as nitrile gloves, eye protection, gowns, and masks.

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 staff who feel ill with symptoms related to or consistent with COVID-19 (as per public health definitions) are to call the Staff Support Center (SSC). The SSC will:
 - Review the symptoms and relevant time lines with the worker,
 - Determine if this worker will be placed off duty as ill (non-COVID-19 related symptoms), paid leave-isolation (determined exposure or worker that meets "person under investigation" guidelines), or paid leave-quarantine (positive COVID-19 test),
 - Provide support and advice to the worker re: testing, managing isolation and/or quarantine, medical follow up,
 - Conduct pre-scheduled wellness check with the worker,
 - Determine/confirm when the worker is medically cleared to return to the workplace,
 - As required, the SSC will conduct contact tracing and notifications to identify other staff who may have been exposed,
 - The SSC contact and tracing processes may/will lead to other staff being placed on paid leave isolation or paid leave quarantine.
- Staff that are identified as a potential case or suspected exposure through the pre-shift screening, will not be cleared for work and are directed to:
 - Remain masked
 - Leave the building immediately
 - Contact the SSC immediately

- Any staff that report becoming ill while on duty will immediately be placed out of service, and asked to contact the SSC.
 - The SSC will review the situation and determine if high touch surface cleaning or a 3rd party "fogging" disinfection process (using Health Canada approved disinfection products) is required in work areas/vehicles.
 - The SSC will book the employee off work and advise the employee's supervisor.
- Any staff who while on regular days off duty, identify with symptoms typical for COVID-19, or who have been tested and confirmed COVID-19 positive are to contact the SSC.
 - The SSC will review the situation and determine if high touch surface cleaning or a 3rd party "fogging" disinfection process (using Health Canada approved disinfection products) is required in work areas/vehicles.
 - Work area(s) and vehicle(s) will have high touch or "fogging" level disinfections done as needed based on guidelines including frequency and type of cleaning(s) since the employee's last shift. If the employee's last work place contact(s) were within 48 hours and high touch or frequent cleaning had not occurred, the work area(s) will have additional cleaning performed.
- Vehicles will also be "fogged" if there is known or reasonably suspected widespread aerosol of a COVID-19 positive person in the vehicle as per guidance from Public Health.

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:

- Toronto Public Health provides guidance and recommendations to Toronto Paramedic Services regarding mitigation measures.
- Toronto Paramedic Services has representation in the City of Toronto, Emergency Operations Centre and has its own Divisional Operations Centre that gather and disseminate critical City and Pandemic information to appropriate parties within the division.
- As new risks are identified, staff updates are provided outlining the extent of the risk and the measures being implemented.
- The SSC is in daily contact with Toronto Public Health and collaboratively review recent exposures to determine areas of concern.
- During an outbreak, enhanced measures are implemented. These include on site COVID-19 testing for staff, restriction to some facilities, and changes in policies to help mitigate staff risk at all times.
- Once weekly conference call with TCEU 416 & 79 JHSC representatives and management staff. These updates provide critical COVID-19 specific information.
- Administrative, engineering and policy enhancements as required to update staff procedures and work spaces including masking, distancing, and disinfection.

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:

- Pandemic measures are continually being re-evaluated based on the latest guidance from Toronto Public Health, Public Health Ontario, the City of Toronto and the Ministry of Labour, Training and Skills Development.
- The SSC works closely with Toronto Public Health to review all exposures and identify circumstances that may have contributed to the transmission of COVID-19 in the workplace.
- If required, Toronto Public Health may provide specific recommendations to mitigate exposures.
- Review and updates from TCEU local 416 & 79 JHSC/ reps to ensure that processes in place remain effective and are followed.
- Work with JHSC to review and look at new measures that may be required.
- Process reviews conducted by Dr. R. MacDonald (TPS Medical Advisor).

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.

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Measures we're taking

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

- See measures identified in Page 2.

How we're screening for COVID-19:

- See measures identified in Page 3.

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

- See measures identified on Page 4-5.

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

- See measures identified on Page 6-7.

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

- See measures identified on Page 8.

How we're making sure our plan is working:

- See measures identified on Page 9.