

# 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: Champs Taekwondo Inc Date completed: September 8, 2020

Division/group: N/A

Date distributed: September 8, 2020 **Revision date:** October 1, 2021

Developed by: Amanda Morrison, James Morrison

Others consulted: Ontario Taekwondo Association (PSO)

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.

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COVID-19 safety plan

## 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:**

- [.]All Staff must complete the pre-screening using the self assessment tool <https://covid-19.ontario.ca/self-assessment/> prior to attending work each day.
- All Staff must take their temperature using the thermometers provided upon entering the facility.
- All Staff must wear a mask while in the facility.
- Hand sanitizer is provided throughout the facility for ongoing use throughout the day.
- If a staff member is feeling ill, they are to follow guidelines set out by our local health unit and self-isolate and/or get a covid-19 test.
- Staff may return to work after 24 hours of no symptoms or with a negative result .
- Staff are to maintain physical distancing from other staff members and teach from your designated area.

\*\*Staff/workers have ongoing access to Rapid testing and are encouraged in accordance with Ontario Chamber of Business (distributor of Rapid Antigen Testing) to test twice a week. Rapid tests are available ongoing at Champs Academy facility.

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## 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:**

**\*Champs Academy is a private facility. We are not open to the public. Membership is required and granted upon acceptance of application and receipt of tuition fees. Non-members will not be granted access to the facility.**

- [The Covid-19 self assessment tool is provided to all our members in an automation requiring them to complete before each visit. This assessment tool is available on our member app and members are prompted to completed upon booking daily class (mandatory)
- Covid-19 signs are posted on the outside of all doors.
- Pre-booking classes is mandatory.
- All students arriving for a class will have their temperature taken by a staff member inside the door and hand sanitizer is provided.
- Masks must be worn when entering and exiting the facility and in common areas. In accordance with provincial guidelines, students participating in training on the matted area, are permitted to remove their mask and place it mat side in a sanitized basket.
- Vaccination Policy: As of September 22, 2021, Ontarians will need to be fully vaccinated (two doses plus 14 days) and provide their proof of vaccination along with photo ID to access certain public settings and facilities. This approach focuses on higher-risk indoor public settings where face coverings cannot always be worn and includes:
  - Restaurants and bars (excluding outdoor patios, as well as delivery and takeout);
  - Nightclubs (including outdoor areas of the establishment);
  - Meeting and event spaces, such as banquet halls and conference/convention centres;
  - Facilities used for sports and fitness activities and personal fitness training, such as gyms, **fitness and recreational facilities with the exception of youth recreational sport;**
  - Sporting events;
  - Exemptions to the policy include medical, religious exemptions and on grounds protected under Ontario's Human Rights Code.

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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:**

- [All surfaces , bathroom , matted area are cleaned and sanitized prior to all classes and in between all classes to ensure a freshly sanitized facility for each class.
- Masks will be worn when entering, exiting and all common areas including the bathroom.
- Students are required to come to the facility changed for class.
- Parents are not permitted to enter the facility but can instead watch their child online in order to further reduce numbers and keep unnecessary bodies out of the facility.
- With our pre-booking feature in our member app, attendance is automatically taken. Pre-screening is integrated into our booking app.
- If pre-booking is not complete, the student will not be permitted to enter the facility.

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## 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:**

- [If the alarm goes off during temperature checks, the student will be sent back out immediately.
- If we are notified of exposure, our Facility Manager, Brennan Chipman is to contact the Simcoe Muskoka District Health Unit immediately for further (and current) instructions as guidelines continue to change often.

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## 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:**

- [We manage any new risks caused by changes to our business by following guidelines and practices set out by our PSO , Taekwondo Ontario :
- Taekwondo Ontario continues to update guidelines for and send to individual clubs depending on what stage of restrictions each region is in , which include any updated protocols pertaining to new levels of restrictions.
- Staff meetings are held on a weekly basis with daily check ins (virtually) to go over any daily events that may need attention.

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## 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:**

- [Weekly staff meetings. Daily virtual check ins.
- Provided no covid-19 cases reported in facility/no outbreaks, plan will only be reviewed when our region changes to a different level of restrictions.
- Our plan will be reviewed if our PSO, Taekwondo Ontario shares a new set of guidelines.

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## 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: Champs Taekwondo Division/group: All Staff Revision date: October 1, 2021**

**Date completed: September 8, 2020 REVISED: OCTOBER 1, 2021**

### Measures we're taking

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

- [All Staff must complete the pre-screening using the self assessment tool <https://covid-19.ontario.ca/self-assessment/> prior to attending work each day.
- All Staff must take their temperature using the thermometers provided upon entering the facility.
- All Staff must wear a mask while in the facility.
- Hand sanitizer is provided throughout the facility for ongoing use throughout the day.

- If a staff member is feeling ill, they are to follow guidelines set out by our local health unit and self-isolate and/or get a covid-19 test.
- Staff may return to work after 24 hours of no symptoms or with a negative result .
- Staff are to maintain physical distancing from other staff members and teach from your designated area.

**\*\*RAPID ANTIGEN TESTING AVAILABLE ON SITE AND RECOMMENDED TWICE A WEEK TESTING FOR STAFF AND WORKERS.**

#### How we're screening for COVID-19

- The Covid-19 self assessment tool is provided to all our members in an automation requiring them to complete before each visit. (MEMBER APP)
- Covid-19 signs are posted on the outside of all doors.
- Pre-booking classes is mandatory.

**\*\*RAPID ANTIGEN TESTING AVAILABLE FOR CLUB MEMBERS UPON REQUEST**

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- All students arriving for a class will have their temperature taken inside the door and hand sanitizer is provided.
- Masks must be worn in common areas such as walk ways and bathrooms.
- The student is taken to their designated 3 meter square on our sanitized mats where they will remain for the duration of their class.

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

##### **Physical distancing and separation**

- Masks required in designated areas
- Physical distancing in accordance to provincial guidelines/PSO guidelines for contact sports

##### **Cleaning**

- [all surfaces, bathroom, mats cleaned and sanitized before and after each class by staff on shift.

##### **Other**

- [pre-book all classes or no entrance
- no spectators, non-members, members of the public
- temperature checks at door for students and hand sanitizer provided.

- doors locked to prevent walk ins as non-members are not granted entrance (use doorbell plus cameras set up to view outside)

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

\*● Vaccination Policy: As of September 22, 2021, Ontarians will need to be fully vaccinated (two doses plus 14 days) and provide their proof of vaccination along with photo ID to access certain public settings and facilities. This approach focuses on higher-risk indoor public settings where face coverings cannot always be worn and includes:

- Restaurants and bars (excluding outdoor patios, as well as delivery and takeout);
- Nightclubs (including outdoor areas of the establishment);
- Meeting and event spaces, such as banquet halls and conference/convention centres;
- Facilities used for sports and fitness activities and personal fitness training, such as gyms, fitness and recreational facilities with the exception of youth recreational sport;
- Sporting events;
- Exemptions to the policy include medical, religious exemptions and on grounds protected under Ontario's Human Rights Code.

- [Contact Simcoe Muskoka Health Unit for further instructions and investigation for contact tracing.

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

- [Take guidelines and protocols from our local Health Unit as well as our governing body/PSO Taekwondo Ontario .

**\*CLOSED TO THE PUBLIC. MUST APPLY FOR MEMBERSHIP.**

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### COVID-19 safety plan

#### How we're making sure our plan is working

- We have not experienced any outbreaks during operations , since the beginning of covid times.



- We continue to change our guidelines and protocols as levels of restrictions change in our region of Simcoe.

\*above data can be verified by Simcoe Muskoka Health Unit as we have cooperated fully with any and all contact tracing /questions/concerns relating to covid-19 polices and procedures.