



COVID-19 WORKPLACE SAFETY PLAN

Kidsapia Inc (the "Business" hereafter) is committed to the health, safety and wellbeing of its workers and of all individuals who enter its workplace.

COVID-19 is a respiratory viral infection which has infected millions of individuals across the globe, including Canada.

The purpose of this Plan is to develop prevention and response for COVID-19 as part of an emergency preparedness and response plan at the workplace. The aim is to clearly identify requirements and procedures required to control the spread of infection at the workplace while also maintaining business operations. The plan is based on information available at the time of its development and is subject to change based on further information provided by government, health authorities, and the latest evidence.

This Plan is intended to be temporary, and shall be monitored, reviewed, and amended as necessary, in the Business' sole discretion, in accordance with official federal and provincial government announcements, information, and orders.

1.0 DEFINITIONS

"Active Screening"	Screening is a process for surveilling and identifying probable cases to help guide response actions. Active screening involves tests, examinations, and interviewing.
"Alcohol Based Hand Rub (ABHR)"	Waterless hand hygiene product that is available as a rinse, gel or foam and consists of a minimum of 70% alcohol. The effectiveness of alcohol is inhibited by the presence of organic matter.
"COVID-19"	Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. The virus is causing an outbreak of respiratory (lung) disease. The World Health Organization declared COVID-19 a pandemic on March 11, 2020.

"COVID-19 Symptoms"	Many symptoms of COVID-19 resemble cold and flu symptoms. Common symptoms of COVID-19 include fever, new or worsening cough, and shortness of breath. A list of symptoms will be provided in the following pages.
"Emergency Preparedness Plan"	Emergency preparedness is a cyclic approach that includes prevention activities, preparing a plan for emergencies, testing out the plan or the response, and establishing procedures and activities to bring the organization back to a routine or acceptable level of operation following an emergency.
"Hand Hygiene"	A general term referring to any action of hand cleaning. Hand hygiene relates to the removal of visible soil and removal or killing of transient microorganisms from the hands. Hand hygiene is best accomplished by washing hands with soap and warm water for at least 20 seconds.
"Hand Hygiene Station"	A dispensing location for waterless, ABHR product that is applied to reduce the number of microorganisms present on the hands.
"Physical Distancing"	Maintaining a distance of at least 2 metres (6 feet) between individuals.
"PPE"	Personal protective equipment, such as gloves and face masks.

2.0 RESPONSIBILITIES

The Business is responsible for making sure that the workplace is safe, and that workers’ health and safety are not put at risk while maintaining healthy business operations, and a healthy work environment. While the following are subject to change, at present the reasonable steps to ensure the work environment is safe may include the following:

- Maintain this COVID-19 Workplace Safety Plan;
- Train all workers on the measures and protocols in the plan;
- Require workers to follow face masks or face covering requirements when inside the work premises and around others (co-workers, clients, etc.)
- Require workers to immediately inform their supervisors or managers if they

or someone they have been in close contact with has tested positive for COVID-19 or has been directed to quarantine by public health authorities;

- Direct workers who exhibit symptoms of COVID-19 to quarantine themselves;
- Implement a system for active screening for COVID-19 of workers, contractors, visitors and volunteers who may enter the work premises;
- Collect COVID19 related information and reports for contact tracing purposes;
- Provide appropriate Personal Protective Equipment (PPE) including, but not limited to, face masks, gloves, face shields, and goggles to the workers who may have exposure to COVID-19;
- Implement physical distancing in the workplace;
- Ensure the number of persons occupying any room that is open to the public in the business does not exceed 50% of the capacity of the particular room.
- If possible, provide physical barriers between workstations (plexiglass or cubicles);
- Encourage good hygiene practices in the workplace;
- Ensure that appropriate steps are being taken to ensure the cleanliness of the workplace; and
- Provide signage for workers highlighting physical distancing, capacity limits, wearing masks, breaks, hand hygiene, screening and self-assessments.

3.0 EDUCATION

COVID-19 is mainly spread from person to person through close contact. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever or chills, with temperate of 37.8 degrees Celsius
- Cough or barking cough (croup)
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches that are unusual or long lasting
- Headache that is unusual or long lasting
- Decrease or loss of taste or smell
- Sore throat
- Difficulty swallowing
- Congestion or runny or stuffy nose
- Pink eye

- Digestive issues like nausea or vomiting, diarrhea, stomach pain
- Falling down often

4.0 REPORTING & COVID-19 CASES PROCEDURE

In the event that a worker is experiencing symptoms associated with COVID-19, he or she should immediately inform a manager/supervisor. The supervisor and manager will take down relevant information (time, date, worker name and contact information) and advise the worker to self-isolate and contact their local Public Health Unit for further guidance.

If the worker is tested for COVID-19 with a positive test result, the worker must immediately inform the employer.

If the Business is located in the Toronto or Peel region and the employer becomes aware of two or more people who test positive for COVID-19 within a 14-day interval in connection with the workplace premises, the employer must:

- Immediately notify the local Public Health unit and report the positive cases.
- For Toronto Public health, call 416-338-7600
- For Peel Public Health, call 905-799-7700.
- Provide contact information for a designated contact person at the workplace premise and ensure that person is readily available to communicate with the local Public Health and implement any additional measures immediately as required by the local Public Health.
- Ensure that accurate and updated contact information for all workers is available to be produced to the Public Health Unit within 24 hours of request in support of case management and contact tracing requirements for COVID-19.
- Notify the Ontario Ministry of Labour, Training and Skills Development in writing within 4 days if a worker has tested positive for COVID-19 due to an exposure at your workplace or if a claim has been filed with the Workplace Safety and Insurance Board (WSIB).
- Cooperate with infection prevention and control personnel from the local Public Health Unit including allowing entry into the workplace premise for inspection and to support enhanced infection prevention and control measures and recommendations.
- Advise the workplace's joint health and safety committee, health and safety representative, and, if applicable, the worker's trade union.

Other workers will be informed of the presence of a positive COVID-19 case at the workplace. Workers will be informed about the date and time of potential exposure and where it took place, without revealing the identity of the infectious person. The Business will follow their local public health unit's instructions, including request to undertake contact tracing activities.

Additional measures to take include:

- Clean all surfaces that may have been touched by the sick worker with soap and water before disinfecting them; and,
- Open outside doors and windows where feasible to increase air circulation in areas where the sick worker may have been.

4.2.1 SICK WORKERS TO STAY HOME

Workers who have symptoms should notify their supervisor and stay home. Workers should not return to work until they are symptom-free or they have quarantined for 14 days from the last unprotected exposure and are symptom-free. Absence of cough is not required for those known to have chronic cough or who are experiencing reactive airways post-infection.

Workers who have mild or moderate illness must isolate for 10 days after symptoms started, and people who have severe illness or are severely immuno-compromised must isolate for 20 days. Close contacts must continue to isolate for 14 days after their last contact with someone who is diagnosed with COVID-19.

Workers who are well, but who have a sick family member at home with COVID-19 should notify their supervisor. Workers who cannot completely separate themselves physically from the sick relative should not come to work until the relative either tests negative for COVID-19 or has quarantined for 14 days from the last unprotected exposure and is free of symptoms.

Under any scenario, the worker cannot come to work if he or she exhibits symptoms of COVID-19 unless the symptom is a chronic cough.

4.2.2 SICK WORKERS AT WORK

Workers who appear to have symptoms upon arrival at work or who become sick during the day should immediately be separated from other workers, customers, and visitors, and sent home.

4.2.3 WORKERS WHO HAVE BEEN IDENTIFIED AS A CLOSE CONTACT

If a worker is informed by Public Health that they have been identified as a close contact of someone who tested positive for covid 19, they should:

- Immediately inform their supervisor and self-isolate.
- Call Telehealth or a health care provider to find out if a COVID-19 test is needed.
- After 14 days, the worker can stop isolating if he or she is not experiencing symptoms. It is important to note that even when a worker stops isolating, physical

distancing measures should still be continued. Telehealth or the worker's health care provider should be contacted if the worker is developing symptoms.

- After being tested positive for COVID19, the individual shall follow their Public Health's instructions in regard to quarantine.

4.4 EMERGENCY AND PUBLIC HEALTH ORDERS

The Business will comply with all emergency orders made by government or public health officials in respect of implementing physical distancing and other measures designed to prevent the transmission of COVID-19 in the workplace, as well as in respect of any business closures ordered by the government or public health officials.

Workers who are subject to any emergency or public health order, including any order to quarantine or self-isolate as a result of recently returning from international or interprovincial travel, or having close contact with individual(s) confirmed or suspected to have COVID-19, must comply with any such order and must immediately inform the Business that they are subject to such order.

In these circumstances, the Business will consider whether it is possible and practical for the worker to work from home while subject to the order, and, if the Business determines in its sole discretion that it is not possible for the worker to work from home, the Business will place the worker on a leave of absence subject to the applicable employment standards legislation.

5.0 HEALTH AND SAFETY REQUIREMENTS

The Business will implement a workplace-specific plan for restricting the spread of COVID-19 and protecting workers in accordance with applicable OHS guidelines.

5.1 SANITATION

The Business will take reasonable efforts to ensure the sanitation of high-touch workplace surfaces including but not limited to door handles, light switches, tabletops, microwaves, and telephone equipment.

The Business will provide access to soap and water and ABHR to promote a health and safety work environment, including hand hygiene best practices.

The Business will maintain ventilation systems according to manufacturer's instructions and adjust accordingly to increase the amount of fresh air and reduce recirculation. When applicable, windows and doors will remain open and are encouraged to use outdoor spaces.

5.2 PHYSICAL DISTANCING

The Business will observe all public health orders and OHS guidelines in respect of physical distancing by ensuring adequate spacing between workers and limiting the number of individuals on the Business' premises.

The Business will implement reasonable business practices where necessary to minimize unnecessary physical contact among workers, including but not limited to communicating electronically where feasible, staggering breaks, limiting the sharing of work equipment, and scheduling only the minimum required number of workers to perform work in a given work location.

The Business will also restrict visitors to the workplace and take reasonable steps to ensure physical distancing between workers and customers, clients, and suppliers by limiting the number of customers, clients, and suppliers permitted in the workplace at a given time and restricting which workplace locations such customers, clients, and suppliers are permitted to go.

5.3 FACE COVERINGS

The business will use face coverings as source control. This means having workers, visitors and clients in the workplace wear a mask to protect those around them. This reduces the risk that the virus may be transmitted through the droplets of a potentially infectious person.

Reusable cloth mask as well as other types of mask are acceptable when used as source control.

The mask or face covering should cover the worker's nose, mouth and chin, without gapping. With some exceptions that will be listed below, all customers or visitors entering or remaining in indoor premises are required to wear a mask or face covering.

Those exempt from wearing a face mask or covering in indoor public spaces include, but not limited to additional exceptions in the *Reopening Ontario (A Flexible Response to COVID-19) Act*:

- Children under 2 years of age;
- Persons with medical conditions who are unable to safely wear a mask;
- Persons who cannot wear or remove a face covering without assistance; and,
- Persons who require accommodation under the Ontario Human Rights Code.

Mask must be worn at all times by the workers unless workers work in an area that is not accessible to members of the public and are able to maintain a physical distance of at least two metres from each other while in the indoor area.

5.4 PERSONAL PROTECTIVE EQUIPMENT

Where necessary to protect a worker from the risk of contracting COVID-19, the Business will provide the appropriate PPE, including rubber gloves, masks, or gowns, as needed.

The Business will conduct on-going risk assessments as needed and adjust its practices and procedures as required to adhere to public health official orders, OHS authority guidelines, and recommendations for best practices to prevent the spread of COVID-19 in the workplace.

Using Mask as a PPE

When workers are performing tasks that require them to work within two metres of another person without a barrier, then the mask is considered a Personal Protective Equipment.

When using masks as a PPE the type of mask used will be:

- A surgical mask, OR;
- A procedural mask.

Cloth masks are not suitable for use as PPE.

Eye protection

When workers are performing tasks that require them to work within two metres of another person without a barrier, they should wear eye protection such as:

- Face shield
- Goggles

5.5 MANDATORY PRE-ENTRY COVID-19 SCREENING

On Sep 26, 2020, The Province of Ontario made it mandatory for employers to implement a pre-entry COVID-19 screening test on all their workers and essential visitors.

Workers, for the purpose of this requirement, include staff, students, contractors, or volunteers that conduct business or related activities for or on behalf of the Business. Essential visitors include individuals providing a service in the establishment who are not workers or patrons of the establishment (e.g: delivery, maintenance, contract workers).

As per the new requirement, the screening should occur before or when a worker enters the workplace at the beginning of their day or shift, or when an essential visitor arrives. Only workers or essential visitors who are free of COVID-19 symptoms, have not been outside of the Canada in the last 14 days, and have not been in close contact with a confirmed or probable case of COVID-19 can enter the workplace. Anyone who fails the pre-entry screening test will be advised to go home to self isolate immediately and contact his or her health care provider or Telehealth Ontario to find out if a COVID-19 test is needed.

Screening will be done by active screening to allow for a collection of documentation as proof that the screening was implemented using the provided sign-off sheet.

6.0 PERSONAL HYGIENE MEASURES

6.1 PREVENTION PRACTICES

To prevent and control the spread of COVID-19, health officials recommend that all individuals practice good hygiene and/or observe commonly advised precautionary measures.

To prevent exposure to a range of diseases, including COVID-19, workers are encouraged to perform the following in and outside the workplace:

- Wash hands often with soap and water or use an alcohol-based hand sanitizer;
- Avoid touching eyes, nose, and mouth with unwashed hands;
- Avoid close contact with people who are ill;
- Stay home when ill;
- Cover coughs or sneezes with a tissue, and then immediately throw the tissue in the garbage and wash hands;
- If a tissue is not available, sneeze or cough into a sleeve or arm, not a hand; and,
- Clean and disinfect frequently touched objects and surfaces.

The Business will ensure that there is an adequate supply of liquid soap in the bathroom and kitchen areas and post signage reminding workers to regularly wash their hands with warm water and soap for a minimum of 20 seconds. The Business will also ensure there is an adequate supply of hand sanitizer (if available) for workers to use as well as cleaning products to sanitize surfaces.

6.2 HAND HYGIENE PROCEDURES

Follow these steps to maintain proper hand hygiene.

Soap and Water

- First, remove jewellery (rings).
- Next, wet your hands.
- Then apply soap.
- Vigorously clean or rub all parts of your hands, including the palms and backs of your hands, thumbs, fingers, nails, and wrists, for a minimum of 20-30 seconds (sing "Happy Birthday" twice).

- Rinse and dry your hands properly with single-use paper, a cloth towel, or a blow air dryer.
- Try to turn off the tap with a paper towel after you dry your hands.

Alcohol-Based Hand Rub (ABHR)

- Apply 1 or 2 pumps of product (about the size of a loonie) into your hands.
- If the ABHR dries before 15 seconds of rubbing, apply more product.
- Rub vigorously, applying friction to all skin surfaces and paying particular attention to fingertips, webbing between fingers, palms, back of hands, nail beds, and each finger.
- Rub for a minimum of 15 seconds until the product is dry before touching anything. This ensures that the ABHR is effective and eliminates the extremely rare risk of flammability in the presence of an oxygen rich environment.



DO NOT ENTER IF ANY OF THE BELOW APPLY:

**Fever
Cough
Shortness of Breath
Sore Throat
Runny Nose
Feeling Unwell**

**Have been in close contact with someone who is sick
or has confirmed COVID19 in the past 14 days.**

**Have returned from travel outside of Canada in the
past 14 days.**

**If you have answered YES to any of the
questions, go home and self-isolate right away,
Call Telehealth or your health care provider.**

COVID19 SCREENING QUESTIONNAIRE

1. **Confirm if you are exhibiting any of the following symptoms:** (*Choose any/all that are new, worsening, and not related to other known causes or medical concerns*)

Fever and/or chills with a temperate of 37.8 degrees Celsius	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Cough or barking cough (croup) that is continuous, more than normal, making a whistle like noise when breathing and not related to other known causes or medical concerns	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Shortness of breath, unable to breathe deeply, not related to other known causes or medical concerns	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Sore throat, not related to other known causes or medical concerns	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Difficulty swallowing, that becomes painful to swallow and not related to other known causes or medical concerns	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Runny/Stuffy/Congested Nose that is not related to other known causes or medical concerns	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Decrease or loss of taste or smell not related to other known causes or medical concerns	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Pink eye, not related to other known causes or medical concerns	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Headache out of the norm or long lasting, that is not related to other known causes or medical concerns	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Digestive issues that include nausea/vomiting, diarrhea, stomach pain, that is not related to other known causes or medical concerns	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Muscle aches out of the ordinary or long lasting, that are not related to other known causes or medical concerns	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Fatigue that is unusual, not related to other known causes or medical concerns	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Falling down often	Yes <input type="checkbox"/>	No <input type="checkbox"/>

2. Have you travelled outside of Canada in the last 14 days?

Yes

No

3. In the last 14 days, have you come into close contact with a public health confirmed COVID19 case?

Yes

No

4. Has a health care professional told you that you should currently be isolating?

Yes

No

5. In the last 14 days, have you received a COVID Alert exposure notification on your cell phone?

Yes <input type="checkbox"/>	No <input type="checkbox"/>
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RESULTS OF SCREENING

If “Yes” to any of the symptoms in question 1:

- Contact a health professional or your local public health unit to get advice or an assessment, including if you need a COVID19 test;
- You should isolate (stay home) and not leave, unless for medical emergency or testing; and
- Any household members without symptoms may return to work/school/childcare. Confirm with your local public health unit if different rules apply for your region.

If “Yes” to question 2 or 4:

- Follow advice from public health and can only return to work/school/childcare after being cleared by your local public health unit;
- You should isolate (stay home) and not leave, unless for medical emergency or testing; and
- Any household members without symptoms may return to work/school/childcare. Confirm with your local public health unit if different rules apply for your region.

If “Yes” to question 3:

- Contact a health professional or your local public health unit to get advice or an assessment, including if you need a COVID19 test. Follow advice from public health and can only return to work/school/childcare after being cleared by your local public health unit; and
- You should isolate (stay home) and not leave, unless for medical emergency or testing.

If “Yes” to question 5:

- Contact a health professional or your local public health unit to get advice or an assessment, including if you need a COVID19 test. Follow advice from public health and can only return to work/school/childcare after being cleared by your local public health unit; and
- You should isolate (stay home) and not leave, unless for medical emergency or testing.