



# COVID-19 Safety Plans: for your Business, Organization or Event

The pandemic brings with it a ‘new normal’ and new way of doing things. Before agencies, offices, or organizations offer services or programs again, protocols will need to be put in place to minimize the risk of infection and transmission of COVID-19 in our community. This checklist will help you navigate the re-opening of the services you offer.

When preparing or reviewing your COVID-19 safety plan please start by referring to [O. Reg. 364/20: RULES FOR AREAS IN STAGE 3](#) and the [sector specific guidance documents](#). The checklist below should help assist you in creating a comprehensive COVID-19 plan.

If you have specific questions after reviewing the information contained in this document, please contact Peterborough Public Health (PPH) at 705-743-1000 or [covid19@peterboroughpublichealth.ca](mailto:covid19@peterboroughpublichealth.ca)

## Has your business or organization addressed the following?

COVID-19 Prevention Measure	Yes	No	Resources
<b>Capacity limits</b> understood and monitored where appropriate?			<ul style="list-style-type: none"> <li>• <a href="#">O. Reg. 364/20: RULES FOR AREAS IN STAGE 3</a></li> </ul>
<b>Signage</b> in place to address: screening for symptoms, hand hygiene, respiratory etiquette, face coverings and physical distancing?			<ul style="list-style-type: none"> <li>• <a href="#">Symptoms</a></li> <li>• <a href="#">Hand Hygiene</a></li> <li>• <a href="#">Respiratory Etiquette</a></li> <li>• <a href="#">Face Coverings</a></li> <li>• <a href="#">Physical Distancing</a></li> </ul>
<b>Screening</b> procedures in place for staff and patrons?			<ul style="list-style-type: none"> <li>• <a href="#">Screening Questions</a></li> </ul>
<b>Customer contact</b> information being recorded?			<ul style="list-style-type: none"> <li>• <a href="#">O. Reg. 364/20: RULES FOR AREAS IN STAGE 3</a></li> <li>• (Required for certain sectors, highly recommended for others.)</li> </ul>
<b>Hand hygiene</b> supplies readily available for staff and patrons?			<ul style="list-style-type: none"> <li>• Handwash sinks equipped with water, soap and paper towel.</li> <li>• Hand sanitizer gels contain at least 60% alcohol or are from <a href="#">this list</a>.</li> </ul>
<b>Face coverings</b> worn by staff and patrons where appropriate?			<ul style="list-style-type: none"> <li>• <a href="#">Local Mandatory Face Covering Directive</a></li> <li>• <a href="#">Further Information</a> (Includes FAQ and sample workplace policy.)</li> </ul>

COVID-19 Prevention Measure	Yes	No	Resources
<b>Physical distancing</b> controls or barriers in place?			<ul style="list-style-type: none"> <li>• <a href="#">O. Reg. 364/20: RULES FOR AREAS IN STAGE 3</a></li> <li>• <a href="#">Physical Barriers for COVID-19 Infection Prevention and Control in Commercial Settings</a></li> <li>• Remember that physical distancing requirements still apply, even if wearing a face covering.</li> <li>• Is your facility set up in a way that will allow people to easily distance themselves at least 2 metres apart?</li> </ul>
<b>Cleaning and disinfection</b> 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"> <li>• <a href="#">Cleaning and Disinfection for Public Settings</a></li> <li>• <a href="#">List of Approved Surface Disinfectants</a></li> </ul>
Have a <b>plan</b> for staff or patrons 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"> <li>• <a href="#">Take the Self-Assessment</a></li> <li>• <a href="#">Find an Assessment Centre</a></li> </ul>
<b>Policies and procedures</b> in place to address occupational health and safety?			<ul style="list-style-type: none"> <li>• <a href="#">COVID-19 (coronavirus) and workplace health and safety</a></li> <li>• <a href="#">Develop your COVID-19 Workplace Safety Plan</a></li> </ul>

## Other Resources:

### Government of Ontario

- [Sector Specific Guidance](#)
- [A Framework for Reopening our Province: Stage 3](#)
- [COVID-19 Workplace Safety Plan](#)
- [Guidance for facilities for sports and recreational fitness activities during COVID-19](#)
- [Create a social circle during COVID-19](#)
- [COVID-19 Advice: Religious Services, Rites or Ceremonies](#)

### Peterborough Public Health

- [General Workplace Reopening Toolkit](#)
- [COVID-19 Signage](#)
- [COVID-19 Guidance: Weddings, Funerals & Similar Gatherings](#)
- [COVID-19 Guidance: Community/Recreation Centre-based Activities](#)
- [COVID-19 Guidance: Playing Unorganized Sports Safely](#)

**Please note:** where compliance with an Order under [Reopening Ontario \(A Flexible Response to COVID-19\) Act, 2020, S.O. 2020, c. 17](#) is an issue, always refer to the legislation.