

COVID-19 Event safety plan

Company details

Business name: **Caldwell First Nation**

Revision date: **02/02/2021**

Date completed: **November 23rd, 2020**

Developed by: **Kelleagh Alexander**

Division/group: **Windsor Essex**

Others consulted: **William Alexander, Kyra Cole & Nikki van Oirschot**

Date distributed: **02/02/2021**

This COVID-19 pandemic is an evolving situation – Our plan may regularly change as required to include relevant information released by the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), and any provincial or federal government updates; and Refer to the Ontario government’s COVID-19 website for up-to-date information.



1. How will you ensure all workers know how and are able to keep themselves safe from exposure to COVID-19?

- Ensure our procedures are up to date by a review from our joint health and safety committees (Billy Alexander, Kyra Cole, James Siu, Nicole Farrar, Jo-D Simpson, Rebecca Caron) & the Caldwell First Nation Health Department.
- Guests will be consulted ahead of time and asked to self evaluate using the government of Ontario self assessment, prior to attending our event. <https://covid-19.ontario.ca/self-assessment/severe-symptoms>
- All staff and guests will be informed by email prior to working or attending, that they will be provided with PPE (gloves, mask, sanitizer) as required & will be screened by temperature upon arrival. Evaluation questions will be sent out via email so a self assessment can be made prior to departing from home.
- Staff Inquiries will be responded to in a timely manner by their supervisor or manager.
- We continue to follow any provincial orders under the *Emergency Management and Civil Protection Act* or the Reopening Ontario (A Flexible Response to COVID-19) Act and any local public health orders, in order to best provide updated information to staff and guests.
- Appropriate signage will be posted around the event facility reminding people to stay 6 feet apart, encourage hand hygiene & to wear a mask.
- We will discuss and share our safety plan with everyone at work & those in attendance of an event or program.

2. How will you screen for COVID-19?

- To find out if workers and guests are well when they come to our event, we will ask each person basic questions about their physical health, symptoms & travel history using the provincial questionnaire list for COVID-19.
- Guests and workers will be required to have their temperature taken prior to entering the building.

Fever: Any temperature 100.4 F/37.8 C or greater is considered a fever (as per CDC)

No fever: People with temperatures at or below 100.3 F / 37.8 C (as per CDC) may continue into the building or event.

- Guests and workers will be required to sign in: first/last name, address & contact information.

- Signage will be posted on the door and anyone experiencing symptoms outlined in the provincial questionnaire will be turned away from attending or working the event.

3. How will you control the risk of transmission in your Event?

- We will use floor stickers indicating guests to stay 2 meters apart (approximately 6ft), providing them visible guides and reminders for physical distancing.
- We will have the floor taped off to indicate the perimeter of their station.
- We will have directional arrows taped to the floor to indicate the flow of traffic and ensure proper spacing protocols.
- We will take regular handwashing breaks between each activity to ensure sanitary practices are being followed and support good hand hygiene.
- When using stations; each station will be provided with disinfectant, hand sanitizer and warm soapy water to keep their area clean and sanitized and ensure surfaces are clean to reduce transmission.
- Guests and staff will be required to wear face masks as part of precautionary and protective measures.
- We will avoid singing, shouting or high levels of physical activity.
- Depending on current COVID “Category”, we will ensure people who are participating in the event close together, are pre-selected from their existing “bubble”. i.e. groups of 2 (or current government numbers) will only be invited if they are in the same bubble.
- All surfaces will be cleaned using soap and water and an EPA-registered disinfectant; Include high touch surfaces such as: tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.

4. What will you do if there is a potential case, or suspected exposure to, COVID-19 at your event?

- If there is a potential case, or suspected exposure to COVID-19 the Windsor Essex County Health Unit will be contacted immediately. <https://www.wechu.org/> 519-258-2146

- Caldwell First Nation Health Services will be contacted immediately. 1-800-206-7522
<https://www.caldwellfirstnation.ca/>
- We will utilize the contact information list to alert any attendees or staff who were in contact with the potential case and follow the steps provided by our local county health unit.
- We have a designated a safe isolation area at the venue should someone get sick during the program. The Manager on site (to be named and designated prior to event) will be designated to go through the checklist of symptoms, contact the local public health unit and contact the emergency contact number.
- The individual who is presenting symptoms will be asked to return to their home and self-isolate immediately.
- If the individual requires immediate medical attention for an emergency, call 911 and alert the dispatcher of any presenting symptoms
- We will report within 4 days of becoming aware that a worker may have contracted COVID-19 at work to: The Ministry of Labour, Training and Skills Development, and the JHSC/HSR.

5. How will you make sure your plan is working?

- A team meeting prior to the event will take place with staff, where all protocols and procedures will be reviewed.
- We will continually keep ourselves updated with the local health units' advisories and the provincial government guidelines.
- We will ensure our safety plan for our event is reviewed by our joint health and safety committees (Billy Alexander, Kyra Cole, James Siu, Nicole Farrar, Jo-D Simpson, Rebecca Caron) & the Caldwell First Nation Health Department.
- Any changes will be communicated via email to staff and attendees.

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: Caldwell First Nation **Division/group:** Windsor Essex

Revision date: 02/02/2021

Date completed: 11/24/2020

Measures we're taking

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

- Following the Ontario Government's Safety Plan Template, we have put together comprehensive health and safety protocols.
- PPE is being provided to all workers and guests (masks & gloves).
- Proper health advisory signs are posted with the latest local health unit information.
- Social distancing measures have been implemented through directional safety signage, ensuring 2 feet (approximately 6ft) distance is maintained when possible.
- Encouraging proper hand sanitization and encouraging proper hand hygiene.

How we're screening for COVID-19

- Pre-Covid screening questions provided in advance of event to all workers and guests.
- Covid screening questions upon arrival.
- Temperature check prior to entering the building.
- Contact information & emergency contact information required prior to entry of event.

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

Physical distancing and separation

- Markers to indicate 6ft of distance to ensure we are following proper social distancing protocols
- Marked directional arrows on the floor to ensure physical distance and right way of traffic.
- Marked working stations with tape on the floor to indicate your safe area and ensure no one else enters your zone, to ensure clean surfaces and reduce transmission.

Cleaning

- Sanitization of the event space prior to the program.
- Sanitization and disinfectant at all stations.
- Regular wiping down of areas and commonly touched surfaces.

Other

- Masks and gloves will be provided to everyone upon entering the facility.
- Frequent hand washing breaks and changing of gloves will occur when necessary.
- Separation of guests to their own bubble or following COVID policies relevant at the time.
- No buffet style meal, everything will be pre-plated or cooked by the individual.

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

- If the potential case is indicated during the program, said person will be sent to our isolation area. Temperature will be taken and recorded. Emergency contact will be notified. The Windsor Essex County Health Unit will be immediately notified.
- If the potential case is indicated after the program, we will follow all protocols and procedures indicated to us by The Windsor Essex County Health Unit and will provide them with our contact list and follow the direction provided to us.

How we're making sure our plan is working

- A member of our Health and Safety Committee will be present for this program event.
- Ensuring that a pre-team meeting takes place to ensure all procedures are reviewed and any questions or concerns can be addressed.
- Ensuring we follow our COVID-19 Safety Plan and follow any new regulations provided by local or provincial government and health advisories.
- Ensure safety measures such as pre-screening, education, social distancing and sanitization are being followed to the highest of standards.