

TTMSPA COVID-19 Safety Plan

Company Details

Business name: TTMSPA

Revision date: Apr 15, 2021

Date completed: Apr 15, 2021

Developed by: TTMSPA

Division/group: TTMSPA

Others consulted:

Date distributed: Apr 17, 2021

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

Actions:

- Safety procedures and regulations (Safety Plan) for COVID-19 will be provided to all Clients, Employees, and vendors.
- The safety plan will be available electronically online (ttmspa.com/covid19).
- A physical copy of the safety plan can be obtained at the Clinic upon request.
- Employees will be required to review this safety plan, along with any additional documents pertaining to COVID-19, prior to working in the Clinic.
- Review and updates to this safety plan will be provided on a monthly basis, or as directed by the Ministry of Health.
- It is the responsibility of the Employee to stay up to date with any changes to the safety plan.
- Managers will be required to periodically check the Ministry of Health website to be informed of any changes to the COVID-19 guidance.

2. How will you screen for COVID-19?

Actions:

- Clients are sent a pre-screening questionnaire that they complete themselves before every appointment asking the following:
 - Have you come into close contact with anyone who has tested positive or a probable case of COVID-19 in the past 14 days?
 - Have you or someone close to you travelled outside of Canada within the last 14 days
 - Are you currently waiting on a COVID-19 test?
 - Do you have any of the following symptoms?
 - Fever, Chills
 - New or worsening cough
 - Shortness of breath
 - Difficulty breathing
 - Sore throat
 - Difficulty swallowing
 - Decrease or loss of sense of taste or smell
 - Headaches, unexplained fatigue, malaise, muscle aches
 - Nausea, vomiting, diarrhea, abdominal pain
 - Pink eye
 - Runny nose or nasal congestion (unrelated to seasonal allergies)
 - None of the above
- Clients will not be able to enter the business without first completing a pre-screening questionnaire.
- Employees will also be pre-screened at the beginning of every shift using the same criteria, by the Manager on duty.
- Vendors will also be pre-screened using the same criteria by the Manager on duty, if they choose to enter the premises.

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

Actions:

- Practice Social Distancing
 - All Clients, Employees, and Vendors must maintain a distance of 2 metres
 - Maximum capacity of 20 people in the Clinic, to maintain social distancing.
- Reduction of the number of surfaces and furniture in the Clinic.
- Plexiglass shield protecting Clients and Employees from risk of COVID-19 transmission.
- Deep disinfection of the Clinic performed daily.
- Only essential Employees will be present at the Clinic
 - Certain business functions will operate remotely, when possible
- All Clients, Employees, and Vendors must wear a protective face covering (such as a mask) at all times when inside the Clinic.
- Signage for COVID-19 prevention displayed prominently in the Clinic, reminding Clients, Employees, and Vendors to:
 - Maintain a distance of 2 metres
 - Wash hands with soap and water frequently
 - Proper hand sanitization technique
 - Self-screening for symptoms of COVID-19
- Hand Sanitizer will be prominently displayed and available for all Clients, Staff, and Vendors.
- Risk control measures are periodically reviewed and updated in accordance to guidance provided by the Ministry of Health.

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

Actions:

- Upon discovery of a confirmed case of COVID-19 in the Clinic, all Clients and/or Employees who have had close contact with the confirmed case will be informed and asked to complete a COVID-19 test.
- Deep disinfection and sanitization of the entire Clinic will be performed.
- If an Employee tests positive, they will be asked to stay home and self-isolate for a minimum of two weeks, or until confirmation of a negative test result.
- If a Client tests positive, they will be asked to self-isolate for a minimum of two weeks, and all future appointments with the Clinic will be postponed.
- Contact tracing will be performed using data from appointment scheduling software, in accordance with privacy regulations.
- Confirmed cases of COVID-19 will be reported to the local Public Health Unit:
 - York Region Public Health, 1-800-361-5653

5. How will you manage any new risks caused by changes to the way you operate your business?

Actions:

- Risk of exposure to COVID-19 will be evaluated on a daily basis.
- Collaboration between all Employees will be required to identify new risks of exposure.
- New risk control methods will be considered in accordance with guidelines provided by the Ministry of Health.
- The safety plan will be updated promptly if new risks are identified.

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

Actions:

- The safety plan will be reviewed on a monthly basis, or as directed by the Ministry of Health.
- Suggestions and recommendations to the safety plan are encouraged by all Clients and Employees.
- Reviews of the safety plan will be conducted by a Manager and at least one additional employee.
- Reviews of the safety plan may also be conducted by an inspector from the local Public Health Unit.
- Changes to the safety plan will be communicated to all Employees immediately.
- The safety plan available to clients (online, physical) will always be the most up to date version.

COVID-19 Safety Plan – Snapshot

Business name: TTMSPA

Division/group: TTMSPA

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Measures we're taking:

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

- Safety procedures and regulations (Safety Plan) for COVID-19 will be provided to all Clients, Employees, and vendors.
- The safety plan will be available electronically online (ttmspa.com/covid19safety).
- A physical copy of the safety plan can be obtained at the Clinic upon request.
- Employees will be required to review this safety plan, along with any additional documents pertaining to COVID-19, prior to working in the Clinic.
- Review and updates to this safety plan will be provided on a monthly basis, or as directed by the Ministry of Health.
- It is the responsibility of the Employee to stay up to date with any changes to the safety plan.
- Managers will be required to periodically check the Ministry of Health website to be informed of any changes to the COVID-19 guidance. How we're screening for COVID-19

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

Physical distancing and separation

- All Clients and Employees will be required to maintain a distance of 2m inside the Clinic at all times
- Physical barriers will be present to prevent the spread of COVID-19 between Clients and Employees.

Cleaning

- Deep cleaning (disinfect, sanitize) will be performed at the end of every procedure, and at the end of every work day.
- Proper handwashing technique signage will be provided beside all sinks.
- Hand sanitizer will be provided to all Clients and Employees, located throughout the Clinic.

Other

- All Clients and Employees will be required to wear a face covering (such as a mask) inside the Clinic at all times.

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

- Upon discovery of a confirmed case of COVID-19 in the Clinic, all Clients and/or Employees who have had close contact with the confirmed case will be informed and asked to complete a COVID-19 test.
- Deep disinfection and sanitization of the entire Clinic will be performed.
- If an Employee tests positive, they will be asked to stay home and self-isolate for a minimum of two weeks, or until confirmation of a negative test result.
- If a Client tests positive, they will be asked to self-isolate for a minimum of two weeks, and all future appointments with the Clinic will be postponed.
- Contact tracing will be performed using data from appointment scheduling software, in accordance with privacy regulations.
- Confirmed cases of COVID-19 will be reported to the local Public Health Unit:
 - York Region Public Health, 1-800-361-5653

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

- Risk of exposure to COVID-19 will be evaluated on a daily basis.
- Collaboration between all Employees will be required to identify new risks of exposure.
- New risk control methods will be considered in accordance with guidelines provided by the Ministry of Health.
- The safety plan will be updated promptly if new risks are identified.

How we're making sure our plan is working:

- The safety plan will be reviewed on a monthly basis, or as directed by the Ministry of Health.
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