

COVID-19 safety plan – snapshot

Business name: CICS

Division/group: All CICS Locations

Date completed: May 06, 2021

Revision date:

Measures we're taking

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

- All staff and volunteers will be provided with training on proper use of Personal Protective Equipment (masks, gloves)
- CICS will provide the proper PPEs
- Signage is posted throughout the building in all CICS' locations

How we're screening for COVID-19

- Staff, volunteers and clients will be required to complete the daily self-screening questionnaire

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

Physical distancing and separation

- Staff will continue to work remotely
- Staff required to report to work will continue to do so on rotational weekly schedule as necessary, stagger hours where feasible
- Plexi glass has been installed at the reception area and in-person client services
- Entrance door is kept locked
- Floor and wall signage have been applied

Cleaning

- Daily/regular cleaning and disinfecting by the cleaning staff
- Cleaning supplies have been made available for staff to wipe and disinfect their work areas

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

- In case of a potential case, or suspected exposure to Covid-19 at any of the CICS' locations, they must ensure to have a mask on, stay in the place where a person could maintain distance, provided safe transportation home (if required), notify their manager, member of a JHSC (if necessary) and Public Health (Toronto or York region).
- Follow the guidelines provided by the Public Health
- Notify the staff, volunteers, clients immediately who would have come in contact
- Inform Public Health (Toronto or York)
- To continue the services, work remotely for 14 days

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

The Executive Director and the Management at CICS is committed to the health and safety of it's' staff, volunteers and clients to ensure it is a safe and conducive place to work. Since health and safety is joint responsibility therefore, staff and volunteers are encouraged to speak to their managers, member of the JHSC or HR should they come across any potential risk, concern or hazard in the workplace to be mitigated in a timely manner.

How we're making sure our plan is working

Monthly meetings with the JHSC /and/or managers to provide the feedback.