



COVID-19 Safety Plan

[current as of January 15, 2021]

Latcham PML Foods has developed this COVID-19 Safety Plan to support practices in maintaining a COVID-safe workplace and complying with public health directives by having a documented COVID Safety Plan in place.

This plan covers:

- Workplace access for employees, customers and suppliers
- Physical distancing
- Use of personal protective equipment (PPE)
- Environmental cleaning and management
- Record-keeping
- Limiting interactions in closed spaces
- Responding to a positive case, or close contact, of an employee, customer or supplier

Latcham PML Foods COVID-19 Safety Plan

Introduction

This plan provides employees guidance on operating in a COVID-safe way, and helps identify and mitigate risks during the ongoing pandemic.

Purpose and objectives

Our firm is dedicated to the health, safety and wellbeing of all employees, customers and suppliers. In this pandemic environment, we acknowledge additional precautions are required and that these are outlined in this COVID Safety Plan.

1. Workplace access for employees, customers and suppliers

To control the flow of people into and through the workplace, we will:

- encourage employees to work from home whenever possible
- encourage conversations be done by telephone wherever possible
- limit customer and supplier entry (whenever possible) to the entrance located at the front the workplace, and only after calling the main line and completing the Covid-19 assessment questionnaire
- display COVID-19 related information at all entrances for employees, customers and suppliers to view prior to attempting to enter the workplace
- display information at all entrances outlining the requirements of entry:
 - must wear a mask
 - need an appointment, or notify us in advance
 - be free from all symptoms consistent with COVID-19
- masks will be supplied if someone presents without a mask
- provide access to hand-hygiene products upon entry and exit (and at appropriate locations throughout the workplace), such as an alcohol-based hand sanitiser or hand-washing facilities

2. Physical distancing

While acknowledging the nature of our industry (food wholesaling/distribution) means maintaining a physical distance of 2.0m at all times is not always possible, our firm will put in place physical distancing measures by:

- taping a line on the floor 2.0 from all people's chair/desk as a physical indicator, wherever necessary
- erecting physical shields at high-interaction areas (i.e. reception)
- minimising customer/supplier congestion in the waiting room by limiting the number of people on the premises at any one time
- encourage customers/suppliers to wait outside until the order is ready

3. Use of personal protective equipment (PPE)

Appropriate use of personal protective equipment (PPE) is critical in limiting the spread of COVID-19. All employees will:

- ensure standard precautions, including hand hygiene, cough etiquette and appropriate waste-management techniques, are maintained
- be trained in donning and doffing PPE
- dispose of all used PPE in accordance with standard precautions

4. Environmental management and cleaning

Our firm will regularly clean and disinfect shared spaces, surfaces and communal items. We will:

- enhance air flow by opening windows and doors in shared spaces (where and when appropriate) and optimising fresh air flow in air conditioning systems (by maximising the intake of outside air and reducing or avoiding recirculation of air)
- minimise the sharing of warehouse and administrative equipment between employees
- clean and disinfect frequently touched surfaces with detergent and disinfectant wipe/solution between each use. Using a cleaning detergent followed by a disinfectant, or a two-in-one product with cleaning and disinfecting properties
- provide training to all staff members on environmental cleaning requirements
- maintain a cleaning log

5. Record-keeping

To aid contact tracing in the event an employee, customer, supplier or any visitor to the workplace tests positive for COVID-19, our firm will:

- maintain a record of all customer or supplier visits, employee work times, and contractors/visitors to the workplace, including entry and exit times
- utilise a contactless electronic system (QR code) to record contact details, ensuring data is stored confidentially and securely and is only used for the purpose for which it was intended
- maintain these records for a minimum of 90 days

6. Limiting interactions in closed spaces

To reduce the risk of COVID-19 transmission between employees, we will:

- regularly communicate with all employees regarding the requirement to not enter the facility if they have any symptoms consistent with COVID-19, regardless of how mild, and will encourage testing in line with local public health unit advice
- require a verbal/written/electronic attestation from each employee at the commencement of each shift confirming they do not have any symptoms consistent with COVID-19, have not been in contact with a confirmed case, and have not been directed to isolate

- support any employee who tests positive for COVID-19, or is identified as a close contact or is required to self-isolate – including by making them aware of their leave entitlements
- where an employee typically works in different areas within the workplace, minimise movement between areas by scheduling shifts at one location (where possible)
- encourage physical distancing in common areas (i.e. kitchen), through organisation of furniture, floor markings and signage
- encourage coffee breaks/lunchbreaks to be taken outside
- stagger breaks to limit the number of people in common areas
- encourage all employees to provide their own drinking vessels and cutlery
- require all employees to thoroughly clean communal items (i.e. cutlery) immediately after use by washing with hot water and detergent
- ban the sharing of food on site (e.g. cake and dips)

7. Management of a potential case or exposure in the workplace

The firm will take the following steps for managing a potential case or exposure of COVID-19 in the workplace:

- Direct the individual feeling unwell to stay home or go home, self-isolate and book an appointment to get tested for COVID-19
- Ask the individual to use the isolation area (currently small boardroom) if they are waiting to be picked up. This isolation has a door and provides a safe space for someone to wait without exposing others
- Clean and disinfect areas where the individual with COVID-19 symptoms was located and any surfaces they may have touched as soon as possible. Follow public health advice for enhanced cleaning and disinfection measures to reduce the risk of spread in the setting
- Call Niagara Public Health Services at **(905) 688-8248**, press 7 for further guidance/advice as required

If there has been a confirmed case of COVID-19 in the workplace, the firm will:

- Call Niagara Public Health Services at **(905) 688-8248**, for direction and support.
- Instruct employees in close contact (less than 2 metres away from another individual, especially for a prolonged period of time) with the case, have had potential exposure and will need to self-isolate
- Keep a list of names and contact information for each person in the workplace who had or may have had contact with the individual who tested positive. This list will be available if requested by public health, and kept on file for 90 days. Information will be stored privately and securely (i.e. in a locked cabinet or password protected database) before destroying in a safe manner (i.e. shredding)

- Communicate clearly and often with employees while keeping their personal health information confidential. We will do everything we can to safeguard the personal health information of our employees
- Report to the Ministry of Labour, Training and Skills Development within 4 calendar days and Workplace Safety and Insurance Board (WSIB) within 3 calendar days if we were advised that one of our employees has tested positive due to an exposure at the workplace
 - [Ministry of Labour, Training and Skills Development: Employment Standards Information Centre at 1-800-531-5551](#)
 - [WSIB \(416\)344-1000](#) or 1-800-387-0750
- Employees can return to work 10 days after the start of their symptoms or, if they didn't have symptoms, since the date of their test, as long as they no longer have fever and symptoms are improving or resolved. Other employees who were close contacts (regardless if they test positive or negative for COVID-19) may only return to work after the 14 day self-isolation period. We will not require a repeat test or physician note as a condition of return

8. Plan Review

This plan will be reviewed regularly to ensure it reflects the current processes and procedures of Latcham PML Foods, as well as current legislation requirements and public health directives. The plan will be reviewed by the Controller and President of the firm on or before March 31, 2021.

9. Further resources

Employees are encouraged to stay updated with daily government COVID-19 updates:

- [Government of Ontario](#)
- [Government of Canada](#)
- [Public Health Ontario](#)

[COVID-19 \(coronavirus\) and workplace health and safety](#)

[Developing a COVID-19 workplace safety plan](#)

[Food manufacturing and processing health and safety during COVID-19](#)

[Finding PPE and sanitization suppliers](#)

[To Access posters for your workplace](#)

Disclaimer

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