

COVID-19 safety plan

Company details

Business name: Victoria Yeh

Revision date: October 15, 2021

Date completed: October 15, 2021

Developed by: Victoria Yeh

Division/group: Meaford Singing Strings

Others consulted: Ontario covid resources
online

Date distributed: October 15, 2021

Program Director: Victoria Yeh, victoria@victoriayeh.com, 416-799-0737

Staff Members: Victoria Yeh

Covid Policies, Self-screening tool and workplace safety plan posted at

<http://victoriayeh.com/meaford-singing-strings/>

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

Actions:

- Families will be sent the Covid protocols and self-screening tool prior to the commencement of class, as regular reminders, and as needed should changes arise
- Staff will be provided the Covid workplace safety plan and Covid policies prior to program commencement, and updated as needed should changes arise
- Program Director will review Ministry of Health guidance daily
- All participants and staff (age 12+) must show valid proof of vaccination

2. How will you screen for COVID-19?

Actions:

- All students and staff must complete and pass a Covid self-assessment screening prior to their arrival to class every day
- Staff will take student temperatures upon arrival
- Staff will keep a record of student attendance and temperature readings each day

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

Actions:

- Staff will sanitize high-touch surfaces (doorknobs, taps, music stands, chairs) before and after each class
- Students and staff will sanitize hands upon arrival
- Students will maintain a minimum 6' distance from each other
- Students and staff must wear face masks covering the nose and mouth at all times, unless eating or drinking
- Students and staff presenting with a fever or who have not passed the Covid self-screening will be sent home and asked to follow up with their health care provider

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

Actions:

- If a potential case or suspected exposure is discovered, attendance records will be provided to public health for contact tracing
- Designated safe isolation area is the ground floor of Kin Hall, Memorial Park
- Staff who are feeling unwell or are unable to pass the Covid self-screening must inform the Program Director, and remain at home. Class will be taught by another staff member, or cancelled.
- Students who present with symptoms or fever will be sent home, or sent to the designated safe isolation area until a parent / guardian is able to pick them up

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

Actions:

- There are currently no further new risks or changes to the manner in which the business plans to operate. Should changes occur, staff will be consulted to identify new risks and changes needed.

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

Actions:

- Attendance and temperature check records, along with a debriefing summary will be submitted to the Program Director by 8pm following each class
- Program Director will ensure full records are maintained
- Any changes will be communicated directly with staff and students via email

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.

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Measures we're taking

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

- Families will be sent the Covid protocols and self-screening tool prior to the commencement of class, as regular reminders, and as needed should changes arise
- Staff will be provided the Covid workplace safety plan and Covid policies prior to program commencement, and updated as needed should changes arise
- Program Director will review Ministry of Health guidance daily
- All participants and staff (age 12+) must show valid proof of vaccination

How we're screening for COVID-19

- All students and staff must complete and pass a Covid self-assessment screening prior to their arrival to class every day
- Staff will take student temperatures upon arrival
- Staff will keep a record of student attendance and temperature readings each day

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

Physical distancing and separation

- Students will maintain a minimum 6' distance from each other

Cleaning

- Staff will sanitize high-touch surfaces (doorknobs, taps, music stands, chairs) before and after each class

- Students and staff will sanitize hands upon arrival

Other

- Students and staff must wear face masks covering the nose and mouth at all times, unless eating or drinking
- Students and staff presenting with a fever or who have not passed the Covid self-screening will be sent home and asked to follow up with their health care provider

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

- If a potential case or suspected exposure is discovered, attendance records will be provided to public health for contact tracing
- Designated safe isolation area is the ground floor of Kin Hall, Memorial Park
- Staff who are feeling unwell or are unable to pass the Covid self-screening must inform the Program Director, and remain at home. Class will be taught by another staff member, or cancelled.
- Students who present with symptoms or fever will be sent home, or sent to the designated safe isolation area until a parent / guardian is able to pick them up

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

- As this program is new, there are currently no further new risks or changes to the manner in which the business plans to operate. Should changes occur, staff will be consulted to identify new risks and changes needed.

How we're making sure our plan is working

- Attendance and temperature check records, along with a debriefing summary will be submitted to the Program Director by 8pm following each class
- Program Director will ensure full records are maintained
- Any changes will be communicated directly with staff and students via email