

Business name Stacy Jolena Studio	Plan name SJS In-Person Lessons	Contact name Stacy Jolena Collins	Contact email address info@stacyjolena-studio.com
Plan created on March 26, 2022	Plan updated on March 27, 2022	Contact phone number 6474498554	

## COVID-19 Safety Plan

### Important Notes



This safety plan has been developed using the workplace safety plan builder, available at [Ontario.ca/COVIDSafety](https://Ontario.ca/COVIDSafety). The safety plan builder has been designed to help all businesses establish best practices to help keep their workers and customers/clients safe from COVID-19 and other risks in the workplace.

Those responsible for this business/organization acknowledge that they must:

- take every precaution reasonable in the circumstances for the protection of a worker
- follow all relevant requirements set out in:
  - Local public health orders
  - [The Occupational Health and Safety Act](#) (OHSA)
  - The [Employment Standards Act](#) (ESA)
  - Any other relevant legislation
- stay up to date on legal requirements as the situation evolves

### Communication and training

- » Posters for workers and visitors have been put up around the workplace
  - ✓ Screening and self-assessment
  - ✓ Hand hygiene
  - ✓ Wearing masks
  - ✓ Vaccine Requirements
- » Information on changes to our plan or safety measures is provided to workers
  - ✓ By email
- » Information on our health and safety measures will be shared with customers/clients/visitors
  - ✓ On posters at entrances

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## Plan evaluation and worker engagement

- » This safety plan is reviewed
  - ✓ Bi-weekly
- » When we add new safety measures, we check that they do not create any new hazards or that measures can be put in place to control new hazards

## Worker screening

- » All teachers will do the screening before lessons begin for the day. Any teachers who do not pass the self-assessment screening will notify all students immediately and lessons will be moved to online (when possible) or rescheduled for a later date.

## Visitor screening and instruction

- » Visitors are given instructions on posters at all entrances to stay out of the workplace unless they pass the self-screening questions

## Limiting interactions

- » Contactless payment is encouraged whenever possible
- » Lesson times have been staggered to limit in-person interaction

## Crowd control

- » We stagger arrivals, departures and breaks to reduce crowding at entrances and exits and in common areas
- » When possible it is encouraged for only one student to be in the house at a time, parents and other students are asked to wait outside when possible. If anyone must wait inside in the waiting room they are asked to keep their mask on for the duration of the time. Only one family unit are permitted inside at one time, please wait for other families to exit before entering for your lesson.

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## Physical distancing and separation

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- » Workers who must be within two metres of others will follow our rules on use of masks and personal protective equipment as described in that section

## Ventilation and air quality

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- » Windows and doors will be kept open, weather permitting
- » An air filter will be on in the studio for the duration of all lessons or bookings.

## Masking and personal protective equipment (PPE)

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- » Workers will remind customers/clients/visitors to wear masks properly and consistently
- » Posters have been put up throughout the facility to remind customers/clients/visitors to wear masks properly and consistently
- » Our workers will wear masks while in the facility
  - ✓ Cloth mask
  - ✓ Disposable non-medical mask
- » Workers who must be within two metres of another masked person will wear a mask for the duration of their interaction, both indoors and outdoors
- » We have medical masks available to give to clients if needed

## Cleaning, disinfecting and hand hygiene

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- » Our workers have been trained to select and safely use cleaning products for their work including the use of additional PPE that may be required (such as gloves, protective clothing and/or respiratory protection)
- » Reminders have been posted in washrooms to wash hands often with soap and water for at least 20 seconds
- » Hand sanitizer with at least 60% alcohol content has been provided at locations throughout the building

## Mental health and wellbeing

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## Violence and harassment

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## Other measures

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## Reporting a case

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**If a worker lets us know that they have COVID-19 and there is a possibility it could be related to the workplace, we report the case within four days to: (check all that apply)**

- ✓ [The Ministry of Labour, Training and Skills Development](#) – email MLTSDocillness.notices@ontario.ca (Use subject 'Attention: Director')

## Facilitating contact tracing

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- » We keep track of contact information for customers/clients and visitors to provide to the public health unit in the event of a worker or other customers contracting COVID-19