

# COVID-19 safety plan – snapshot

This snapshot is posted to ensure compliance with Reg 642/20. Please speak with any staff member to request a copy of our full procedures.

**Business name: Canopy Support Services Date completed: Feb 2021**

**Division/group: MCCSS funded**

## **Measures we are taking:**

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

Continued sharing of information with regards to regulations and policy directives.

Restricted access for all parties

PPE training and screening guidelines

Sanitizer and masks at all workplace entrances

### How we're screening for COVID-19:

Before entering any location of meeting all members require screening:

<https://www.surveymonkey.com/r/tccssscreen>

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

During any outbreak we will shut down the office space. Please request the Outbreak procedure from any staff.

**Physical distancing and separation: Limited access to boardrooms, separated work stations, reduced capacity**

**Cleaning: Increased cleaning schedule in all office spaces, disinfectant in all areas of the buildings**

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

Close the building down and consult with the local health unit.

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

Reducing our capacity numbers and ensuring all on site meetings are necessary, shifting to providing virtual supports where available.

### How we're making sure our plan is working:

Regular reviews to ensure that we are meeting all requirements for our sector. We have had actual tests of our procedures with regard to Covid positive tests and our procedures all worked.