



COVID-19 Safety Plan

Company Details:

Business Name:	OZ Merchandising Inc. / OZ Dome	Revision Date:	
Date Completed:	March 26, 2021	Developed by:	OZ Merchandising Management
Division/Group:	N/A	Others Consulted:	Legal, JH&S Committee, and Facilities
Date distributed:	March 26, 2021		

This Safety Plan has been developed to summarize the actions that have been taken and that we continue to take to help keep our patrons and employees healthy and safe. We want to reduce the risk of COVID-19 entering and spreading within our facility.

The COVID-19 pandemic is an evolving situation, so this plan will be reviewed regularly and changes will be made as required. Refer to the OZ Dome website or the Ontario Government COVID-19 website for up to date information.

OZ Merchandising Management will hold the primary responsibility for the actions found in this Safety Plan. However, we will work together and confer with Facilities Management, the Joint Health & Safety Committee, and our In-House Legal Counsel to ensure accuracy and compliance of this plan.

It is every patron's & employee's responsibility to respect and obey the measures that OZ Dome has put in place for your safety. Additionally, each employee has the right and responsibility to report to a Supervisor or Management when witnessing actions that are not in keeping with the guidelines.



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1. How Will You Ensure All Workers and Patrons Know How and Are Able to Keep Themselves Safe From Exposure to COVID-19?

The first step to control risks in a facility is to identify them. For COVID-19, the risks are related to how the virus spreads.

COVID-19 can be spread in two main ways:

- Person to person, by people who are in close contact
- By surfaces or objects, when people touch their face with contaminated hands

The key risk factors for COVID-19 transmission include:

- Prolonged exposure - spending more time with potentially infected people
- Close proximity - being close to others
- Crowded places - having more people in a space
- Closed spaces - indoor spaces less fresh air (working indoors is riskier than working outdoors)

Actions:

- Posting notices in common areas-every entrance, floor markers, tables in all common dining areas
- Information is updated and posted on social media as received. Managers/Supervisors are required to have their employees read and sign off they have read and understand the information.
- Keep up with public health and workplace safety guidance for COVID-19. Share new information as soon as possible.
- Encourage employees to download the COVID ALERT application that was created by the government.
- QR scanning code developed by our IT department.
- Anyone entering the building must complete the Pre-Screening prior to entering.



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2. How Will You Screen for COVID-19?

By keeping symptomatic workers and patrons from entering our facility, we can help to reduce possible transmission in our facility. We do this with the following activities:

Actions:

- Enforce Mandatory Pre-Screening for anyone prior to entering the building. Signage is posted on every door into our facility.
 - This can be done in 3 ways: QR Scan code, Government Online Self-Assessment tool, our on-line screening questionnaire, or answer the questions posted on every door.
 - If a person fails the screening they may not enter the facility, including any outdoor, or partially outdoor, areas and they are to go home to self-isolate immediately.
 - They should complete the Government Online Self-Assessment tool, and book a COVID-19 test if advised. They may choose to contact their health care provider or call Telehealth Ontario (1-866-797-0000) to find out if they need a COVID-19 test and for further instructions.
- Installation of Thermal Cameras that take temperatures. Everyone must scan their temperature when entering. If temperature is elevated, they must leave the facility as above. Image and temperature is captured and stored in our database for 30 days. HR reviews images daily for an elevated temperature.
- Encourage all employees to self-monitor and to leave work if they begin to feel ill.
- Inform and emphasize with all employees to stay home if they feel unwell.
- Follow up phone call daily and screening with employees who have called in sick and not clearly stated why.



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3. How Will You Control the Risk of Transmission in Your Facility?

Staff is limited and scheduled only as required. The risk of transmission is controlled by ensuring implemented appropriate mitigation measures. The following are the measures that are being implemented within our facility:

Actions:

- Post current guidelines for Sports Facilities on social media and at the entrance.
- Ensure said guidelines are adhered to.
- Everyone entering the building must pass the Mandatory Pre-Screening questions
- Physical Distancing
- Enforce the mandatory use of face masks while inside the building
- Provide face masks to all employees
- Installed several additional hand sanitizers around the facility and ensuring that current stations are monitored/refilled as needed
- HEPA Air Ventilation system in place
- Enhanced Cleaning/Sanitizing protocols and procedures
- Open windows and doors as much as possible, including in colder weather
- Limiting the number of people within the facility according to Ontario's framework for re-opening.
- Placed floor markings to remind to keep at least 2 metres apart
- Dining areas rearranged and spread out; chairs and tables removed to create larger space in between the tables
- Phone call assessment with employees who call in absent without providing a specific reason
- Requiring additional PPE where appropriate
- If positive COVID-19 case is identified, we complete contact tracing to see if anyone else may be at risk, have area sanitized, offer support and guidance on what Government Benefits are available to them
- Post reminders to wash hands, use proper cough and sneeze etiquette and avoid touching eyes, nose or mouth
- Provide ways to properly clean hands by providing access to soap and water and, if that is not possible, alcohol-based hand sanitizers
- Ensuring employees are aware they have the right and responsibility to report a co-worker / patron who is not abiding by the rules.



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4. What Will You Do If There Is A Potential Case or Suspected Exposure To COVID-19 at Your Facility?

Actions:

- If a worker calls in sick or informs us they had close contact with someone with symptoms, have them take the self-assessment. We ask the worker to follow any recommendations given by the tool, including being tested and self-isolating.
- To support contact tracing, we will provide information about which people had close interactions with an affected worker (if we are aware of this information). This could include information such as:
 - Dates and times of interactions
 - Approximate length and frequency of interactions
 - Full names
 - Contact telephone numbers
 - Addresses (for workers) or the name of the visitor's business
- If anyone shows symptoms in the workplace, they are sent home and instructed to self-isolate immediately. If they cannot leave immediately, they should be isolated until they are able to leave.
- Disinfect surfaces that may have been touched by the ill person as soon as possible

Our local public health unit may require that:

- Other workers who were exposed are notified and sent home to self-isolate, self-monitor and report any possible COVID-19 symptoms
- Our workplace may be shut down while the affected workplace or area and equipment are disinfected
- A worker who had close contact with someone known to have COVID-19 should self-isolate for 14 days. If they do not develop symptoms, they may return to work 14 days after their last contact with the case.
- A worker with COVID-19 symptoms should self-isolate for at least 10 days from when the symptoms started.
- If a worker who has symptoms receives a negative COVID-19 test result, they may usually return to work before 10 days if they do not have a fever and their symptoms are getting better.
- Some symptomatic workers may need to self-isolate for longer based on the advice of public health or their health care provider.
- These timelines for self-isolation include time spent waiting for COVID-19 test.



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- If we are advised that one of our workers has tested positive for COVID-19 due to exposure at the workplace, or that a claim has been filed with the Workplace Safety and Insurance Board (WSIB), we are required to give notice in writing within four days to:
- The Ministry of Labour, Training and Skills Development
- The workplace's Joint Health and Safety Committee or Health and Safety representative

Additionally, we are required to report any occupationally acquired illnesses to the WSIB within three days of receiving notification of the illness.

If an employee is found to be not following the guidelines, you (any employee who witnesses the infraction) must report this behaviour to their/or your Manager, who is then responsible to intervene and report to Human Resources if action continues. If the event that an employee does not/ or will not comply with the Safety Measure in place, they will be required to leave the premises immediately, and may receive disciplinary action, up to and/or including termination of employment.

5. How Will You Manage Any New Risks Caused By Changes To The Way You Operate Your Business?

Actions:

Control measures are the steps we are taking to reduce the risks to our workers. With an infectious disease like COVID-19 our controls can help to break the chain of transmission of the virus and reduce the risk of a facility outbreak.

We have implemented a variety of measures to control potential exposure to COVID-19.

- Mandatory Pre-Screening prior to entering building
- Physical distancing
- HEPA ventilation
- Increased frequency in cleaning and disinfection of surfaces
- Source control masking- we have provided 4 different types of masks to every employee, and continue to issue the mask SF Smart SFM30 monthly.
- Personal protective equipment in areas required.
- Social media and website updated as needed and communication put out to all staff
- JHSC will use the Workplace COVID-19 Measures Checklist on a 6 month schedule to ensure the measures are still in place.
- JHSC will incorporate the Workplace COVID-19 Measures Audit Tool into their current monthly Audit checks.
- Review and evaluate at Joint Health & Safety Committee meetings



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6. How Will You Make Sure Your Plan is Working?

To ensure the measures we have put in place are working, we continuously review data available to us. We interact personally with each employee every day to monitor temperature, but also give a sense of confidence that we take their health seriously.

Actions:

- Pre-Screening portal to review results
- Low Absenteeism
- Lack of employees absent due to COVID related issues.
- The review of Thermal camera imaging daily,
- Review and evaluate at Joint Health & Safety Committee meetings



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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.

Business name: OZ Merchandising Inc. /
OZ Dome

Revision date:

Date completed: March 26, 2021

Division/group: N/A

Measures We Are Taking:

How We're Ensuring Workers Know How to Keep Themselves Safe from Exposure to COVID-19

- Posting notices in common areas-every entrance,
- Emails and Memos with updated information are sent regularly.
- Keep up with public health and workplace safety guidance for COVID-19.
- Posting COVID-19 Information & updates on our website and social media
- Encourage employees to download the COVID ALERT application

How We're Screening for COVID-19

- Pre-Screening QR scanning code developed and to be used prior to entering the building
- Thermal temperature camera at every entrance
- Daily phone call and screening to employees who call in sick

How We're Controlling the Risk of Transmission in Our Workplace

- Physical distancing and separation
- Reconfiguring workspaces, as able to do so
- Signage posted throughout the building, on floors, tables and doors
- Restaurant tables/seating adjusted and spaced apart
- Mandatory mask/face covering when inside the building
- Maintain 2 metre distance wherever possible
- Cleaning
- High touch areas cleaned twice daily
- Disinfection solution used in all areas
- Dome surfaces disinfected after every use.
- Turf sanitized with ultraviolet light regularly



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Other

- Mandatory masks provided
- **Emphasize with employees to stay home if not feeling well**
- Follow up phone calls for any absence
- Pre-screen everyone prior to entering building

What We Will Do If There Is a Potential Case or Suspected Exposure to COVID-19 at Our Facility

- Employee will leave to go for COVID-19 testing
- Stay home until cleared to return (10 or 14 day isolation, whichever is necessary)
- Internal contact tracing and inform co-worker only if considered a high risk by Ottawa Public Health guidelines
- Sanitize that employees workspace

How We're Managing any New Risks Caused By The Changes Made To The Way We Operate Our Business

- Mandatory Pre-Screening prior to entering building
- Physical distancing
- HEPA ventilation
- Increased frequency in cleaning and disinfection of surfaces
- Source control masking - we have provided 4 different types of masks to every employee.
- Personal protective equipment in areas required.
- Website and social media updated as needed and communication put out to all staff
- JHSC will use the Workplace COVID-19 Measures Checklist and incorporate the Workplace COVID-19 Measures Audit Tool into their current monthly Audit checks.
- Review and evaluate at Joint Health & Safety Committee meetings

How we're making sure our plan is working

- Low Absenteeism
- Lack of employees absent due to COVID related issues.
- The review of Thermal camera imaging daily,
- Pre-Screening QR code records on portal to review results
- Review and evaluate at Joint Health & Safety Committee meetings

This plan was compiled in compliance with

