# 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: Ontario Tech University and Kawartha Conservation

Date completed: April 27, 2021

Division/group: Nearshore Monitoring Project (2021)

Revision date:

## Measures we’re taking

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

* Researchers will be provided with updates to the Kawartha Conservation and Ontario Tech University’s COVID-19 protocols.
* Volunteers will be notified of any changes to COVID-19 protocols pertaining to this project by their preferred method of communication.
* COVID-19 procedures will be posted on the project website

### How we’re screening for COVID-19

* Researchers will be actively screened for COVID-19 before coming to work.
* Screening will be completed through the Ontario Tech app or website and must show proof of approval to security before entering any campus buildings or going out for field work.

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

#### Physical distancing and separation

* In the field researchers will maintain a distance of 6 feet and wear face masks.
* Water samples will not be handed off face-to-face, rather they will be left at an outdoor depot drop-off location where researchers will collect the materials.
* Researchers will keep 6 feet distance in the lab and masks will be worn indoors at all times.

#### Cleaning

* Work surfaces common touch surfaces will be cleaned after use to reduce transmission.
* Researchers will only touch our equipment and will sanitize in between each sample site

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

* Researchers will be informed by the Ontario Tech of any cases in campus buildings, including which building the infected person worked in.
* Researchers exhibiting symptoms will not be allowed to work, and instructed to seek guidance from Public Health and if necessary take a COVID-19 test
* Researchers will not return until cleared by Public Health and the universities Case Management team.
* Researchers have been provided with contact information for health and safety within the university and for the local public health unit.

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

* As provincial and regional guidelines change we will update our procedures.
* Any changes to procedures will be communicated to volunteers via their preferred method of communication.

### How we’re making sure our plan is working

* Volunteers are welcome to contact project leads if they notice any problems or violations of the protocols listed above.