The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required. Refer to the Ontario government’s [COVID-19 website](https://covid-19.ontario.ca) for up-to-date information.

**Safety Plan** should include:

1. Agreement to compliance with current Ontario Government orders during COVID-19 <https://www.ontario.ca/page/emergency-information>
2. The following minimum details:

# COVID-19 Safety Plan – snapshot

This snapshot should be emailed / communicated in advance so your participants will know what actions are being taken and what the expectations are for them prior to arrival

Renter / Group Name:

Date completed:

## Measures we’re taking

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

What guidance will you need to provide? How will you share information? Do you need new or more frequent types of communication? Where will you update yourself on new COVID-19 guidance?

* [List your measures here.]

### How we’re **screening** for COVID-19

How you will stay current about what symptoms to look for? Will you use a screening checklist? Who will do the screening? Who needs to be screened and how often?

* [List your measures here.]

### How we’re controlling the risk of transmission

Include how you will maximize distance and separation, reduce transmission from surfaces and objects, and support good hand and respiratory hygiene.

#### Physical distancing and separation

* [List your measures here.]

**Hand Hygiene**

* [List your measures here.]

#### Cleaning

* [List your measures here.]

#### Other

* [List your measures here.]

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

### What is the contact information for your local public health unit? What are your isolation procedures? How will you gather contact information for public health contact tracing?

* [List your measures here.]

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

With participants, review existing risks and whether practice changes will affect your current risk management strategy. Are any new risks introduced due to changes in numbers or practices? What new risk controls are required?

* [List your measures here.]

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

How often will you schedule a review of your plan? How will you get input and ideas? Who is responsible for evaluating how things are working and for adapting the plan as you find better/easier ways to do things? How will you communicate changes?

* [List your measures here.]