**Safety Plan**

Company Details Business name: **York Entrepreneurship Development Institute**

Date completed: August 19, 2021

1. **Scope**

This Safety Plan applies to general premiss operations of the York Entrepreneurship Development Institute campus located at 907 Alness St, North York, ON. For any specific questions about your particular environment, please refer to YEDI office staff.

1. **Screening**

The person responsible for a business or organization that is open, shall operate the business or organization in compliance with the advice, recommendations and instructions issued by the Office of the Chief Medical Officer of Health on screening employees and patrons for COVID-19.

YEDI has prepared the COVID-19 Staff and Patron Screening Questionnaires to screen all individuals who enter the building to receive services or perform work, including workers, volunteers, contractors, suppliers, etc.

All individuals are to complete the health screening prior to coming York Entrepreneurship Development Institute (YEDI) owned/operated premises. The Self-Screening Poster is posted at the facility’s entrance and reminds all entrants to self-screen prior to entry. Moreover, visual markers/cues (e.g., tape on the floor, pylons, signs) are placed as a guide for physical distancing for the person being screened and others waiting to be screened.

Facility staff will help all the visitors to go through the paper-based or online self-assessment log for self-screening. Supplies needed for screening (e.g., hand sanitizer, personal protective equipment (PPE), cleaning and disinfecting wipes) are available for all the visitors. Anyone with COVID symptoms will be required to stay at home as communicated through postings and other communications.

**Individuals who do not pass the screening process will be advised that:**

* they may not enter the facility;
* they must go home to self-isolate immediately;
* they should contact their health care provider or Telehealth Ontario (1-866-797-0000) to find out if they need a COVID-19 test and for further instructions.

1. **Physical Environment/Physical Distancing**

Physical distancing, adjustments to physical layouts to allow for distancing and other measures are put in place depending on the operations of each room. COVID-19 measures include a combination of the following:

1. Staff shift start time, end time and break/lunch times are staggered as appropriate.
2. Physical indicators are placed where applicable to ensure 2 metre physical distancing (e.g., floor decals, tape, tables, stanchions, visual cues or other markers), for example in waiting areas/reception/public-facing service points and where line-ups may occur. Where applicable and appropriate, clear demarcations will be used to maintain a physical distance of at least 2 metres (e.g., strategically placed tables and stanchions) between staff and clients, for example.
3. Excess furniture was removed to promote better social distancing.
4. Fixed or excess furniture that cannot be removed has restricting seating signs.
5. Maximum occupancy signs, based on physical distancing and allowed room capacities, are posted in common areas (e.g., meeting rooms, washrooms, boardroom and offices).
6. Seating plans are following physical distancing and allowable limits under provincial regulation and public health directives. Signage is applied as appropriate (e.g., Restricted Seating sign).
7. Physical distancing signage reminders are posted throughout the facility including stairwells.
8. Where possible, booking systems are used to limit the number of individuals on-site in common use areas (e.g., booking a meeting room).
9. Where possible, tasks have been modified to be done virtually, by phone, or by email to reduce the number of staff on-site at one time.

**4. Hand Hygiene, Cleaning & Disinfection**

1. Handwashing facilities are available in washrooms. Washrooms are checked for soap and paper towels on a regular basis during the day.
2. Hand sanitizer stations are available throughout the facility and are checked regularly during the day. High touch surfaces will be disinfected.
3. Shared equipment and surfaces, e.g., countertops, are disinfected by cleaning staff before use. Disinfectant is provided to staff for use.
4. Staff will conduct additional disinfection on equipment where needed.
5. Where possible, individuals are encouraged to bring their own equipment (e.g., pens, cup) and are provided separate/ dedicated individual equipment to reducing handling of shared equipment and materials where possible.
6. **Masks**
7. All individuals are required to wear a non-medical/medical mask when they are indoors per provincial regulation. People who are exempt from mask wearing pursuant to provincial regulation and the Guideline are required to follow the applicable procedure depending if they are an employee, student, or other.
8. Extra medical masks are kept on-site in the event an individual forgets, damages or loses their own non-medical/medical mask or face-covering.
9. Posters regarding the masks wearing are located throughout the facility.
10. York Entrepreneurship Development Institute has developed a Mask Policy that is available for viewing to all the staff members and visitors. Staff members were trained on YEDI’s Mask Policy: training date and staff names are recorded in Mask policy, appendix A.
11. **Personal Protective Equipment (PPE)**

In most circumstances, physical distancing will be followed and masks will be worn. If a staff member is not able to maintain physical distancing consistently, a medical grade mask will be used by the staff member. If it is not possible to maintain physical distance due to the circumstances, designated staff will be provided with PPE appropriate to the circumstance.