PEI COVID-19

OPERATIONAL PLAN TEMPLATE

We are pleased to send you a copy of the CFIB’s Prince Edward Island COVID-19 OPERATIONAL PLAN TEMPLATE. This is a simple Word document which you can customize to suit your needs. This guidance document provides basic information only, and is based off of the [COVID-19 Operational Plan Template created by the government of Prince Edward Island](https://www.princeedwardisland.ca/en/publication/covid-19-operational-plan-template). It is not intended to take the place of medical advice, diagnosis, or treatment of legal advice.

All owners and operators of businesses, services and organizations, and all organizers of gatherings of more than 20 people indoor or outdoor **are required to create and implement a Pandemic Operational plan:**

* The plan must follow the recommendations and requirements of the [Public Health Order for COVID-19](https://www.princeedwardisland.ca/en/publication/public-health-order-covid-19);
* The plan must outline how your business will manage the safe opening & operation of business;
* The plan should be adapted and include sector specific measures put forward by government;
* A copy of the plan must be present at the workplace and available for review by government officials. The Environmental Health Office can perform both random and complaint-based inspections unannounced.

The province has released [sector specific guidance](https://www.princeedwardisland.ca/en/topic/public-health-measures-guidance) documents that must be part of the COVID-19 Operational plan:

* [Food Premises Guidance](https://www.princeedwardisland.ca/en/information/health-and-wellness/food-premises-guidance)
* [Fitness Facilities Guidance](https://www.princeedwardisland.ca/en/information/health-and-wellness/fitness-facilities-guidance)
* [Retail Operations Guidelines](https://www.princeedwardisland.ca/en/information/health-and-wellness/retail-operations-guidelines)
* [Personal Services Guidance](https://www.princeedwardisland.ca/en/information/health-and-wellness/personal-services-guidance)
* [Construction and Landscaping Guidance](https://www.princeedwardisland.ca/en/information/health-and-wellness/construction-and-landscaping-guidance)
* [Workplaces with Offices Guidance](https://www.princeedwardisland.ca/en/information/health-and-wellness/workplaces-offices-guidance)
* [Tour Bus and Motorcoach Guidance](https://www.princeedwardisland.ca/en/information/health-and-wellness/tour-bus-passenger-bus-and-motorcoach-guidance)
* [Unlicensed Child Care Centres](https://www.princeedwardisland.ca/en/information/health-and-wellness/re-opening-unlicensed-child-care-centres-guidance)
* [Licensed Child Care Centres](https://www.princeedwardisland.ca/en/publication/cpho-directive-licensed-child-care-centres)
* [Day Camps Guidance](https://www.princeedwardisland.ca/en/information/health-and-wellness/day-camp-guidance)
* [Campground Guidance](https://www.princeedwardisland.ca/en/information/health-and-wellness/campground-guidance)
* [Physician and Outpatient Office Guidance](https://www.princeedwardisland.ca/en/publication/physician-and-outpatient-office-guidance)
* [Organized Recreational Activities and Team Sports Guidance](https://www.princeedwardisland.ca/en/information/organized-recreational-activities-and-team-sports-guidance)

***Other Resources***

* [COVID-19 Post Circuit Breaker Measures](https://www.princeedwardisland.ca/en/information/health-and-wellness/updated-covid-19-post-circuit-breaker-holiday-measures-as-of-jan-23)
* [Prince Edward Island Renew PEI Together Plan](https://www.princeedwardisland.ca/en/topic/renew-pei-together)
* [PEI COVID-19 Alert Level System](https://www.princeedwardisland.ca/en/information/health-and-wellness/covid-19-alert-level-system-pei-0), and [Restricted Level](https://www.princeedwardisland.ca/en/information/health-and-wellness/covid-19-alert-level-restricted), [Caution Level](https://www.princeedwardisland.ca/en/information/health-and-wellness/covid-19-alert-level-caution), and [New Normal Level](https://www.princeedwardisland.ca/en/information/health-and-wellness/covid-19-alert-level-new-normal)
* [Mandatory Mask Use](https://www.princeedwardisland.ca/en/information/health-and-wellness/wearing-non-medical-masks-community)
* [Carpooling and Essential Transport](https://www.princeedwardisland.ca/en/information/carpooling-and-essential-transport-guidance)
* [PEI WCB COVID-19: Workplace Health and Safety Information](http://www.wcb.pe.ca/Information/NewsItem/497)
* [Public Health Agency of Canada- Preventing COVID-19 in the Workplace](https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/preventing-covid-19-workplace-employers-employees-essential-service-workers/preventing-covid-19-workplace-employers-employees-essential-service-workers-eng.pdf)
* [Canadian Centre for Occupational Health and Safety - Pandemic (COVID-19) Tip Sheets](https://www.ccohs.ca/products/publications/covid19/)

***A few hints on customizing this template:***

* Words highlighted in grey must be replaced by information specific to your business and/or province.
* We have also included some optional tips; they are to be deleted before printing this document.

***Recommendations for using CFIB templates:***

In keeping with best practices, we recommend that all businesses clearly communicate their expectations and personally review policies with all employees. There are a few different ways of proceeding:

1. An employer can decide to provide each employee with a copy of all internal policies,

**OR**

1. A binder can be made available (in a shared common area) containing all the policies.

***Important Notes:***

* Don’t forget to regularly update any policy so that it reflects all legislative/regulatory changes.
* As a member of CFIB, your membership gives you access to our business support services. Our Counsellors can assist members when customizing these documents, but it is always recommended that the final draft be reviewed with a qualified/certified professional (i.e. employment lawyer).
* If you are a federally regulated business, this policy may not be in line with the Canada Labour Code. Please discuss those specific needs directly with a CFIB Counsellor.

**Need customized advice? Contact us!**

**1 888 234-2232 | ms.pei@cfib.ca**

This guide is provided to you for information purposes only. CFIB cannot be held responsible for its final content or for any subsequent use and interpretation thereof by the company or a third party.

We suggest that you remove this introductory page when preparing your company’s policy

PEI COVID-19 OPERATIONAL PLAN TEMPLATE

COVID-19 Operational Plan - Company Name.

Date: Date

Business address: Civic address

Owner/manager: Name Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

At Company Name, the health of our employees and customers are important to us. We have created this document to clarify the actions that Company Name will take in order to ensure the wellbeing of everyone in our place of business and community. This document can be found at location and will regularly be updated by Name. This plan will be reviewed regularly and updates will be communicated to all employees.

Should you have any questions, recommendations or concerns, please contact Name at phone number AND e-mail address.

Once completed, print and keep a copy of the plan in your place of business. Inform the appropriate employee(s) of the location of the printed plan. If procedures and steps are modified, print a new copy of the plan and replace the existing copy on location. This plan should be communicated to employees.

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| **Covid-19 Signage in Public Areas** |
| Company Name has affixed signage on proper hand hygiene, respiratory hygiene, and physical distancing throughout the facility and outdoor settings as applicable. Should you have any questions, recommendations or concerns, please contact Name at phone number AND e-mail address. |
| The following signage has been affixed in this location: | Yes | No | N/A |
| [Public Health Authority Sign](https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/coronavirus/help-reduce-spread-covid-19/help-reduce-spread-covid-19-eng.pdf)(throughout the facility and outdoor as applicable)  | ☐ | ☐ | ☐ |
| [Physical Distancing Sign](https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/coronavirus/social-distancing/social-distancing-eng.pdf)(throughout the facility and outdoor as applicable) | ☐ | ☐ | ☐ |
| [Hand Washing Sign](https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/coronavirus/covid-19-handwashing/covid-19-handwashing-eng.pdf) (washrooms and handwashing stations if applicable) | ☐ | ☐ | ☐ |
| [Cleaning and Disinfecting Public Spaces](https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/coronavirus/cleaning-disinfecting-public-spaces/cleaning-disinfecting-public-spaces-eng.pdf)(common employee spaces if applicable) | ☐ | ☐ | ☐ |
| [Debit/Credit Terminal Sign](https://www.nuleafproducemarket.com/wp-content/uploads/2020/03/PLEASE-USE-CASH-OR-DEBIT-600x777.png)(all point-of-sale terminals & customer points of entry) | ☐ | ☐ | ☐ |

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| **Physical Distancing Measures** |
| Company Name will ensure the physical distancing of 2 meters (6 feet) at all times for both our clients and employees inside our business as well as any lines entering our place of business. Should you have any questions, recommendations or concerns, please contact Name at phone number AND e-mail address. |
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| **Measures used to maintain physical distancing**  | **Steps taken to ensure minimal interaction of people. (2 metres separation)** |
| Between employees | e.g. – assigned workstations that are separated by 2 metres |
| Between clients | e.g. – directional signs on floor to avoid meeting in aisles |
| Between employees and clients | e.g. – barrier in place between cashier and customer |
| The following employee(s) is(are) responsible for monitoring adherence to physical distancing requirements at this location: |
| Insert Employee Name | Insert Employee Name |
| Insert Employee Name | Insert Employee Name |
| Insert Employee Name | Insert Employee Name |
| Insert Employee Name | Insert Employee Name |

Examples of physical distancing measures:

* Clients and employees must not be permitted to congregate in groups;
* Clients and employees will avoid common greetings, such as handshakes;
* Designated employee should monitor adherence to physical distancing requirements on premises;
* The number of employees on-site will be restricted
* Customers may partake in their activity while maintaining physical distancing requirements;
* Sales representatives will wear signs to remind clients of physical distancing requirements;
* The workplace has been be altered to ensure physical distancing requirements (I.e. arrange furniture position to allow 2-meter rule, provide visual cues on floor for distancing and for directional movement of clients);
* Situations where interfacing between employees and customers is common might deserve special considerations for mutual protection (I.e. installing a Plexiglas screen at the cash, have the customer service representative wear a reminder for customers to keep their distance);

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| **Policy for Exclusion of Employees Requiring Self-Isolation** |
| As directed by the provincial government of Prince Edward Island Company Name requires that prior to beginning work each day, every employee must sign and date the designated form with the following statement:*“I declare by signing this sheet/form that I have not been outside of PEI within the last 14 days and am not required to self-isolate.”* |
| The following employee(s) is(are) responsible to ensure that every employee signs and dates the pre-screening statement form at the beginning of their shifts: |
| Insert Employee Name | Insert Employee Name |
| Insert Employee Name | Insert Employee Name |
| Insert Employee Name | Insert Employee Name |
| Insert Employee Name | Insert Employee Name |

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| **Illness / exclusion policy** |
| As directed by the provincial government of Prince Edward Island, the workplace exclusion policy was clearly communicated to every employee displaying symptoms of COVID-19.All employees at Company Name have been instructed to observe the following exclusion policy.* All employees must self-monitor for symptoms and report to their supervisor if they have concerns about possible COVID exposure or possible symptoms.
* Any employees developing symptoms of COVID-19 at work must immediately perform hand hygiene, report to manager, avoid contact with staff and leave as soon as it is safe to do so. Please call 811 to arrange testing.
* Symptomatic employees are required to self-isolate until tested for COVID-19 and the results are confirmed.
* If the test results are negative for COVID-19 but the staff member remains ill and/or symptomatic, they should remain on sick leave.

*Symptoms of COVID-19 include:** cough (new or exacerbated chronic)
* headache
* fever/chills
* sore throat
* marked fatigue
* sneezing
* congestion
* body aches
* runny nose
 |
| The following employee(s) communicated the exclusion policy to all employees on Date. |
| Insert Employee Name | Insert Employee Name |
| Insert Employee Name | Insert Employee Name |

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| **Enhanced Cleaning / Disinfection of Shared Areas and Surfaces** |
| Company Name has developed cleaning and disinfection protocols to ensure that all shared areas and surfaces are cleaned and disinfected. Should you have any questions, recommendations or concerns, please contact Name at phone number AND e-mail address. *Note that cleaning products remove visible soil and/or dirt from surfaces. Disinfecting products are used to destroy bacteria and viruses.* |
| Cleaning product | List cleaning products. |
| Mixing instructions | Insert mixing instructions if applicable. |
| Disinfecting product | List disinfecting products |
| Mixing instructions | Insert mixing instructions if applicable. |
| The following shared areas and surfaces are part of the enhanced cleaning / disinfection procedure. |
| **Cleaning** | **Disinfecting** |
| *Location* | *Frequency* | *Location* | *Frequency* |
| e.g. – Floors | e.g. - Daily | e.g. – POS terminal | e.g. – After each use |
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| The following employee(s) is(are) responsible for monitoring the stock of cleaning and disinfecting supplies so it is maintained during operating hours:  |
| Insert Employee Name | Insert Employee Name |

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| **Hand washing / sanitzer stations** |
| We all have to do our part to prevent the spread of illness. We know that practicing good hygiene is an essential part of preventing the spread of COVID-19. To protect employees and the public from getting sick, Company Name is asking that the following precautions be observed:* wash your hands often (in addition to routine times such as after using the washroom, before eating, when handling food for the public),
* cough/sneeze into your elbow or tissue and throw away,
* avoid touching your eyes, nose and mouth with your hands,
* use alcohol-based hand sanitizer if soap and water are not readily available.

The following hand washing and sanitisation stations are available at this location. |
| **Hand Washing Stations** | **Location** |
|  For employees | e.g. – lunch room, washrooms |
|  For public | e.g. – portable(s) located at store entry |
| **Hand Sanitizer Stations** | **Location** |
|  For employees | e.g. – behind cash |
|  For public | e.g. – at entry (with signage) |
| The following employee(s) is(are) responsible for monitoring the hand washing and sanitisation stations so they remain operational:  |
| Insert Employee Name | Insert Employee Name |