



# Workplace COVID-19 Safety Plan

Business name: **Feed the Need in Durham**  
Date completed: **August 2020**  
Revision date: **April 2021**  
Developed by: **Ben Earle** (Executive Director)  
**Emily Fern** (Warehouse Manager)  
  
Others consulted: **Staff Team / Durham Public Health**

## 1) How will you ensure all workers know how and are able to keep themselves safe from exposure to COVID-19?

### **Actions:**

- Warehouse Supervisor will continue to seek updates from provincial websites, Feed Ontario, Durham Region Health Department Website and media. Updates, revisions and/or will be communicated to staff team and volunteers after consultation with Executive Director, who will review with the Board of Directors as needed.
- Warehouse Supervisor will ensure that written COVID-19 workplace safety plan is available in hard copy in the COVID-19 safety binder in the warehouse office.
- Copies of new information notices, advice from public health unit and printed materials will be kept in chronological order in COVID-19 Safety Binder. Information updates and notices will be posted as appropriate.

### **Essential information will be disseminated via:**

- 1) Regular updates at staff meetings and team meetings
- 2) Notices Posted
- 3) Email updates
- 4) Discussions with supervisors
- 5) Volunteer “shop talk” meetings and information pre-shift briefings
- 6) Email updates from Warehouse manager (and/or management team) going out to volunteers.

## 2) How will you screen for COVID-19?

### **Actions:**

#### **Staff Screening Procedures:**

- Staff will be asked to sign in after they have self-screened from the list of screening symptoms/question provided by Durham Region Public Health Unit at the start of EVERY shift when they first enter the FTND building.
- After any prolonged time away from the workplace (i.e. Christmas Break) staff will be asked to sign declaration that they have not traveled outside of the country, had a high risk exposure/potential exposure and complete a self-Screening COVID-19 checklist prior to returning for their first shift. Completed declarations will be witnessed, dated and kept on file by Warehouse Manager for 8 weeks.

#### **Volunteer Screening Procedures:**

- Volunteers will be asked to sign in and out every time they attend FTND. They will complete a self-screening symptom checklist as part of the sign-in procedure. Completed forms will be kept for 8 weeks by the Office Administrator.
- After any prolonged time away from the workplace (i.e. Christmas Break) Volunteers will be asked to sign declaration that they have not traveled outside of the country, had a high risk exposure/potential exposure and complete a self-Screening COVID-19 checklist prior to returning for their first shift. Completed declarations will be witnessed, dated and kept on file by warehouse Manager for 8 weeks.
- Contractors, occasional workers, trades people will be asked to follow the same procedures as volunteers.

#### **Visitor (members of the public) Screening Procedures:**

- If they will be entering the FTND building past the doorway or loading ramp, then all visitors, members, donors with or without an appointment will be asked to sign in after they have self-screened from the list of screening symptoms/question provided by Durham Region Public Health using the “visitor” spaces on the Staff Sign-in/Screening form.
- Any delivery people, or members of the public with brief contact with FTND staff (i.e. someone picking up an order) will be passively screened using signage from the Durham Regional Public Health Unit that is posted at all entrances. As much as possible these members of the community will remain/be served outside of the FTND building.

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### 3) How will you control the risk of transmission in your workplace?

#### **Actions:**

- 1) ALL staff, visitors, volunteers will wear a mask at all times when indoors in FTND offices and/or warehouse. Masks must also be worn in all times in FTND vehicles, unless you are in the vehicle on your own. Masks must be worn at all times when loading/unloading a FTND vehicle at a communication location.
- 2) Masks may only be removed for eating or drinking when in a designated space. Designated spaces inside the FTND facilities include:
  - i) The lunchroom (max 3 people at one time)
  - ii) The board room at 371 A (max 2 people at one)
  - iii) In one of the closed offices at 371 B (max one person at a time)
  - iv) In the Executive Directors office (max 2 people at one time)
  - v) Or designated outside spaces where distancing of 2m can be maintained
- 3) A maximum of three administrative staff will be present working onsite each working day, with provisions for working at home provided at all other times.
- 4) A maximum of 5 volunteers will be scheduled to work in any of the sorting areas or warehouse areas at any one time. Warehouse Manager will circulate an updated volunteer schedule to ensure that numbers remain 5 or below. This is the number of volunteers who can safely work in one of the main sorting/packing stations and maintain appropriate physical distancing.
- 5) PPE, including masks, face shields, goggles, gloves will be made available to all staff and volunteers. The warehouse manager will be responsible for ordering new supplies and making sure that PPE items are readily available in all locations where staff/volunteers work.
- 6) PPE will be available at the main office entrance to FTND so that anyone coming into the building can be directed to wear a nonmedical face covering.

Hand sanitizer, soap, disinfectant and paper towels will be made readily available at all workstations, meeting rooms, bathrooms, kitchen, handwashing stations, break areas and in FTND vehicles. Staff and volunteers will be reminded/encouraged to use good hand hygiene practices. Signs will be posted for a visual reminder. Staff and volunteers will be

- 7) reminded/encouraged to disinfect frequently touched surfaces (i.e. counters, tables, door handles, taps) and any shared equipment (i.e. forklift controls, vehicle steering wheels, photocopier keypad etc.) after each shift/work activity and between uses. The Warehouse manager will be responsible for making sure supply of hand sanitizer, disinfectant, cleaners, paper towels and soap is always maintained as needed in these areas/stations.
- 8) Signs and visual reminders for physical distancing will be posted in office areas, warehouse areas, and other communal areas such as the break room. The kitchen and break room will have a maximum occupancy limit of 3 people. Number of volunteers AND will be limited to 8 or less per activity/working area (i.e. sorting, picking, etc.) When additional people are in the warehouse (i.e. meetings, donor drop offs, contractors working etc.) staff and volunteer schedules will be adjusted accordingly to keep the number of people in the warehouse space and/or office spaces under 10. Warehouse manager will be responsible for scheduling volunteers and keeping numbers of volunteers staff working in the warehouse under 10. Warehouse manager will attempt to keep groups (cohorts) of volunteers the same from week to week (daily schedule) to further limit number of contacts as much as possible.
- 9) Plexiglass barrier has been installed at front reception area. Vestibule door will also be kept closed to help limit contact with unexpected visitors and other members of the public coming into the warehouse.
- 10) Warehouse doors will be closed/locked as much as possible to limit in/out traffic to staff, drivers and/or trades people. Guests, volunteers and other members of the public will be encouraged to enter/exit through front office so that traffic flow can be controlled, physical distancing can be maintained and so that everyone entering completes self-screening/sign in procedures.
- 11) Meetings, PR events, trainings and other group activities will be schooled when they can occur outdoors or be done remotely.
- 12) FTND has an outside company (QJS) contracted to come and do disinfecting/fogging of all office, warehouse, employee/volunteer spaces once per week. All high touch surfaces and equipment are included.
- 13) FTND has provided disposable cups, cutlery etc. and individually packed snacks in volunteers breakroom to minimize touches and any “shared” handling of refreshment items.
- 14) FTND is implementing new operational procedures to reduce the number of touches for all food products being processed through the warehouse. Part of these new procedures include using single-use boxes. This is limiting the amount of materials that is being handled and rehandled by members, volunteers, drivers and staff.

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- 15) Ventilation will be maximized as much as possible (weather permitting) with making sure there is increased fresh air flow in warehouse by having large overhead by (loading dock) doors open and using fans. Ventilation will be promoted in front office as much as possible with having door(s) open to outside and/or warehouse as much as possible.
- 16) Deliveries will only be offloaded to member agencies if the personnel from the community agency is also wearing all required PPE.

#### 4) What will you do if there is a potential case, or suspected exposure to, COVID-19 at your workplace?

##### **Actions:**

If a volunteer or employee reports illness (symptoms), Positive COVID-19 diagnosis or exposure/potential exposure:

- a) Staff/volunteers will be directed to follow all public health directives regarding self-isolation, quarantine and/or contact tracing from home.
- b) Warehouse manager or executive director will contact Durham Public Health Department to report symptoms, or positive COVID-19 diagnosis or potential exposure.
- c) Staff member or volunteer will call direct supervisor or volunteers coordinator (warehouse manager) to report illness and/or potential exposure.
- d) Executive director or volunteer supervisor (warehouse manager) will contact any other FTND staff or volunteers who may have had contact with individual and subsequent potential exposure.
- e) Staff and direct supervisor will make plans as appropriate for working remotely if able/needed.
- f) Direct supervisor will notify other FTND staff team members if coverage of duties/responsibilities is required.
- g) If volunteer reports absence due to illness or possible exposure, warehouse manager will find staff member or another volunteer who is available to cover duties if required.

If a staff or volunteer was to report symptoms while on FTND premises or while making deliveries/pick-ups out in the community in a FTND vehicle the procedure is as follows:

- 1) Notify/call warehouse manager or another member of the FTND staff team to report symptoms.
- 2) Return to FTND warehouse (If on the road)
- 3) Stop all work-related activities. Call Durham Public Health Unit to report symptoms/exposure.
- 4) Go home if they are well enough to drive and have a vehicle.

- 5) Wait in conference room with door closed if they need to wait for a ride or can't leave to go home immediately. They can self-isolate in the conference room which will then be cleaned/disinfected by warehouse supervisor after they leave.
- 6) Warehouse supervisor will clean/disinfect any of the workstations/areas the individual had been including any vehicles.
- 7) Warehouse staff team will make arrangements to complete deliveries or other work duties as needed.
- 8) Warehouse manager or executive director will follow-up with staff/volunteer to see how symptoms progressed/notify of test results and contact public health as required.



## 5) How will you manage any new risks caused by changes to the way you operate your business?

### **Actions:**

No new risks have been identified at this time caused by operational changes. FTND Workplace COVID-19 Safety Plan will be reviewed by staff team at weekly management meeting and at monthly warehouse team meeting. Updates as required.

## 6) How will you make sure your plan is working?

### Actions:

- 1) Regular review at management team meetings, staff meetings and warehouse team meetings.
- 2) Ask for input/feedback from volunteers during pre-shift briefings and informational update meetings.
- 3) Review public health information when new guidelines, regulations or orders are put out make changes, adjustments and updates to our plan as needed.
- 4) Network with Feed Ontario and other large food hubs to share ideas, feedback and experiences.
- 5) Should any complaints, emergencies, safety risks or non-compliance issues arise, complete an FTND Health and Safety Incident Report and make sure a copy of the report and any subsequent follow-up is included in COVID-19 Safety Plan Binder.

### Signatures:



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Ben Earle (Executive Director)

April 26, 2021

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Date: