

COVID-19 safety plan

Company details

Business name: Trent Radio

Revision date: 2022-12-14

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Division/group: n/a

Others consulted: Trent Radio staff & Board of Directors

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Provide as much information in response to each question as possible. This will help your workers and other people to know exactly what to do and what to expect.

The final page will help you create a snapshot version of your plan to post in the workplace. This can act as a reference for workers and let others who come into your workplace know what you are doing to help keep everyone in your workplace safe.

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](#) for up-to-date information.

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

Consider: 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?

Example: Ensure our procedures are up to date by a daily review of Ministry of Health guidance.

Actions:

- Create a COVID-19 general policy, as well as detailed screening, reporting, cleaning (opening/closing) and on-site working expectations.
- Post all policies in a prominent location at Trent Radio House, and on the Trent Radio website.
- Post prominent notice of any changes to these policies on the Trent Radio website.

- Post notice of Trent Radio's COVID-19 policies on social media platforms.
- Clearly communicate to all programmers that compliance with this plan, and other COVID-19 plans and policies, is required as a condition for producing radio in person at Trent Radio House.
- Host a weekly virtual staff meeting to update and communicate with staff.
- Check in at least monthly with all volunteers who regularly come on site, such as operators and programmers.
- Ensure our procedures are up to date by a regular review of Ministry of Health & Peterborough Public Health guidance.
- Produce and regularly broadcast PSAs, summarizing Trent Radio's current COVID-19 safety policies.

2. How will you screen for COVID-19?

Consider: 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?

Example: To find out if workers are well when they come to work, we will ask each worker basic questions about their physical health and symptoms using the provincial list of COVID-19 symptoms.

Actions:

- All staff members, volunteers and planned visitors will be required to screen before going on-site at Trent Radio House.
- Staff members, operators and project participants will be required to attest that they will screen themselves for COVID-19 before arriving at Trent Radio House, and that will not come in if they are exhibiting symptoms or otherwise do not pass screening.
- Staff members who, as a result of COVID screening, are not able to work on site will be provided with paid sick leave.
- Operators, and staff working as operators, shall complete their screening at least two hours prior to beginning their shift, to allow time for alternate arrangements if needed.
- Visitors and guests will be screened verbally by staff or operators upon arrival.
- All verbal screenings will be recorded in a written log, recording the name, phone number, and date and time
- Signage will be posted at each entrance to Trent Radio House, outlining our screening procedures.

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

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

Consider: What [engineering and administrative controls](#) will you use? What changes will you make? Who needs to be in the workplace? How will you gather worker ideas about different ways of working?

Example: We have a new policy that limits time in the kitchen to 10 minutes, we have created a new outdoor break area in our parking lot and have changed how we schedule shifts and breaks.

Actions:

- Occupancy indoors at Trent Radio is limited to staff, project participants, volunteers performing a scheduled operator shift or programme, and outside professionals or contractors by appointment. All others are permitted on site only with the permission of the Director of Operations or Director of Programming.
- All persons are required to wear a mask or face covering which covers the mouth, nose and chin when in common indoor areas at Trent Radio, unless they are eating and/or drinking. At individual discretion, masks may be removed when in Studio A or B while doors are closed.
- Occupancy indoors at Trent Radio is restricted to 12 people.
- Studio A and B will both have a maximum occupancy of 3 people.
- Guests are only permitted on-site to participate in the production of a radio programme, or with the permission of the Director of Operations or Director of Programming.
- All staff, volunteers and visitors are encouraged to maintain two meters distance from others not part of their household while indoors on-site, except where this is not possible to complete required tasks.
- Trent Radio will install air purifiers to be operated at all times, sufficient to ensure between 4 and 6 air changes per hour in each room.
- PPE is available at Trent Radio House for use by staff and volunteers.
- All staff working on site at Trent Radio are required to disinfect all high-touch surfaces in their work areas, and any common areas used, at both the beginning and end of their work shifts.
- Programmers will be required to minimize the time they are on site before and after any studio bookings, with expected times to be communicated before any onsite programming is scheduled.

- Any in-studio programming will be scheduled to maximize the time between studio bookings, to allow time for sanitation and air filtration.
- Trent Radio will develop studio sanitization procedures, and require staff and volunteers to follow these procedures before and after using any studio equipment.
- Trent Radio will designate spaces for eating and drinking, for both staff and volunteers.
- All volunteers are only permitted on site for their regularly scheduled programme or operator shift, unless otherwise authorised by the Director of Operations or Director of Programming.

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

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

Example: We have designated a safe isolation area in the workplace and created a checklist with the procedures of what to do if someone gets sick at work, including key contact numbers.

Actions:

- In the event that an employee or volunteer reports symptoms consistent with COVID-19, or is identified as a close contact of someone with symptoms, they will be asked to complete Ontario's COVID-19 self-assessment and follow the recommended steps, including being tested and self-isolating.
- In the event that an employee or volunteer shows symptoms consistent with COVID-19 at Trent Radio, they must return home and self-isolate immediately. If this is not possible, they must isolate themselves in Studio C until they are able to return home.
- Trent Radio will maintain a list of the names and phone numbers of all staff, volunteers and contractors authorised to work on site.
- Trent Radio will keep a record of the dates and approximate times each individual is on location, as well as the contact details for all guests and visitors.
- Trent Radio will provide this information to Peterborough Public Health when required for contact tracing or compliance with public health orders.
- Trent Radio will comply with all requirements and guidance from Peterborough Public Health relating to a possible workplace exposure, and require all staff and volunteers to do so.

- If an employee is required to self-isolate, Trent Radio will modify tasks and responsibilities to facilitate the employee working from home.
- In the event of a potential workplace exposure to COVID-19, all affected employees and volunteers will be notified of the date, time, and location of the potential exposure.
- Should an employee test positive for COVID-19 due to a workplace exposure, this will be reported in writing to the health & safety representative and WSIB in writing within three days.
- Contact information for Peterborough Public Health, and the location and contact information for COVID-19 testing centers, will be posted in the Trent Radio kitchen.
- This procedure will be posted in the Trent Radio kitchen.

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

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

Example: We will establish regular check-ins with workers about how they're coping with the change to shift work.

Actions:

- As part of regular meetings with staff, Trent Radio will include check-ins about concerns and risks related to work practices. This includes concerns relating to both remote and on-site work.
- As part of monthly meetings with operators & programmers, Trent Radio will include check-ins around concerns and risks related to volunteer practices. This includes concerns relating to both remote and on-site operations.
- Trent Radio will commit to providing resources to staff and volunteers, to address barriers to successful remote work and production of broadcast programming.

6. How will you make sure your plan is working?

Consider: How often will you schedule a review of your plan? How will you get input and ideas from workers and clients? 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?

Example: We will set up a weekly meeting between the CEO and the health and safety representative.

Actions:

- This safety plan will be reviewed regularly by representatives of Trent Radio’s board and management, and the health and safety representative.
- All staff and volunteers will be provided opportunities to provide suggestions and feedback about COVID-19 safety at Trent Radio, through both formal and informal processes.
- Trent Radio will implement an online “suggestion box” for staff, volunteers and community members to anonymously give their concerns and ideas related to safety at Trent Radio.
- Trent Radio will follow a phased approach to reopening our facilities to volunteers and community members, with this safety plan and other procedures reviewed and amended as necessary before each phase of reopening.

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: Trent Radio

Division/group: n/a

Date completed: March 12, 2021

Revision date: December 14, 2022

Measures we're taking

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

- Create, distribute electronically, and post a physical copy of COVID-19 general policy, as well as detailed screening, reporting, cleaning (opening/closing) and on-site working expectations.
- Host online meetings with staff weekly, and volunteers monthly, to communicate policy changes.
- Ensure our procedures are up to date by a regular review of Ministry of Health & Peterborough Public Health guidance.
- Produce and regularly broadcast PSAs summarizing Trent Radio's current COVID-19 safety policies.

How we're screening for COVID-19

- Staff members, operators and project participants will be required to screen themselves for COVID-19 before coming on site.
- Staff members who, as a result of COVID screening, are not able to work on site will be provided with paid sick leave.
- Visitors will be screened verbally by staff or operators upon arrival.
- All verbal screenings will be recorded in a written log, recording the name, phone number, and date and time
- Signage will be posted at each entrance to Trent Radio House, outlining our screening procedures.

How we're controlling the risk of transmission in our workplace

Physical distancing and separation

- All persons are required to wear a mask or face covering which covers the mouth, nose and chin when in common areas at Trent Radio, unless they are eating and/or drinking.
- Occupancy indoors at Trent Radio is limited to staff, project participants, volunteers performing a scheduled operator shift or programme, and outside professionals or contractors by appointment. Programmers are permitted to have guests on site solely for the purpose of participating in a programme.
- Occupancy indoors at Trent Radio is limited to 12 people, with posted limits for Studio A and B.
- All staff, volunteers and visitors are encouraged to maintain two meters distance from others not part of their household while indoors on-site, except where this is not possible to complete required tasks.
- Programmers will be required to minimize the time they are on site before and after any studio bookings.
- Any in-studio programming will be scheduled to maximize the time between studio bookings, to allow time for sanitation and air filtration.

Cleaning

- All staff working on site at Trent Radio are required to disinfect all high-touch surfaces in their work areas, and any common areas used, at both the beginning and end of their work shifts.
- Trent Radio will develop studio sanitization procedures, and require staff and volunteers to follow these procedures before and after using any studio equipment.

Other

- All volunteers are only permitted on site for their regularly scheduled programme or operator shift, unless otherwise authorised by the Director of Operations or Director of Programming.
- Trent Radio will install air purifiers to be operated at all times.
- PPE is available at Trent Radio House for use by staff and volunteers.

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

- In the event that an employee or volunteer reports symptoms consistent with COVID-19, or is identified as a close contact of someone with symptoms, they will be asked to complete Ontario's COVID-19 self-assessment and follow the recommended steps, including being tested and self-isolating.
- In the event that an employee or volunteer shows symptoms consistent with COVID-19 at Trent Radio, they must return home and self-isolate immediately. If this is not possible, they must isolate themselves in Studio C until they are able to return home.
- If an employee is required to self-isolate, Trent Radio will modify tasks and responsibilities to facilitate the employee working from home.
- In the event of a potential workplace exposure to COVID-19, all affected employees and volunteers will be notified of the date, time, and location of the potential exposure.
- Should an employee test positive for COVID-19 due to a workplace exposure, this will be reported in writing to the health & safety representative and WSIB in writing within three days.

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

- As part of regular meetings with staff and volunteers, Trent Radio will include check-ins about concerns and risks related to work practices. This includes concerns relating to both remote and on-site operations.
- Trent Radio will commit to providing resources to staff and volunteers, to address barriers to successful remote work and production of broadcast programming.

How we're making sure our plan is working

- All staff and volunteers will be provided opportunities to provide suggestions and feedback about COVID-19 safety at Trent Radio, through both formal and informal processes, as well as anonymously through an online "suggestion box".
- This safety plan will be reviewed monthly by representatives of Trent Radio's board and management, and the health and safety representative.