

IVONNE
PERMANENT MAKEUP | SKINCARE

WORKPLACE SAFETY PLAN PLAN

July 20, 2020 Version 4

Business name

IVONNE, Inc. dba Ivonne Sanchez Beauty

Plan name

IVONNE Workplace Safety Plan

Plan created on

November 01, 2021

Plan updated on

N/A

Contact name

Ivonne Sanchez

Contact email address

ivonne@ivonnesanchez.com

Contact phone number

(613) 695-6662

01 Important notes

- » The safety plan builder has been designed to help all businesses establish best practices to help keep their workers and customers/clients safe from COVID-19 and other risks in the workplace
- » Those responsible for a business or organization must follow all relevant requirements set out in:

- The [Reopening Ontario \(A Flexible Response to COVID-19\) Act, 2020](#) (ROA)
 - Directives from the Chief Medical Officer of Health
 - Local public health orders
 - The [Occupational Health and Safety Act](#) (OHSA)
 - The [Employment Standards Act](#) (ESA)
 - Any other relevant legislation
- » Employers must stay up to date on legal requirements as the situation evolves.
- » Under the OHSA, employers must determine when PPE or other masking is needed for their workers. More information on [using masks in the workplace](#) is available at Ontario.ca/COVIDSafety.
- » Employers also have sector-specific minimum requirements which they must meet based on the ROA. It is the employers responsibility to ensure that their safety plan satisfies all legislated requirements. These requirements are listed in [O. Reg. 364/20](#) of the ROA and in the [Roadmap to Reopening](#). Specific requirements may include:
- Screening
 - Collection of contact information
 - Physical distancing
 - Masks and face coverings
 - Personal protective equipment (PPE)
 - Capacity limits
 - Other specific requirements

02 Communication and training

- » **Posters for workers and visitors have been put up around the workplace**
 - ✓ Physical distance
 - ✓ Capacity limits

 - ✓ Screening and self-assessment
 - ✓ Wearing masks

 - ✓ Break safety protocols
 - ✓ Hand hygiene

- » **Information on changes to our plan or safety measures is provided to workers**
 - ✓ By email
 - ✓ Through in person physically distanced meetings (held outdoors if possible)

 - ✓ Individually in person by supervisors

- » **Information on our health and safety measures will be shared with customers/clients/visitors**
 - ✓ By workers when entering the building/facility
 - ✓ On posters at entrances

 - ✓ On our website
 - ✓ Through social media

 - ✓ Via Email Communication In Appointment Reminder Messages

- » **All workers have been instructed on our COVID-19 health and safety measures**

- » **We support our workers with information to help them stay safe outside the workplace as well (e.g., while commuting, on days off)**

03 Plan evaluation and worker engagement

- » This safety plan is reviewed
 - ✓ Monthly
- » When we add new safety measures, we check that they do not create any new hazards or that measures can be put in place to control new hazards
- » We are maintaining a record of actionable feedback related to this plan, and the steps taken to address any issues
- » We collaborate with our workers on solutions to any health and safety issues

04 Worker screening

- » All workers are actively screened before starting each shift
 - ✓ Having workers use the [online worker screen tool](#) and email their result to Owner
- » Workers are screened using rapid antigen testing/at home self-testing as elected
- » Screening is done before the worker comes to the workplace or outdoors at the workplace whenever possible
- » Workers are instructed to stay home if they are sick or have any COVID-19 related symptoms

05 Visitor screening and instruction

- » **Customers/clients are actively screened before entering the workplace**
 - ✓ Prompting visitors use the [online patron screen tool](#) and email their result to Owners and Reception
 - ✓ Asking visitors the screening questions upon arrival

- » **Visiting workers are actively screened**
 - ✓ Having visiting workers use the [online worker screen tool](#) and email their result to Owners/Reception
 - ✓ Asking the screening questions upon arrival

- » **Visitors are given instructions on posters at all entrances to stay out of the workplace unless they pass the self-screening questions**

06 Limiting interactions

- » **An area has been designated for contactless pick-up of orders**
- » **Workers have been assigned to their own dedicated work areas**
- » **Contactless payment is encouraged whenever possible**
- » **Extra space has been opened for workers to use for breaks and meals to limit the number of people in these spaces**

07 Crowd control

- » **Visitors require an appointment/reservation during peak times to minimize lines and control flow**

- » A worker is designated at the entrance to monitor the number of customers entering and leaving, and control/stagger customer entry to prevent crowding
- » We stagger arrivals, departures and breaks to reduce crowding at entrances and exits and in common areas
- » The facility will have a maximum customer/client capacity of 4
- » The customer/client capacity limits are posted at the public entrance(s)
- » Adjustments will be made to ensure we follow all local public health requirements regarding capacity limits

08 Physical distancing and separation

- » Supervisors will remind workers to maintain physical distancing of at least 2 metres (6 feet) between themselves and others
- » Physical distancing floor markers have been installed, spaced at least 2 metres (6 feet) apart
- » Workers who must be within two metres of others will follow our rules on use of masks and personal protective equipment as described in that section
- » Workers will maintain physical distancing of at least 2 metres (6 feet) at any time they are not able to wear a mask, such as for eating and drinking
- » Lunchroom/breakroom has been rearranged to enable physical distancing

09 Ventilation and air quality

- » Ventilation system is maintained according to manufacturer's instructions
- » An HVAC engineer has been brought in to assess air quality and ventilation
- » Ventilation system has been adjusted to increase the amount of fresh air and reduce recirculation
- » Ventilation system has been set to run before and after people are in the workplace
- » Exhaust fans in washrooms are kept running at all times when workers are in the building/facility
- » Exhaust fans in washrooms are kept running beyond operating hours

10 Masking and personal protective equipment (PPE)

- » Workers will remind customers/clients/visitors to wear masks properly and consistently
- » Posters have been put up throughout the facility to remind customers/clients/visitors to wear masks properly and consistently
- » Our workers will wear masks while in the facility
 - ✓ Medical masks
- » Workers will wear a mask at all times when indoors in the workplace, unless alone in a private space, eating or drinking, or they require an accommodation which does not allow for wearing a mask
- » Workers who must be within two metres of another masked person will wear a mask for the duration of their interaction, both indoors and outdoors

- » Workers who must be within two metres of any unmasked person will wear a surgical/procedure mask or equivalent or better protection along with eye protection, both indoors and outdoors
- » Workers wear appropriate COVID-19 PPE for all tasks where the worker may be within two metres of an unmasked or improperly masked person (eye protection and a surgical or procedure mask)
- » Workers have been trained on the proper use of masks and PPE
- » We have medical masks available to give to clients if needed

11 Cleaning, disinfecting and hand hygiene

- » Our workers have been trained to select and safely use cleaning products for their work including the use of additional PPE that may be required (such as gloves, protective clothing and/or respiratory protection)
- » We have developed a document with cleaning procedures and schedules
- » Reminders have been posted in washrooms to wash hands often with soap and water for at least 20 seconds
- » Hand sanitizer with at least 60% alcohol content has been provided at locations throughout the building

12 Mental health and wellbeing

- » We strive to create an atmosphere in which workers are comfortable discussing the issues that prevent them from being productive at work

13 Violence and harassment

- » We do not accept violence and harassment directed towards our staff. We encourage our customers to treat our staff with respect
- » If any customers have complaints about our COVID-19 policies, they will be directed to talk to management
- » Management will retain a record of all incidences of violence or harassment and will report to the authorities as necessary

14 Remote workers

15 Other measures

- » The volume of music (or other background noise) will be kept to a level where normal conversation is possible to discourage yelling

16 Reporting a case

- » If a worker lets us know that they have tested positive for COVID-19 and there is a possibility it could be related to the workplace, we report the case within four days to: (check all that apply)

- ✓ [The Ministry of Labour, Training and Skills Development](#) – email MLTSDocIllness.notices@ontario.ca (Use subject 'Attention: Director')

17 Facilitating contact tracing

- » We keep track of contact information for workers to provide to the public health unit in the event of a worker or other customers contracting COVID-19
- » We keep track of contact information for customers/clients and visitors to provide to the public health unit in the event of a worker or other customers contracting COVID-19
- » All contact records are kept for a minimum of one month

Feedback

We would like to hear about your experience and welcome suggestions/feedback to improve the service.