

COVID -19 SAFTEY PLAN SWEET AND SAVOURY PIE COMPANY and JUST LOVE PIE	
Business: Sweet and Savoury Pie Company and Just Love pie	Revision Date: March 27, 2021
Date Completed: November 23, 2020	Developed by: Dianne & Henry deJong
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1. Ensuring all employees are able to keep themselves safe from exposure to COVID-19

As employer/president/owner of Sweet and Savoury Company and Just Love Pie, we are vitally interested in the health and safety of our employees. Protection of our employees from injury and occupational disease is a major continuing objective.

Every Monday Henry or Dianne will check Ontario.ca and the Waterloo Region Public Health website for any updates including but not limited to our current local colour level.

Henry and Dianne will maintain a current understanding of all COVID-19 regulations and by-laws.

Communication is key, so all important health and safety information will be discussed with all staff and all staff will be emailed with updated relevant information by Dianne or Henry.

Dianne and Henry will also provide any training as required by the Public Health Unit.

This plan as well as all revisions and updates will be emailed to all staff and a copy of this plan will be posted in each location for ease of reference by staff.

Employee Commitment

As set out in our companies Employee Commitment to Safe Practices Protocol Practices, which has been provided to each employee by email, as well as posted at each of the bakeries, each employee is committed to adhere to that guideline and to also complete the pre-screening tool, as set out on the Ontario.ca website prior to the commencement of their shift.

Customer Commitment

Dianne or Henry will ensure that any notices by public health or other government regulations are printed and visibly posted at the entrance of the bakeries.

Dianne and Henry will review social media everyday as well as the company's voicemail to ensure that all notifications are up to date. Dianne and Henry will also ensure that the website is kept up to date with all COVID-19 notifications as well as protocols.

Customers are notified at each bakery of the store protocols and the customer responsibly. We have created and posted at entry the Customer Responsibility, which is review and updated as necessary.

2. How Do we screen for COVID-19

Every Monday Dianne or Henry review the Ontario.ca and our public health websites for any updates on symptoms and screening protocols.

As noted above, all staff complete the Ontario COVID-19 screening tool for workplaces as set out on the Ontario.ca website each day prior to leaving their home and the results is then emailed to Dianne and Henry to the bakeries COVID-19 pre-screening email.

All other work-related visitors to the bakeries are screened by Henry, Dianne or one of the other managers prior to entry to the workspace by asking the questions as set out in the Ontario COVID-19 screening tool for workplaces.

As set out above, each bakery has posted the Customer Responsibility questions prior to entry.

3. How to Control the Risk of Transmission in the Bakeries

Physical Distancing

Each bakery has plexi-glass installed as a barrier between staff and customers, Dianne and Henry daily ensure that the plexi-glass is in good condition and is sanitized.

Physical distancing markers have been installed as well as arrows to ensure a safe distanced directional flow. A sign has been posted at entry setting out the number of customers allowed in the store at a time. Dianne and Henry will regularly ensure that there is no damage to these markers.

A set out above Dianne and Henry will weekly check the Public Health website to confirm the colour level of the region and adjust the number of customers allowed in the store as necessary.

Staff Masking Protocol

All staff have been instructed that face covering are mandatory when on the premises, except for break times as safely distanced from the other staff members. If staff is assisting customers outside of the plexi-glass barrier a face shield must also be worn.

Transmission from surfaces

All commonly touched surfaces are cleaned and sanitized on the regular basis using disinfectant products as set out by Health Canada and all of the staff has been notified of the protocols as set out on our companies Employee Commitment to Safety Safe Practices Protocol.

Hand and Respiratory Hygiene

Henry and Dianne have ensured that hand sanitizers are available for customers and staff immediately upon entry of the bakeries. Staff have access to several hand sanitizer stations throughout the bakeries as well as hand wash sinks. Public Health poster on the correct method of hand washing has been posted within the bakeries.

4. Potential Case of Suspected Exposure to COVID-19

Procedure if someone becomes ill in the bakery

If a staff member starts to feel ill while at work, they are to notify Dianne or Henry immediately and go directly home, contact their doctor or the COVID-19 hotline and proceed to a testing facility. If the employee tests positive for COVID-19 Dianne and Henry will contact the public health unit and let them know that there has been a case in the bakery and will ask for instruction on how to proceed.

If an employee tests positive for COVID-19 Dianne or Henry will email all staff to advise of an infection, however the person's identity will remain confidential. Henry or Dianne will also notify any additional staff of potential exposure and to advise of self-isolation.

Henry and Dianne will keep in touch with the infected and/or self-isolating staff and will contact the Ministry of Labour and WSIB if necessary.

5. Managing New Risks caused by Changes to the way we operate our business

As we are a small business it is important to keep the lines of communication open between Henry, Dianne and all staff members and to ensure staff of support and continued support to ensure mental health. Also, to provide additional training when new hazards appear.

6. Ensuring Plan is working

Henry and Dianne will seek feedback from staff and customers to ensure both feel safe at the bakeries.

Henry and Dianne will review this plan on a regular basis to ensure it is kept up to date.