



## COVID-19 Operational Plan Template

This template outlines the general COVID-19 specific policies and procedures that businesses and services must have in place to operate under the updated Public Health Order issued May 1, 2020. Each phase of *Renew PEI Together*, beginning May 1st, includes a further relaxation of restrictions for business allowed to operate, but still includes the same general principles outlined in this template.

Name of Business: \_\_\_\_\_

Civic Address: \_\_\_\_\_

Owner/Manager Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_

### 1. Physical Distancing

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

### 2. Policy for Exclusion of Employees Requiring Self-Isolation

SAMPLE: 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 am not required to self-isolate."*

### 3. Illness/Exclusion Policy

Management will clearly communicate to all staff the exclusion policy in place for any employee displaying symptoms of COVID-19.

SAMPLE:

- All staff must self-monitor for symptoms and report to their supervisor if they have concerns about possible COVID exposure or possible symptoms.
- Any staff member 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 staff will be 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

### 4. Enhanced Cleaning and Disinfection of Shared Areas and Surfaces

**Cleaning** removes visible soil and/or dirt from surfaces. Cleaning works by using soap and water to physically remove germs from surfaces.

**Disinfecting** kills germs on surfaces. Disinfecting works by using chemicals to destroy germs.

Ensure to **CLEAN** visibly dirty surfaces, prior to **DISINFECTION**.

<b>Name of cleaning product:</b>	
<b>Mixing instructions</b>	
<b>Name of disinfectant<sup>1</sup>:</b>	
<b>Mixing instructions</b>	

<sup>1</sup> Health Canada has a list of disinfectants that have demonstrated that they are likely to be effective against COVID-19. The list is available here: <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html>

Shared Areas and Surfaces that will be cleaned and disinfected regularly:

<b>Location</b>	<b>Frequency<sup>1</sup></b>
e.g. - door knobs, light switches,	e.g. every 4 hours


<sup>1</sup>Not all shared areas and surfaces necessarily need to be cleaned at the same frequency as disinfection. If the shared area and/or surface is visibly dirty, it should be cleaned prior to disinfection. A minimum frequency of cleaning should be identified.

## 5. Hand Washing /Sanitizer 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 yourself and others from getting sick, take the following precautions:

- 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.

Hand Washing Stations	Location
Staff	e.g. – lunch room, washrooms
Public	e.g. – portable(s) located at store entry
Hand Sanitizer Stations	Location
Staff	e.g. – behind cash
Public	e.g. – at entry (with signage)

## 6. Capacity Limits

Some operations have been provided specific capacity limits for the number of individuals who may be on the premises. Some operations must determine their own capacity limit based on physical distancing.

See guidance for your relevant area to determine what applies to your operation.

## 7. Gatherings

Identify whether or not any of your operations would involve a gathering(s) e.g. organized gatherings such as worship services, organized sports and recreation, or events including weddings, funerals, arts and culture, etc.

- a) Will gathering(s) take place on the premise? (Y/N) \_\_\_\_
  
- b) If you answered yes to (a), would there be more than one gathering on the premise at one time (see guidance on multiple gatherings <https://www.princeedwardisland.ca/en/information/health-and-wellness/multiple-gatherings-guidance>)? (Y/N) \_\_\_\_
  
- c) If you answered yes to (b), would the total number of individuals across the gatherings on the premise be greater than 50? (Y/N) \_\_\_\_

In phase 4 of Renew PEI, a maximum of 50 people per organized gathering is permitted, with the potential for two additional groups of 50 up to a maximum of 150 people. Pre- approval of the operational plan is required if the organized gathering exceeds 50 people.

Identify in the table each area of your operation that may be used for a gathering, the number of individuals per area, and if there would be multiple gatherings at the same time, outline how groups will be kept separate from one another and use of washrooms/change rooms managed.

Area	# of individuals per area	If multiple gatherings at the same time, outline how groups will be kept separate (e.g. dividers between spaces in open areas, entry/exits, etc.), use of washroom/change room, any shared staff etc.
e.g. Room A; Field A; Swimming Pool A, etc.		

### 8. Additional directives/guidance

Consider any additional directives and/or guidance relevant to your operation and elaborate on how these will be integrated into your operations in your plan. Applicable guidance can be found online at [www.princeedwardisland.ca/renewguidance](http://www.princeedwardisland.ca/renewguidance).

e.g. records for contact tracing \_\_\_\_\_

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**Note:** This template has been developed as a guide to help businesses develop a COVID-19 specific operational plan as required under the Public Health Order issued on May 1, 2020. It encompasses the criteria that must be part of the required plan. This template may be adopted by many simple businesses, but is not intended to fit all operations. Industries and associations are encouraged and expected to develop plans relevant to their industry. Those may be submitted to [envhealth@ihis.org](mailto:envhealth@ihis.org) for review. If you wish to seek further guidance from the CPHO, please follow the

above template and clearly address each element of the relevant guidance also. All businesses must maintain a copy of their plan on site for an inspector to review at any time the business is in operation.