



# Erin Mills Soccer Club

## EMSC COVID-19 Safety Plan

**As of:** October 5<sup>th</sup>, 2021

**Last Amended:** TBD

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### 1. Important Notes

This safety plan has been designed to help all EMSC establish best practices to help keep all employees, workers, and customers/clients safe from COVID-19 and other risks in the workplace. EMSC must stay up to date on all legal requirements as the situation evolves.

As a business in Ontario, EMSC must follow all relevant requirements set out in the following:

- 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

Under the OHSA, EMSC must determine when PPE or other masking is needed for their workers and/or patrons. More information on [using masks in the workplace](#) is available at Ontario.ca/COVIDSafety.

EMSC also has sector-specific minimum requirements which we must meet based on the ROA. It is the responsibility of EMSC to ensure that this 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

### 2. Communication and Training

Posters for workers and visitors have been put up around the workplace.

- Physical Distance
- Screening and self-assessment



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- Hand Hygiene
- Capacity Limits
- Wearing Masks

Information on changes to our plan or safety measures is provided to employee and patrons via email and/or via website updates.

Information on our health and safety measure will be shared with customers/clients/visitors.

- By employees/workers when entering the building/facility
- On posters at entrances
- On our website

### **3. Plan Evaluation and Worker Engagement**

This safety plan will be reviewed monthly. When we add new safety measure, we check that they do not create any new hazards or that measure can be put in place to control new hazards. Collaboration between employees and board members is encouraged and takes place when looking for solutions to any health and safety issues.

### **4. Worker Screening**

Employees/Workers, Volunteers, Board Members, Players, Parents, Patrons are all instructed to stay home if they are sick or have any COVID-19 related symptoms.

### **5. Visitor Screening and Instruction**

Specific guidance is given to visitors, participants, patrons, vendors and delivery drivers and they are as follows:

- Always wear a mask when entering and in the facility/building
- Maintain a physical distance of at least two meters from all staff and customers whenever possible
- Use hand sanitizer as you enter the facility/building/workplace

### **6. Limited Interactions**

- Employees/Workers have been assigned to their own dedicated work areas
- Contactless payment is encouraged whenever possible
- Extra space has been opened for employees/workers to use for breaks and meals to limit the number of people in these spaces

### **7. Crowd Control**

- Employee/Worker is designated at the entrance to monitor the number of customers/patrons entering and leaving and control/stagger customer/patron entry to prevent crowding
- Once the capacity limit is reached, one customer/patron will be permitted in for every customer/patron that leaves
- We stagger arrivals, departures and breaks to reduce crowding at entrances and exits and in common areas



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- The facility will have a maximum customer/patron capacity of 250 (Limited to players/Coaches/Volunteers)
- Adjustments will be made to ensure we follow all local public health requirements regarding capacity limits

## 8. Physical Distancing and Separation

- Supervisors will remind employees/workers and patrons to maintain physical distancing of at least 2 metres (6 feet) between themselves and others
- Employees/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
- Employees/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
- For times when people in the space are performing strenuous activities, we have arranged the space to allow for more distance between individuals
- Workspaces have been rearranged to enable physical distancing

## 9. Ventilation and Air Quality

- Ventilation system is maintained according to the manufacturer's instructions
- Ventilation system has been set to run before and after people are in the workplace
- In any spaces that don't have mechanical ventilation, windows and doors will be kept open, weather permitting

## 10. Masking and Personal Protective Equipment (PPE)

- Employees/Workers will remind customers/clients/visitors/patrons to wear masks properly and consistently
- Posters have been put up throughout the facility to remind customers/clients/visitors/patrons to wear masks properly and consistently
- Employees/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 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

- Employees/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)
- 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 employees/workers are comfortable discussing the issues that prevent them from being productive at work

## 13. Violence and Harassment

- A violence and harassment policy has been established, which outlines how workers can report issues and how the issues will be addressed
- We do not accept violence and harassment directed towards our staff and/or towards any patrons. We encourage all patrons 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

- Regular communication and team meeting are scheduled with any remote workers

## 15. Reporting a Case

- If an employee/worker and /or patron 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:
  - The Ministry of Labour, Training and Skills Development ([MLTSDocillness.notices@ontario.ca](mailto:MLTSDocillness.notices@ontario.ca))
  - The EMSC Health and Safety Representative

## 16. Facilitating Contact Tracing

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