



# 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. Social Distancing

Measures used to maintain social 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 have not been outside of PEI within the last 14 days and 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 products will remove visible soil and/or dirt from surfaces. Disinfecting products are used to destroy bacteria and viruses.

<b>Cleaning product</b>	
<b>Mixing instructions</b>	
<b>Disinfecting product</b>	
<b>Mixing instructions</b>	

<b>Cleaning – Location</b>	<b>Frequency</b>	<b>Disinfecting - Location</b>	<b>Frequency</b>
e.g. - floors	at closing	e.g. – POS terminal	after each use

## 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)

**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. All businesses must maintain a copy of their plan on site for an inspector to review at any time the business is in operation.