

the mustard seed.

making it simple to eat local

COVID-19 SAFETY PLAN- SNAPSHOT

Business name: The Mustard Seed Coop

Division/Group: All

Date Completed: 12/9/2020

Revision date: 12/9/2020

Measures we're taking

How we're ensuring workers know how to keep themselves safe from exposure to COVID-19

- Government guidelines have been shared in store, through our newsletter, social media and to staff via internal communications.

How we're screening for COVID-19

- We have printed checklist for daily screening of staff, customers, volunteers and delivery persons upon entry
- We request that they verbally confirm they've read the checklist and are following the guidelines

How we're controlling the risk of Transmission in our workplace

- We have one door for entry and another for exiting customers
- One point of entry and exit for suppliers/deliveries
- One point of entry and exit for staff
- We have plexi-glass shields in place for each checkout
- We have a 2x per day high touch surface cleaning protocol.
- Shopping carts and baskets are cleaned hourly.
- Hand sanitizer is available every point of entry and exit for staff and customers
- There is soap and hand sanitizer at every workstation
- All staff are provided masks
- We have allocated break table / space for staff
- We have removed the indoor café seating area as well as the outdoor seating area
- We've offered contactless pick up options for customers and suppliers picking up cheques
- We've reduced volunteer hours

COVID-19 SAFETY PLAN- SNAPSHOT

What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace

- Any staff with symptoms are not permitted to come into work and are advised to book a health assessment at www.hamiltoncovidtest.ca
- If a staff member indicates symptoms at the workplace we have a designated self-isolation area where they can figure out transport home and/or book a health assessment at www.hamiltoncovidtest.ca
- If a staff member tests positive for Covid-19 public health will be contacted, a claim will be submitted to WSIB within 3 days, the positive case will be reported to the ministry of labour, the store will be thoroughly disinfected and our staff, customer and board members will all be informed of a positive case.

How we're managing any new risks caused by the changes made to the way we operate our business

- We're check in with staff to see how they are coping with any new stress
- We use staff communication tools to share resources
- We've informed staff of new procedures and safety surrounding the use of cleaning products
- If there were an emergency evacuation, we would use our auto sliding door to direct customers out. The staff would maintain physical distancing measures and leave through fire exits.
- If we have multiple staff members in self-isolation we will need to reduce hours of operation
- If an employee has tested positive for covid-19 we would close down the store for a deep clean and do mental health check ins with the affected employee until they return to work

How we're making sure our plan is working

- We implemented a covid-19 working Group in April 2020 comprised of 2 board members, operations manager and produce manager. We use a group chat tool to share updates.
- We have been updating and changing our plan as developments come in from the Ontario Government
- We will continue to consult with our HSR as plans evolve and will be meeting monthly to evaluate current planning