



# Skills Ontario

## COVID-19 Safety Plan

### For Virtual Programming

**Business name:** Skills Ontario

7A-60 Northland Rd

Waterloo, ON N2V 2B8

Phone: 519-749-9899 / 1-888-228-5446

Fax: 519-749-6322

**Date Distributed:** February 18, 2021

**Revision Date:** NA

**References/ Consultations:** Bill Fetter (Greater Essex County District School Board), MLTSD Draft Safety Plan, Provincial Government and Health Unit Guidelines

## COVID-19 Risks

The first step to control risks is to identify them. For COVID-19, the risks are related to how the virus spreads.

COVID-19 can be spread in two main ways:

- person to person, by people who are in close contact
- by surfaces or objects, when people touch their face with contaminated hands

The key risk factors for COVID-19 transmission include:

- prolonged exposure - spending more time with potentially infected people
- close proximity - working close to others
- crowded places - having more people in a space
- closed spaces - indoor spaces less fresh air (working indoors is riskier than working outdoors)
- forceful exhalation – activities that cause people to breath more deeply, such as exercise, speaking loudly and singing

The risk of severe health outcomes is not the same for everyone. The risk increases with age and is higher for people with certain medical conditions.

It is possible for COVID-19 to be spread by people who do not have any symptoms. Act as if everyone is infected when setting up controls.

## Measures to stay safe from exposure to COVID-19 and Controlling Risk of Transmission

Those Virtually Involved in the Virtual Skills Ontario Competition and other events and Skills Ontario Staff

- Any location in which a competitor is competing from or a participant is attending any event/presentation remotely, where possible, must have in place or develop a plan that limits the exposure to COVID-19
- All participants are advised to follow the guidelines set by the institution in which they are representing, and/or the location from where they are competing at
- All participants are to follow the guidelines set by the Provincial Government and local health agencies in the area in which the participant(s) are located
- Physical distancing of at least two (2) m (six (6) feet) is always enforced whenever possible.
- Wearing a mask at all times that covers the chin and nose
  - To also wear a faceshield over the mask, if recommended or mandatory in the building a participant is competing from, or that of the institutions policies and procedures in which the participant is representing
- Using handsanitizer and/or washing of hands upon entry and exit, and if possible after touching other items and objects in the location. Using soap and warm water for at least 20 seconds.
  - To also wear gloves if recommended or mandatory in the building a participant is competing from, or that of the institutions policies and procedures in which the participant is representing
- That the space in which the competitor is competing from is cleaned and sanitized on a regular basis, as set out by the institutions COVID-19 policies and procedures
- Clean/disinfect common touch surfaces in vehicles if using daily, if applicable, such as door handles, steering wheel, turning indicators, buttons, gear switch, etc.
- Avoid touching your eyes, nose, and mouth
- Avoid being in contact with those who may be ill and high-risk areas
- Avoid touching surfaces that are commonly touched, or take preventative measures if you must (i.e., a towel, or washing hands/sanitizer immediately after touching)
- If require the use of a tissue, to dispose immediately, and follow up by washing your hands/sanitizer
- All participants will maintain safe rates of exposure while participating
- All tools and equipment should be cleaned prior to and after participant(s) use with an appropriate Ministry approved cleaner for COVID-19, or that of your institutions policies

and procedures. To be used according to the manufacturer's recommendations, following all instructions for the product.

- Tools and equipment should not be shared where possible
- Recommended that signage is posted throughout the environment that the competitor is competing from to adhere to physical distancing and other COVID-19 safety measures (*Specific to Virtual Skills Ontario Competition*)
- Recommended that a linear flow as been created in hallways and classrooms to prevent individuals from crossing each other
- Recommended to monitor Public Health Ontario, Government of Ontario and Health Units websites for updates on changes in Ontario
- Any updated and/or changes in policies or procesures by the institution in which a participant represents, or location from which they are competing at is communicated to all participants involved.
- Any updates and/or changes to the Skills Ontario Competition Information Guide, will be noted in the Change Log. Including all safety measures in regards to COVID-19 (*Specific to Virtual Skills Ontario Competition*)
- If a location has a visitor log, to ensure that all participants, if applicable, are signing in and out and providing the appropriate information. This is for communication by that institution to be able to follow up if there is any information to share, should a COVID-19 case arise at their location.
- Participants, Competitors and Staff are advised to have their own personal hand sanitizer with them, available in all vehicles when travelling, and from the environment in which they are competing from
- Recommended that clothing at the end of each day to be laundered if in contact with others outside of your emmediate household, of if others in your emmediate household have been in contacts with others.
- To avoid cash payments wherever possible. To use "swipe", "tap", or electronic transfers
- All participants must self isolate for a minimum of fourteen (14) days if they travel to the U.S.A. or anywhere outside Canada. Including even if they do not show any signs or symptoms as they may be a carrier of COVID-19.
- Participants are recommended to travel at a minimum, and locally, to reduce the spread of COVID-19

## Screening for COVID-19

It is recommended that all participants, competitors and staff should use the Ontario Government's screening tool before accessing any sites and coming into close contact with others - <https://covid-19.ontario.ca/school-screening/>

To follow COVID -19, and Health and Safety Guidelines of the institution and/or location in which a competitor is competing from, if applicable, to screen any and all participants.

This could include: temperature checks, questions on the participants health, any close contact with a person confirmed to have COVID-19 in the past 14 days, have you travelled outside if Canada, etc.

## In case of a potential case, or suspected exposure to, COVID-19

- It is recommended that if a participant is unwell, or feels unwell the day of a live contest (if applicable), they should report it to their supervisor/teacher/parent/guardian, and possibly not attend in-person for the event
  - If a participant feels unwell during the day:
    - Separate from others
    - Contact their supervisor/ teacher/parent/guardian
      - they are to follow their policies and procedures, along with those of the Health Unit, if it is suspected that there is any COVID-19 related symptoms
  - Potential positive participants should be tested, self isolate at home and be tested again after 14 days or until the threat proves false
  - If there is a positive case of COVID-19, it must be communicated to the appropriate Health Unit and any areas in which the participant visited (example: grocery store)
  - If a Skills Ontario employee tests positive for COVID-19, Skills Ontario will contact the appropriate Health Unit and notify any locations the staff member has visited
- If a participant(s) tests positive for COVID-19, the institution responsible for the participant(s) must track the employee's previous visits/travelling, if any, and notify those locations of a positive case

## How Skills Ontario Manages any New Risks Caused by Changes from COVID-19

- Continually communicate with Registration Contacts, partners, and staff of any major updates and/or changes.
- Continually updating the website of any minor or major updates and /or changes. Including a Change Log on the Competition Information Guide page, for quick and easy reference
- Video call meetings for Registration Contacts on any advisor of topics for the virtual competition, and any major changes, etc **(Specific to Virtual Skills Ontario Competition)**
- Work collectively, for if and when a change occurs from the Provincial government and Public Health, if it drastically changes the current format of the Virtual Skills Ontario Competition, to work internally on changes, but also provide the opportunity for open discussion from the Registration Contacts, on the possibilities to create a new plan of action to move forward with the Virtual Skills Ontario Competition **(Specific to Virtual Skills Ontario Competition)**
- Any and all communications and meetings will continue by video calls, internally of staff and externally with stakeholders
- Provincial government and Public Health Ontario websites are being continually monitored for updates.

### How will we make sure the plan is working?

- Provincial government and Public Health Ontario websites to be monitored for updates on a regular basis
- Review the Competition Information Guide Safety section on a weekly basis for if any changes are to be made **(Specific to Virtual Skills Ontario Competition)**
- Reflect and review Safety Plan as new provincial directives are implemented
- Consult with Skills Ontario staff, volunteers, Registration Contacts, and teachers
- Any and all updates and/or changes to the Virtual Skills Ontario Competition will be communicated on the Skills Ontario website on the Competition Information Guide page, including each change and/or update to be noted in the Change Log **(Specific to Virtual Skills Ontario Competition)**
- Any major change and/or update, will also be communicated to all Registration Contacts through email for an immediate update