



SAFETY PLAN
COVID-19

February 2021



PARAGON SECURITY COVID-19 SAFETY PLAN

Company Details:

Business name: Paragon Protection LTD (Paragon Security)

Date completed: February 26, 2021

Date distributed:

Revision date:

Developed by: COVID-19 EMT and HR Department

Others consulted:

Purpose

This Safety Plan details the procedures that Paragon Security has implemented to keep our employees, contractors, and visitors safe during the COVID-19 Pandemic. The plan was created under Public Health Regulations.

1. How will you ensure all workers know how and are able to keep themselves safe from exposure to COVID-19?

- Use of PPE
- Sanitization and Hygiene at the Workplace
- Social Distancing and Room Capacity Limits
- Screening
- What to do when there is a positive COVID-19 case
 - We are monitoring and reviewing Ministry of Health guidance daily to ensure our procedures are up to date
- All COVID-19 messaging and procedures, including any updates and reminders, are communicated to employees by their direct supervisors and managers, and are accessible on our Website: <https://paragonsecurity.ca/notifications>

2. How will you screen for COVID-19?

- We have implemented active screening policies at all sites for our employees and any other persons entering our facilities for work purposes.
- Employees are required to complete a Daily QR Code Screening Questionnaire containing basic questions about their physical health and symptoms using the provincial list of COVID-19 symptoms, as well as have their temperature taken using a touchless thermometer.
- The person who performs such screening has received instruction on how to perform this work safely, and the steps to take if a person does not pass the screening and must be excluded from the workplace.

- Any person that does not pass the screening is advised:
 - that they may not enter the workplace.
 - to go home and self-isolate immediately.
 - to contact their health care provider or Telehealth Ontario (1-866-797-0000) to find out if they need a COVID-19 test and for further instructions.
- We encourage employees to always monitor their own symptoms and to inform their immediate manager or supervisor should they experience any symptoms, or if Public Health or their healthcare provider suggests that they are to self-isolate.
- Employees are aware that they should stay home and inform their immediate manager and Dispatch at 416 498-4000 if they are experiencing any symptoms of COVID-19.

3. How will you control the risk of transmission in your workplace?

Physical distancing and separation

- Install plexiglass at front desk reception areas in every office.
- Install desk dividers and table dividers, and use PPE in common areas where 6 feet apart.
- Posted signage instructions reminding of the use of PPE, hygiene protocol, and social distancing.
- Actively monitoring capacity inside the training rooms and meeting areas according to Public Health, the layout has been adapted accordingly.
- Require all employees and customers to wear a mask within our facilities and sites as required by Ontario law (subject to exemptions specified therein).
- Providing and distributing PPE to all our sites.

Cleaning

- Access to cleaning supplies to keep desks and workstations sanitized.
- Encouraging frequent handwashing and providing hand sanitizer to employees.
- Implementing detailed sanitization in the event of a suspected or confirmed COVID-19 positive case.

4. What will you do if there is a potential case, or suspected exposure to, COVID-19 at your workplace?

- We have implemented detailed step-by-step procedures to be followed in the event a member of our staff gets sick at work, is suspected of having COVID-19 or has been confirmed as being COVID-19 positive, which includes contact tracing, sanitization, and reporting to the Health Unit.
- See below for a brief overview of our detailed procedures:

Suspected and Confirmed Case Notification

- If a staff member has potentially been exposed to COVID-19 or is being tested for COVID-19, the site supervisor or manager will be informed immediately, and he/she will inform the client.
- If a staff member is confirmed to be COVID-19 positive, the EMT (Emergency Management Team) and applicable health authorities will be notified.
- The site will be sanitized immediately

Contact Tracing and Notifications

- Contact tracing will be conducted by the Client Service Manager to determine people who had close contact, to self-isolate or be tested, if required.
- Video footage will be reviewed if necessary, to verify close contact interactions and the use of PPE while interactions occurred.

- Based on the date the confirmed employee's symptoms began and the last day this person worked, direct and indirect contacts are identified by completing a review of recent staff schedules as well as asking confirmed employees to identify any close contacts; any impacted staff are not permitted to re-enter the workplace until a quarantine period has passed without symptoms or they receive a negative COVID-19 test.

5. How will you manage any new risks caused by changes to the way you operate your business?

- We are constantly monitoring employees at sites to ensure that they are following the safety protocols of social distancing, use of PPE, and workspace cleaning.
- When employees have medical conditions incompatible with wearing a mask, Paragon will accommodate with different face coverage such as face shields and/or will assign them to positions where they do not have direct contact with the public.

6. How will you make sure your plan is working?

- We monitor and review the Ministry of Health and other applicable regional health guidance daily to ensure our procedures are up to date.
- Our COVID-19 EMT (Emergency Management Team) meets regularly to review and evaluate our policies and procedures.
- We issue updates to our Standard Operating Procedures and this Safety Plan as required, to communicate any changes of procedure reflecting the most up-to-date guidance to all staff and customers.
- We respond to all employee and customer concerns and questions to ensure our policies and procedures are understood and actively implemented as required.