

COMMUNITY LITERACY OF ONTARIO MEMBERS' E-COMMUNIQUE JULY 2020

Dear CLO Members,

Community Literacy of Ontario is pleased to present our **July 2020 Members E-Communiqué**, which focuses on **Helpful Resources: Planning for Re-Opening**.



As Ontario enters ‘Stage 3’ of reopening our province, many Literacy and Basic Skills agencies are starting to plan how, under what conditions and when they might re-open. There is no set answer to this question, as it depends upon many factors unique to each agency and community. However, since Community Literacy of Ontario has had many requests for information related to this topic, we pulled together a special Members E-Communiqué with some practical resources to help you assess and plan. We hope that these resources are helpful to your staff and Boards as you assess future steps.

The following resources are shared in this e-communiqué:

- Resources to Prevent COVID-19 in the Workplace
- Memorandum: Employment Ontario Recovery Planning
- Guidance on In-Person Classroom Training during COVID-19
- COVID-19 Website & Pandemic Info Share
- Business Pandemic Preparedness and Return-To-Business Checklists
- COVID-19: Pandemic Preparedness for Business
- Your Local Health Unit



Resources to Prevent COVID-19 in the Workplace

Author: Government of Ontario

The Ontario Government has prepared a series of helpful online resources designed to provide guidance on how to prevent COVID-19 in the workplace. On this [Resources to Prevent COVID-19 in the Workplace](#) website, you will find guidelines, templates, tip sheets and posters to help protect staff, clients and the general public.

Under the “*Guidance Notes and Tip Sheets*” section of this website, you will find a practical Workplace Safety Plan, which includes “*Safety plan guidance*” and a “*Safety plan template.*” These resources are highly recommended for planning purposes.

Memorandum: Employment Ontario Recovery Planning

Author: Ministry of Labour, Training and Skills Development

The [Employment Ontario Recovery Planning Memorandum](#) contains information on the Ministry’s guidance and expectations as businesses reopen across the province.

Topics covered include:

- The Ministry strongly encourages your continued delivery of virtual programming to ensure we balance the need for our services with the greater need to protect the health and safety of the people of Ontario.
- As you plan your organization’s gradual and safe reopening, review and familiarize yourself with [Ontario's safety guidelines](#).
- The Ministry will not be reviewing or approving individual plans; however, you can contact Ministry staff to discuss any questions or concerns.
- Prior to making a decision to reopen, please review the [province’s COVID-19 information page](#) and consult your local health authority.



Guidance on In-Person Classroom Training During Covid-19

Author: Infrastructure Health & Safety Association

“[Guidance on In-Person Training during COVID-19](#)” covers both worker’s rights and employer’s responsibilities. The document was developed to help training providers understand the measures required for classroom training during COVID-19. The Association notes that, where possible, training should be delivered through remote (distance) or virtual training platforms.

Topics covered in this resource include:

- Class size and planning
- Elevator use
- Screening
- Personal hygiene and sanitization
- Physical distancing and PPE
- Communication and signage
- Sharing equipment and materials
- Participant Requirements
- Alternative evaluation methods

The [main website](#) of the Infrastructure Health & Safety Association contains additional useful resources and links.



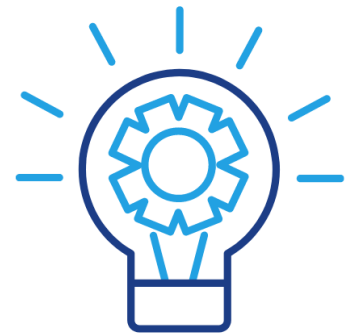
COVID-19 Website & Pandemic Info Share

Author: Canadian Centre for Occupational Health & Safety

The Canadian Centre for Occupational Health & Safety has created a [COVID-19 website](#) with helpful guidance, advice and tools to help you plan, prepare, prevent and protect against infectious disease outbreaks in the workplace.

The website includes the following tips sheets and printable posters:

- [Pandemic \(COVID-19\) Tip Sheets](#)
- [Get the Facts on Masks](#)
- [Prevent the Spread](#)
- [Take the Time to Wash Your Hands](#)
- [Prevent the Spread of Infections](#)
- [How to Use Hand Sanitizer](#)



In addition, the CCOHS has created a [Pandemic Info Share website](#) with the goal of enabling businesses to share their pandemic-related good practices and resources that other workplaces may find helpful in developing their own business continuity plans.



Business Pandemic Preparedness and Return-To-Business Checklists

Author: Workplace Safety & Prevention Services

Workplace Safety & Prevention Services prepared two documents around COVID-19.

The [Pandemic Preparedness Checklist](#) identifies gaps in your current preparedness plan and includes links to credible resources and valuable information to assist you in completing your preparedness plan. It includes the following sections:

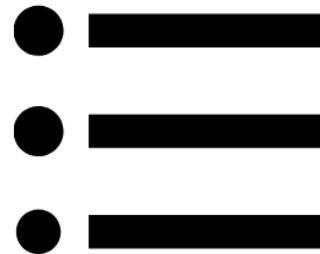
- During the Pandemic
 - Assess the Risks
 - Set Priorities
 - Protect People
 - Foster Positive Mental Health During a Pandemic
 - Build the Foundation

The [Pandemic Recovery: Return-to-Business Checklist](#) is extremely helpful in planning for a return to work. It is intended as a self-assessment tool to assist you in ramping back up to regular business operations.

- Compliance Requirements
- Pre-opening Steps (these steps are particularly helpful to review and assess)
- Occupational Health & Safety Requirements

Many Ontario business and nonprofit organizations are starting to head back to work (or starting to plan for heading back), but to stop the spread of COVID-19 we need to do it in the right way. Check out this short video from Workplace Safety & Prevention Services, called "[COVID-19: Getting Back to Work: Smart, Safe, and Supportive](#)" to learn about helpful tips for making your workplace safe.

Workplace Safety & Prevention Services has other valuable COVID19 resources on it's [website](#).



COVID-19: Pandemic Preparedness for Business

Author: Canadian Chamber of Commerce

To help businesses prepare for and manage through a potential COVID-19 escalation in Canada, the Canadian Chamber of Commerce developed the [COVID-19: Pandemic Preparedness for Business](#) guide.

This brief guide is designed to assist business planning and continuity efforts. This tool includes links to some of the most relevant and credible information, best practice tools and resources.

This resource covers two main topics: “Develop/update business continuity and crisis plans” and “Plan for the potential impact of the pandemic on your business” and provides actionable steps and important considerations for each. It also includes helpful tips and links at the end of the document.



Your Local Health Unit

Also be sure to check out the resources and guidelines available at your local Health Unit.

They are a goldmine of local information related to COVID19!



Acknowledgements

WE LOVE OUR MEMBERS!

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