

## COVID-19 安全計畫 - COVID-19 safety plan

請使用以下範本制定讓您的工作場所在 COVID-19 新冠疫情期間保持員工及其它人員安全的計畫。此連結 [《如何制定 COVID-19 安全計畫-安大略省工作場所指南》](#) 將提供相關要點及案例幫助您準備該計畫。

Use this template to document how your organization will keep workers and other people safe at your workplace during the COVID-19 pandemic. [How to develop your COVID-19 safety plan: A guide for Ontario workplaces](#) explains what you should think about and gives examples to help you come up with your plan.

公司詳細資料 Company details

商業名字 Business name:

計畫修訂日期 Revision date:

計畫完成日期 Date completed:

計畫制定人 Developed by:

公司部門 Division/group:

計畫分發日期 Date distributed:

計畫指導 Others consulted:

請提供關於各個問題的儘量詳細回答，這將幫助您的員工及其它人員準確瞭解應該做什麼及相應的結果。

Provide as much information in response to each question as possible. This will help your workers and other people to know exactly what to do and what to expect.

本範本最後部分將說明您準備一份可以張貼在工作場所的計畫簡要，以便作為員工及其它到訪工作場所的人員知道您如何保持工作場所每個人的安全。

The final page will help you create a snapshot version of your plan to post in the workplace. This can act as a reference for workers and let others who come into your workplace know what you are doing to help keep everyone in your workplace safe.

COVID-19 新冠疫情狀況不斷變化，請定期檢查本計畫並作必要修改。您可以參考安省政府 [有關 COVID-19 的連結](#) 獲得關於疫情的最新消息。

The COVID-19 pandemic is an evolving situation – review your plan regularly and make changes as required. Refer to the Ontario government’s [COVID-19 website](#) for up-to-date information.

問題一、您如何保證所有員工知道並且能夠保護他們自己免受 COVID-19 感染？

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

**考慮：**您提供了什麼指引？您如何分享該資訊？是否需要新的或更經常的交流溝通方法分享該資訊？您自己從哪裡獲得關於 COVID-19 疫情的更新資訊？

**Consider:** What guidance will you need to provide? How will you share information? Do you need new or more frequent types of communication? Where will you update yourself on new COVID-19 guidance?

**舉例：**通過每天訪問安省衛生廳網站確保我們的規程符合最新情況（如果情況符合，以下英文 Example 都可以直接使用在正式計畫中）。

**Example:** Ensure our procedures are up to date by a daily review of Ministry of Health guidance.

**行動：**列出相關具體行動，並注明每個行動的負責人員。

**Actions:**

- [List your actions here. Note who is responsible for each action.]

## 問題二、您如何監測 COVID-19 感染?

### 2. How will you screen for COVID-19?

**考慮：**您如何瞭解最新需要檢測的 COVID-19 症狀？是否使用一份檢測清單？誰負責檢測？誰需要並且多久進行檢測？

**Consider:** How you will stay current about what symptoms to look for? Will you use a screening checklist? Who will do the screening? Who needs to be screened and how often?

**舉例：**為瞭解員工上班時是否狀態良好，我們將使用安省政府的 COVID-19 症狀清單詢問員工關於他們身體健康及相關 COVID-19 症狀的基本問題。

**Example:** To find out if workers are well when they come to work, we will ask each worker basic questions about their physical health and symptoms using the provincial list of COVID-19 symptoms.

**行動：**列出相關具體行動，並注明每個行動的負責人員。

#### **Actions:**

- [List your actions here. Note who is responsible for each action.]

問題三、您如何控制工作場所的傳播風險？

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

包括您將如何最大化人員距離及分隔，減少病毒在表面及物體之間的傳播以及提高手部、呼吸系統衛生的措施（如勤洗手及戴口罩等）。

Include how you will maximize distance and separation, reduce transmission from surfaces and objects, and support good hand and respiratory hygiene.

**考慮：**您使用了哪些[設計及管理流程](#)以控制病毒傳播風險？將對現有流程作出哪些改變？誰需要在工作場所？如何收集員工關於不同工作方法的想法？

**Consider:** What [engineering and administrative controls](#) will you use? What changes will you make? Who needs to be in the workplace? How will you gather worker ideas about different ways of working?

**舉例：**我們制定了新的規定，將廚房停留時間限制在 10 分鐘，我們也在我們的停車場設立了一個新的室外休息區，並且改變了換班及休息安排。

**Example:** We have a new policy that limits time in the kitchen to 10 minutes, we have created a new outdoor break area in our parking lot and have changed how we schedule shifts and breaks.

**行動：**列出相關具體行動，並注明每個行動的負責人員。

#### **Actions:**

- [List your actions here. Note who is responsible for each action.]

問題 4、如果工作場所所有潛在 COVID-19 感染或懷疑感染，您將如何處理？

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

**考慮：**您的當地公共衛生部門聯繫方式是什麼？您的隔離流程是什麼？您將如何收集工作場所（包括員工及到訪人員）的聯繫方式以供當地公共衛生部門追蹤案例？

**Consider:** What is the contact information for your local public health unit? What are your isolation procedures? How will you gather workplace contact information for public health contact tracing?

**舉例：**我們在工作場所設立了一個安全隔離區並且建立了一套如果有人工作時生病如何處理的流程清單，包括重要聯繫號碼。

**Example:** We have designated a safe isolation area in the workplace and created a checklist with the procedures of what to do if some gets sick at work, including key contact numbers.

**行動：**列出相關具體行動，並注明每個行動的負責人員。

**Actions:**

- [List your actions here. Note who is responsible for each action.]

問題 5、您將如何管理因改變相關商業運作方式而導致的新風險？

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

**考慮：**與員工一起檢查現有的關鍵風險及相關變化是否會影響現有的風險管理策略。是否會因員工人數或工作方式變化而導致新的風險？需要何種新的風險控制措施？

**Consider:** With workers, review existing critical risks and whether work practice changes will affect your current risk management strategy. Are any new risks introduced due to changes in worker numbers or work practices? What new risk controls are required?

**舉例：**我們將會與員工一起定期檢查他們如何應對相關工作變化。

**Example:** We will establish regular check-ins with workers about how they're coping with the change to shift work.

**行動：**列出相關具體行動，並注明每個行動的負責人員。

**Actions:**

- [List your actions here. Note who is responsible for each action.]

問題 6、如何保證您的安全計畫可行？

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

**考慮：**您多久會檢討一次本安全計畫？您將如何聽取員工及顧客的意見建議？誰將負責評估計畫是否可行並且如果找到更好、更簡單方法時可以及時加進計畫？您將如何就計畫的變更與相關人員交流溝通？

**Consider:** How often will you schedule a review of your plan? How will you get input and ideas from workers and clients? Who is responsible for evaluating how things are working and for adapting the plan as you find better/easier ways to do things? How will you communicate changes?

舉例：我們將每週舉行一次 CEO 和健康衛生代表的會議。

**Example:** We will set up a weekly meeting between the CEO and the health and safety representative.

**行動：**列出相關具體行動，並注明每個行動的負責人員。

**Actions:**

- [List your actions here. Note who is responsible for each action.]

## COVID-19 安全計畫 – 簡要版

### COVID-19 safety plan – snapshot

本簡要版可以張貼在公司員工、顧客及其它進入工作場所人員容易看到的地方，以便他們知道您採取了哪些行動以保證工作場所的安全。

This snapshot can be posted in a place where it can be seen easily so your workers, clients and other people entering the workplace will know what actions are being taken.

公司名字 **Business name:**

部門 **Division/group:**

計畫制定日期 **Date completed:**

計畫更新日期 **Revision date:**

我們採取的行動 **Measures we're taking**

我們如何確保員工知道如何保護他們自身免於受到 COVID-19 病毒感染

- 列出相關措施

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

- [List your measures here.]

我們如何監測 COVID-19 感染

- 列出相關措施

How we're screening for COVID-19

- [List your measures here.]

我們如何控制工作場所的 COVID-19 病毒傳播風險

**身體距離及分隔**

- 列出相關措施

**清潔**

- 列出相關措施

**其它**

- 列出相關措施

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



## **Physical distancing and separation**

- [List your measures here.]

## **Cleaning**

- [List your measures here.]

## **Other**

- [List your measures here.]

如果工作場所發現潛在感染或懷疑感染，我們將如何處理

- 列出相關措施

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

- [List your measures here.]

如果改變工作方式導致新的風險，我們將如何處理

- 列出相關措施

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

- [List your measures here.]

我們如何確保本安全計畫可行

- 列出相關措施

How we're making sure our plan is working

- [List your measures here.]