

COVID-19 安全计划 - COVID-19 safety plan

请使用以下模板制定让您的工作场所在 COVID-19 新冠疫情期间保持员工及其它人员安全的计划。此链接 [《如何制定 COVID-19 安全计划-安大略省工作场所指南》](#) 将提供相关要点及案例帮助您准备该计划。

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.

公司详细资料 Company details

商业名字 Business name:

计划修订日期 Revision date:

计划完成日期 Date completed:

计划制定人 Developed by:

公司部门 Division/group:

计划分发日期 Date distributed:

计划指导 Others consulted:

请提供关于各个问题的尽量详细回答，这将帮助您的员工及其它人员准确了解应该做什么及相应的结果。

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.

本模板最后部分将帮助您准备一份可以张贴在工作场所的计划简要，以便作为员工及其它到访工作场所的人员知道您如何保持工作场所每个人的安全。

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 新冠疫情状况不断变化，请定期检查本计划并作必要修改。您可以参考安省政府 [有关 COVID-19 的链接](#) 获得关于疫情的最新消息。

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.

问题一、您如何保证所有员工知道并且能够保护他们自己免受 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?

考虑：您提供了什么指引？您如何分享该信息？是否需要新的或更经常的交流沟通方法分享该信息？您自己从哪里获得关于 COVID-19 疫情的更新信息？

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?

举例：通过每天访问安省卫生厅网站确保我们的规程符合最新情况（如果情况符合，以下英文 Example 都可以直接使用在正式计划中）。

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

行动：列出相关具体行动，并注明每个行动的负责人员。

Actions:

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

问题二、您如何监测 COVID-19 感染？

2. How will you screen for COVID-19?

考虑：您如何了解最新需要检测的 COVID-19 症状？是否使用一份检测清单？谁负责检测？谁需要并且多久进行检测？

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?

举例：为了解员工上班时是否状态良好，我们将使用安省政府的 COVID-19 症状清单询问员工关于他们身体健康及相关 COVID-19 症状的基本问题。

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.

行动：列出相关具体行动，并注明每个行动的负责人员。

Actions:

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

问题三、您如何控制工作场所的传播风险？

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

包括您将如何最大化人员距离及分隔，减少病毒在表面及物体之间的传播以及提高手部、呼吸系统卫生的措施（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.

考虑：您使用了哪些[设计及管理流程](#)以控制病毒传播风险？将对现有流程作出哪些改变？谁需要在工作场所？如何收集员工关于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?

举例：我们制定了新的规定，将厨房停留时间限制在 10 分钟，我们也在我们的停车场设立了一个新的室外休息区，并且改变了换班及休息安排。

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.

行动：列出相关具体行动，并注明每个行动的负责人员。

Actions:

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

问题 4、如果工作场所有潜在 COVID-19 感染或怀疑感染，您将如何处理？

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

考虑：您的当地公共卫生部门联系方式是什么？您的隔离流程是什么？您将如何收集工作场所（包括员工及到访人员）的联系方式以供当地公共卫生部门追踪案例？

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?

举例：我们在工作场所设立了一个安全隔离区并且建立了一套如果有人工作时生病如何处理的流程清单，包括重要联系号码。

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.

行动：列出相关具体行动，并注明每个行动的负责人员。

Actions:

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

问题 5、您将如何管理因改变相关商业运作方式而导致的新风险？

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

考虑： 与员工一起检查现有的关键风险及相关变化是否会影响现有的风险管理策略。是否会因员工人数或工作方式变化而导致新的风险？需要何种新的风险控制措施？

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?

举例： 我们将会与员工一起定期检查他们如何应对相关工作变化。

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

行动： 列出相关具体行动，并注明每个行动的负责人员。

Actions:

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

问题 6、如何保证您的安全计划可行？

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

考虑：您多久会检讨一次本安全计划？您将如何听取员工及顾客的意见建议？谁将负责评估计划是否可行并且如果找到更好、更简单方法时可以及时加进计划？您将如何就计划的变更与相关人员交流沟通？

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?

举例：我们将每周举行一次 CEO 和健康卫生代表的会议。

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

行动：列出相关具体行动，并注明每个行动的负责人员。

Actions:

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

COVID-19 安全计划 – 简要版

COVID-19 safety plan – snapshot

本简要版可以张贴在公司员工、顾客及其它进入工作场所人员容易看到的地方，以便他们知道您采取了哪些行动以保证工作场所的安全。

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:**

部门 **Division/group:**

计划制定日期 **Date completed:**

计划更新日期 **Revision date:**

我们采取的行动 **Measures we're taking**

我们如何确保员工知道如何保护他们自身免于受到 COVID-19 病毒感染

- 列出相关措施

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

- [List your measures here.]

我们如何监测 COVID-19 感染

- 列出相关措施

How we're screening for COVID-19

- [List your measures here.]

我们如何控制工作场所的 COVID-19 病毒传播风险

身体距离及分隔

- 列出相关措施

清洁

- 列出相关措施

其它

- 列出相关措施

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.]

如果工作场所发现潜在感染或怀疑感染，我们将如何处理

- 列出相关措施

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

- [List your measures here.]

如果改变工作方式导致新的风险，我们将如何处理

- 列出相关措施

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

- [List your measures here.]

我们如何确保本安全计划可行

- 列出相关措施

How we're making sure our plan is working

- [List your measures here.]