

## Manager

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**From:** cocoo@cocoo.on.ca  
**Sent:** December 1, 2020 9:24 PM  
**To:** MANAGER  
**Subject:** Follow-Up to the College's November 24, 2020 E-mail Communication

Dear MANAGER,

The College has been made aware that some Members are not receiving e-mail communications from the College.

We have looked into this matter, and have confirmed this is not an issue from our outgoing e-mail source. The College advises Members to please check their spam/junk folders as some communications may end up marked as spam or junk. Please check your e-mail account settings or contact your e-mail provider if you continue to experience issues receiving College e-mails.

Please also ensure that your most current e-mail address is on file with the College, by updating your contact information via the [Member Login page](#).

**The College's e-mail communication from November 24, 2020 is being copied below with additional resources in red regarding the COVID-19 Safety Plan requirement:**

### **1. Follow Up**

On Saturday, November 21st you received information from the College relating to the Premier's November 20th announcement about new restrictions in regions of Ontario. We promised that we would continue to monitor the situation. Today, we are able to confirm that there are no practice restrictions for our members resulting from the Premier's announcement. For those of you who wish to review the Regulation dealing with this - Rules for Areas in Stage 1 - please go to <https://www.ontario.ca/laws/regulation/r20654> and specifically review Schedule 2, s.53.

The College reminds you that currently [Directive #2 for Health Care Providers](#) remains in effect. You are expected to continue to follow all directions provided by the College as well as the [Ministry of Health's COVID-19 Guidance for the Health Sector](#) and Public Health.

You should also continue to monitor the level of public health measures in your region, as well as the prevalence of COVID-19 via:

- [The Ministry of Health COVID-19 Case Data](#), and/or
- [Public Health Ontario's COVID-19 Data Tool](#)

### **2. Safety Plan – THIS IS IMPORTANT**

In Schedule 1 of Regulation 654/20 there is a requirement that a person responsible for a business that is open **shall** prepare a safety plan and make it available on or before **November 30, 2020**. The section in its entirety states:

#### Safety plan

5. (1) The person responsible for a business that is open shall prepare and make available a safety plan in accordance with this section, or ensure that one is prepared and made available, on or before November 30, 2020.
- (2) The safety plan shall describe the measures and procedures which have been implemented or will be implemented in the business to reduce the transmission risk of COVID-19.
- (3) Without limiting the generality of subsection (2), the safety plan shall describe how the requirements of this Order will be implemented in the location including by screening, physical distancing, masks or face coverings, cleaning and disinfecting of surfaces and objects, and the wearing of personal protective equipment.
- (4) The safety plan shall be in writing and shall be made available to any person for review on request.
- (5) The person responsible for the business shall ensure that a copy of the safety plan is posted in a conspicuous place where it is most likely to come to the attention of individuals working in or attending the business.

Many people may already be aware of the Safety Plan requirement. We wanted to make sure that everyone knew. Please ensure that your Safety Plan is finalized by November 30th. It is a mandatory requirement of the Regulation.

**For more information on the Safety Plan, and to access a template for a Safety Plan, visit the Government's website here: [Develop your COVID-19 workplace safety plan](#)**

For further information or if you have any questions, please contact Meghan Hoult, Practice Advisor at [mhoult@cocoo.on.ca](mailto:mhoult@cocoo.on.ca) or 416-542-1333 ext. 227 (please note that messages are picked up and returned as soon as possible).