

COVID-19 safety plan

Company details

Business name: Canadian Thoroughbred
Horse Society

Date distributed: August 18, 2021

Date completed:

Revision date: August 18, 2021

Division/group:

Developed by:

Others consulted:

1. Ensuring all CTHS employees know how and are able to keep themselves safe from exposure to COVID-19?

CTHS will provide all employees with the guidance needed to ensure employees and applicable stakeholders understand their roles, actions and responsibilities. This will be achieved in a variety of ways including digital and print mediums and by utilizing existing in-house technologies including email and website pages. CTHS will ensure we are always following the latest direction from the Ministry of Health through checking the ministry's website daily.

Actions:

- All persons working and attending the sale will be advised of the *COVID-19 Prevention Policy*, *COVID-19 Cleaning & Sanitizing Your Workstation Protocol* along with the *Personal Protective Equipment Policy (PPE)* and other applicable policies, protocols and guidelines. Managed by the CTHS.
- All related information is available to all persons 24 hours a day via the CTHS website of the policies and guidelines along with other important COVID-19 prevention information. Managed by CTHS.
- Managed by the CTHS, policies, protocols and guidelines are reviewed regularly as new information is provided by the Ministry of Health. The CTHS distributes the policies via email and the intranet.
- Company email is utilized as a way to connect with employees and stakeholders. Managed by the CTHS.

2. How CTHS will screen for COVID-19?

The CTHS will remain current in identifying COVID-19 symptoms by regular checking the Ontario Ministry of Health's website. The information will be used to amend or update screening and access procedures.

Actions:

- masks and social distancing will be mandatory for staff and guests and monitored by Sales Security
- All guests attending the Sale will be required to check in upon arrival and provide their name and contact telephone number.
- An employee or guest that refuses to partake in mandatory mask and social distancing policy will not be permitted to remain on the site.

3. How CTHS will control the risk of transmission in our workplace?

CTHS has carefully examined every aspect of the employee, stakeholder and guest experience and have made adjustments to best control or reduce the risk of transmission at for the CTHS sale. This includes Hiring security for sale day to help prevent congregating in seating areas, limiting of capacity and ensuring adequate space where seating is necessary.

Our commitments, operational accommodations and methods of enforcement are defined within the *COVID-19 Prevention Policy*, the *Cleaning & Sanitizing Your Workstation Protocol*, the *Personal Protective Equipment Policy (PPE)* along with the *COVID-19 Prevention at Work and Physical Distancing Guideline*.

Actions:

- Employees and guests will wear all necessary face masks from the point of entry to exit of the sale site.
- Employees and guests will maintain a distance of at least two metres between themselves and others.
- Employees and guests will avoid shaking hands and physical personal contact with others.
- Employees and guests will follow all rules and guidelines related to room occupancy restrictions.

- Employees will refrain from accessing areas in WEG buildings that are “closed.”
- Employees and guests will adhere to public health hygiene recommendations by washing hands. Proper hand washing involves thoroughly scrubbing hands with soap and water for a minimum of 15 seconds.
- Use hand-sanitizers with an alcohol base of 60% or above when unable to wash your hands.
- Avoid touching their face, nose, mouth, and eyes with unwashed hands.
- Practice proper coughing or sneezing etiquette by sneezing or coughing into their arm or disposable tissue.
- The CTHS will ensure all commonly touched surfaces are sanitized frequently.

Below is information as to how the event will:

(a) prevent gatherings and crowds in the business or place or at the event:

- Signs are posted to promote physical distancing.
- Floor markings and stanchions are used where needed to manage the flow of guests.
- Security & Staff will monitor the flow of traffic to prevent gatherings and crowds.
- Tables are spaced to allow separation of groups in outdoor & outdoor dining areas.

(b) ensure that section 3.2 (Physical distancing and masks or face coverings in lines, etc.) is complied with at the event:

- When physical distancing is not possible CTHS will require all guests to wear a face covering that covers their mouth, nose, and chin unless they are entitled to any of the exceptions.
- Signs and Floor Markings are also in place to promote physical distancing and the wearing of face coverings.

(c) mitigate the risk of any interactive activities, exhibits or games that may be included in the business or place or at the event:

- N/A - CTHS does not have any interactive activities, exhibits or games.

4. What will CTHS do if there is a potential case, or suspected exposure to, COVID-19 at the Sale?

The CTHS looks to both the Government of Ontario’s Ministry of Health, along with the local health unit for information relating to controlling the spread of COVID-19 in the workplace.

In the event of notification of Potential or suspected cases of COVID-19 at the CTHS Sales site the CTHS will follow the Government of Ontario's Ministry of Health Guidelines providing a list to assist with contact tracing

Actions:

- The following applies to CTHS employees and stakeholders attending the sales.
- As soon as practical, it is expected that the exposed employee or stakeholder will contact the CTHS to notify of the exposure or positive test result.
- If the exposed employee and/or stakeholder have the ability to get tested, it's in their best interest to get tested, and immediately contact CTHS once they have their test results.
- CTHS and the employee or stakeholders will then determine the required action based on the employee's test result and exposure risk.
- Upon learning of an exposed employee or stakeholder, the CTHS will investigate and lead Contact Tracing efforts.

5. How will CTHS manage any new risks caused by changes to the way we operate our sale?

Now that the Ontario Government has permitted more in the reopening of Ontario more people will physically attend our sale increasing the risk of illness transmission.

CTHS will strictly follow applicable protocols and guidelines and inform guests and other additional onsite stakeholders including horse owners, staff, vendors, and contractors. While tactics to manage the risk caused by changes to the way we operate will vary from group to group, some of the overarching methods are listed in the below "Actions" section.

Actions:

- A coordinated comprehensive signage program that raises awareness, provides instruction and communicates expectations will be present in all areas
- Enhanced cleaning to take place frequently and as required to support the increased capacity.
- Sanitization stations throughout the sales site or common areas.

COVID-19 safety plan – snapshot

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.

Business name: Canadian Thoroughbred
Horse Society

Division/group:

Date completed: August 5, 2021

Revision date:

Measures we're taking

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

- All staff and guests attending the sale be advised of all applicable policies, protocols and guidelines.
- All related information is available to all staff and guests 24 hours a day on the CTHS website.
- Managed by the CTHS, policies, protocols and guidelines are reviewed regularly as new information is provided by the Ministry of Health.
- Company email is utilized as a way to connect with employees and stakeholders

How we're screening for COVID-19

- masks and social distancing will be mandatory for staff and guests and monitored by Sales Security
- All guests attending the Sale will be required to check in upon arrival and provide their name and contact telephone number.
- An employee or guest that refuses to partake in mandatory mask and social distancing policy will not be permitted to remain on the site.

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

Physical distancing and separation

- Employees and guests will wear all necessary face masks from the point of entry to exit of the sale site.

- Employees and guests will maintain a distance of at least two metres between themselves and others.
- Employees and guests will avoid shaking hands and physical personal contact with others.
- Employees and guests will follow all rules and guidelines related to room occupancy restrictions.
- Employees will refrain from accessing areas in WEG buildings that are “closed.”
- Employees and guests will adhere to public health hygiene recommendations by washing hands. Proper hand washing involves thoroughly scrubbing hands with soap and water for a minimum of 15 seconds.
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- The CTHS will ensure all commonly touched surfaces are sanitized frequently

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

- The following applies to CTHS employees and stakeholders attending the sales.
- As soon as practical, it is expected that the exposed employee or stakeholder will contact the CTHS to notify of the exposure or positive test result.
- If the exposed employee and/or stakeholder have the ability to get tested, it’s in their best interest to get tested, and immediately contact CTHS once they have their test results.
- CTHS and the employee or stakeholders will then determine the required action based on the employee’s test result and exposure risk.
- Upon learning of an exposed employee or stakeholder, the CTHS will investigate and lead Contact Tracing efforts.