



Ontario Food Terminal Board

Warehouse Tenant Protocol – Effective October 13th, 2020

This Protocol Supersedes All Previous Versions

Covid-19 Self-Screening Prior to Entering the Ontario Food Terminal (OFT)

- No person shall enter the Terminal with a temperature higher than 38C. You must contact your primary health care provider, Telehealth Ontario (1-866-797-0000) your Public Health or Toronto Public Health (416-338-7600) for clearance before returning to the OFT.
- No person shall enter the Terminal if they have a cough, fever, difficulty breathing, sore throat, trouble swallowing, running nose, loss of taste or smell, nausea, vomiting, diarrhea.
- No person shall enter the Terminal if they have travelled internationally or have been in close contact with another person who has travelled internationally, within the preceding 14-days, except to the United States.
- **All persons entering the Terminal must wear a face mask or a face shield.**
- All persons are encouraged to download the Canada Covid-19 Alert App, so that you would be notified directly if you have been in contact with someone who was contagious with Covid-19.
- The use of gloves is strongly encouraged.

Cleaning and sanitation

- Tenants shall clean and sanitize all common points of contact and equipment in their warehouse spaces frequently.
- All tenants, employees and buyers **MUST** use hand sanitizer upon entry to the Terminal warehouse space.

Limiting personal contact

- All persons must wear face masks or shields in all areas of the Terminal and properly dispose them into waste containers.
- All persons must practice and maintain physical distancing in all areas of the Terminal.
- Tenants are required to develop an internal protocol that is consistent with guidance issued by the Ministry of Health and Ministry of Labour, Training and Skills Development related to the protection of employees in the context of covid-19.
- Buyers are permitted to gain access to the dock system and those warehouses who permit access to view produce offered for sale. Those buyers who wish to use a two wheeled cart to transport their produce purchases to their vehicles can do so on the dock and it will be up to the warehouse tenant's discretion as to whether or not permit the cart into their warehouse space.
- Buyers are not allowed access to the mezzanine offices within the warehouse.
- Tenants are required to have all staff wear face masks or shields within their warehouse.
- Tenants are strongly encouraged to require all staff to wear disposable gloves.
- Tenant Principals will be notified when an employee fails to practice physical distancing or fails to wear a face mask or shield. Tenants are to ensure their employees are compliant with Covid-19 protocols.



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- If a tenant employee receives more than two OFTB Police violations, the Board will not allow the employee on the Board's common areas.
- All used personal protective equipment must be properly disposed into waste containers.
- Tenants are strongly encouraged to stagger staffing to limit potential exposure.
- Buyers are permitted to enter the warehouse units if permitted by the Tenant.
- Farmers' Market tenants and their employees are not permitted to enter any warehouse units. Any produce deliveries to the warehouses are to be left at the warehouse entrance for the warehouse tenant to take into their unit.
- Warehouse tenants and their employees are not permitted to enter the Farmers' market area during market hours. Except for the Warehouse Tenant designated produce buyer and are not to enter the stall.
- Any produce deliveries to Farmers' Market tenants are to be left at the Farmers' Market entry gate for the farmer to pick up and take to their stall.

Tracking personal contact

- Tenants are required to keep a tracking log of all interactions between buyers and designated salespersons and delivery persons each day. This log must include the buyer access card number or the name of the buyer and the date and time the buyer enters and leaves the tenant's warehouse.

When you become aware of a confirmed case of COVID-19 of an employee or when you have reason to believe that an employee is displaying symptoms of COVID-19

- If a tenant employee is present at work at the Terminal, the tenant shall send the employee home immediately. The tenant shall advise the employee to self-isolate and contact their primary health provider, **Telehealth at 1-866-797-0000, their local Public Health or Toronto Public Health at 416-338-7600**. The employee is to follow the direction of their primary health provider, Telehealth or Toronto Public Health unit.
- If the employee is at home, the tenant shall not permit the employee to return to the Terminal, until the employee is recovered.
- If the employee has not been diagnosed with COVID-19 but is symptomatic with a cough, fever, sore throat or shortness of breath, the tenant shall send the employee home and encourage the employee to self-isolate and contact their primary health provider, **Telehealth at 1-866-797-0000, their Public Health or Toronto Public Health at 416-338-7600** for clearance before returning to work.
- The tenant shall complete a COVID-19 Response Plan which must include the following:
 - An acknowledgement that the tenant shall advise the Board and Toronto Public Health where an employee tests positive for Covid-19 or where the tenant has reason to believe that an employee is displaying symptoms of COVID-19, without revealing the name of the employee.

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- An acknowledgement that in the event of a Covid-19 case or suspected case, the tenant shall advise the Board of the date the employee last worked and/or the employee's last work shift, the employee's designated work area, date tested and/or date of confirmed COVID-19, confirmation that all close contact persons have been sent home for self-isolation for 14 days.
- An acknowledgement that where there has been a Covid-19 case, the tenant has taken appropriate steps to sanitize and disinfect its premises with a projected date of when the tenant plans to re-open its premises.
- An acknowledgement that the tenant has in place the proper protocols and procedures so as to minimize or eliminate the risk of infection by Covid-19, including procedures for physical distancing rules, cleaning and disinfecting, and early notification.
- The tenant COVID-19 Response Plan shall be provided to the manager within 7-days of the date this Protocol is posted.
- If the tenant COVID-19 Response Plan does not meet the criteria set out above, the manager shall not approve the plan and shall provide the tenant who prepared the Plan with directions on changes that are required in order to meet the criteria.
- A tenant who receives directions for changes to a proposed COVID-19 response plan shall make the required changes to the Plan, and shall, within three days after receiving the directions, resubmit the plan to the manager for approval.
- Every tenant shall immediately implement and comply with a COVID-19 response plan that is approved by the manager.
- Despite an agreement of a tenant with the Board, if a tenant fails to prepare a COVID-19 Response Plan within the time period specified above, the tenant shall cease to carry out business at the space leased by that tenant in the Terminal and shall not resume carrying on business until a plan has been approved by the manager.
- Should the tenant fail to contact Toronto Public Health, the Board may take steps to contact Toronto Public Health, if the Board deems it necessary to do so.

Reduce the spread of illness through preventive measures

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth with unwashed hands and avoid close contact with people who are ill.
- Emphasize to your employees and buyers to stay home when they have a cough, fever, or have difficulty breathing.
- Cover your cough or sneeze with a tissue, then immediately throw the tissue in the garbage and wash your hands. If you don't have a tissue, sneeze or cough into your sleeve or arm.
- Clean and disinfect frequently touched objects and surfaces.
- Stay at least 2 metres away from other people wherever possible. No physical contact, like handshakes, permitted.