

Company details

Business name: Red Roof Retreat

Date completed: September 30, 2021

Division/group: Children's Respite Care

Date distributed: October 12, 2021

Revision date:

Developed by: Christa Rawsthorne

Others consulted: Steffanie Bjorgan

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

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

Actions:

- Check for updates every morning on the Ministry of Health website and the Ontario governments Covid-19 website. <https://covid-19.ontario.ca/public-health-measures>.
- If any new updates are available, I will be sure to inform the staff by way of email and memos.
- Ensure proper information is posted in program so it is visible to all staff, families, and visitors
- The above information will be the responsibility of the Program Coordinator

2. How will you screen for COVID-19?

To find out if workers are well when they come to work, staff will be required to complete an online screening, which will consist of questions about their physical health and symptoms using the provincial list of Covid-19 symptoms. This online screening will have to be completed before they leave their house for work each scheduled day.

Actions:

- A QR code has been posted at the entrances of the programs. A link for the QR code has also been emailed to staff and families with instructions as to how and when to complete the screening.
- They will have to complete the screening every morning before entering the program.
- Staff will also call the Program Coordinator before 7:00am if they are feeling unwell and not able to come in for their shift.
- The above actions will be the responsibility of the Program Coordinator.

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

We will have 4 people in the house at one time, 2 staff and 2 clients. We will have separate lunch breaks so only two people are eating at the table at one time. There will be hand sanitizer readily available for staff and clients at all high traffic areas such as the front door, bedrooms, and kitchen. Staff will always keep their masks on while working with the clients including traveling in the van. Staff will be sure to seat clients apart from each other in the van.

Actions:

- Schedules will be done on a month-to-month basis.
- A new lunch time schedule will be put in place.
- A new disinfecting/cleaning schedule and checklist will be put in place.
- Ensure masks are available, in all programs, for staff and for those clients that can wear them.
- Staff will email their thoughts and ideas of how schedules can be done differently to improve their daily schedules to the Program Coordinator.
- The above actions will be the responsibility of the Program Coordinator.

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

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

Actions:

- Staff will put on gown, gloves, and face shield.
- Immediately bring the client to the designated, safe isolation room of the house.
- Staff will already have been informed about the procedure of what to do if someone gets sick, but if they need to review the policy, they can do so immediately after ensuring the client is safe. *(What to do in case a client of staff becomes sick during program)*
- Staff will call the emergency contact number for the client in isolation and have them picked up immediately.
- Staff will continue to check on the individual every 5 minutes until they are picked up.
- Staff will complete the Public Health Contract tracing form and call Public Health as soon as the client has left the program. 905-688-3762 or 1-800-263-7248 After-hours: 905-984-3690
- The above actions will be the responsibility of the Program Coordinator.



What to do in case a client or staff becomes sick during program

1. Isolate the individual and give them a mask. Make sure there is hand sanitizer and Kleenex, and a garbage can available in the isolation room.
2. Call the parents/emergency contact person and arrange for pick up.
3. Staff must put on a gown, face shield, gloves, and mask. This is in the Outbreak Kit in the bathroom.
4. Program Coordinator must be contacted.
5. Staff should remain with the individual until the appropriate person arrives to pick them up.
6. Once the individual has been picked up, the isolation room must be disinfected immediately. All items that cannot be disinfected (paper, books, etc.) must be removed and stored in a sealed container for a minimum of 7 days.
7. After the room has been disinfected, the staff must remove all PPE's and place in a garbage bag then place it in the outside garbage can immediately.
8. Hand hygiene must be completed.
9. All high touch areas (doorknobs, light switches, etc.) must be disinfected.

Follow up by Program Coordinator

1. Encourage the family (of the sick individual) to bring their son/daughter to be assessed by their primary care giver or Telehealth Ontario (1-866-787-0000) and get tested for Covid-19.
2. If the person tests positive, the local public health unit will provide specific advice on what control measures should be implemented to prevent the potential spread.
3. If a client or staff is suspected of having or has a confirmed case of Covid-19, the Program Coordinator must complete a Covid-19 related Serious Occurrence using the 2019 Ministry of Children, Community and Social Services Serious Occurrence Reporting Guidelines.
4. The Program Coordinator should consult the supplement entitled "MCCSS Covid-19 Serious occurrence Reporting Category and Subcategory Selections" for clarity.
5. If a staff is suspected of having or has a confirmed case of Covid-19, agencies must notify the Ministry of Labor, Training and Skills Development Serious Occurrence Reporting.
6. If the Day or Respite Program must close due to Covid-19, the Program Coordinator must report this to the Ministry as a Serious Occurrence.

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

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?

We will establish regular check-ins with workers about how they're coping with the changes to the workplace.

Actions:

- Conduct weekly check ins with staff before leaving for the weekend to see how they are coping with the changes to the workplace. These can be increased if necessary.
- The Program Coordinator will ensure the staff know he/she has an open-door policy. Staff can come and speak to the Program Coordinator at any time. They do not have to wait until the scheduled weekly check in.
- Weekly check-ins will be recorded along with any suggestions/ideas from staff.
- The above actions will be the responsibility of the Program Coordinator.

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

We will set up a weekly meeting between the Program Coordinator and front-line staff. Working with the staff, the Program Coordinator will evaluate how everyone is adapting to the plan and changes within the workplace.

Actions:

- Set up weekly meetings with the front-line staff to do a review of how program ran for the week. If they have any suggestions/ideas of how things many need to change, she/he will bring those suggestions/ideas to the Executive Director as she/he feels necessary.
- Communication will be done via email and posting of memos.
- The above actions will be the responsibility of the Program Coordinator.

COVID-19 safety plan – snapshot

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Division/group: Day and Respite Program

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Measures we're taking

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

- Check for updates on a regular basis from Ministry of Health.
- Email staff with any new information as it becomes available.
- Post any new information as necessary.

How we're screening for COVID-19

- Daily screening by way of QR Code to be completed by staff and clients before leaving for work/programming.
- Volunteers/students will be screened at the office before going into the house.

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

Physical distancing and separation

- Mandatory use of masks at all times while working with clients. Gowns and Face shields available for potential outbreak
- Limit number of people in the program
- Keep clients distanced in the vehicle
- Scheduled Lunch breaks

Cleaning

- Implement a cleaning and disinfecting checklist to be completed at designated times throughout the day.

Other

- Screening of all visitors by way of QR code
- Limit number outings
- Limit number of people in a vehicles

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

- Staff will put on gown and face shield.
- Immediately place the individual in the safe, designated isolation room.
- Contact their emergency contact person and have them picked up immediately.
- Complete Public Health tracking form.
- Contact Public Health – Niagara Region – 1-800-263-7248

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

- We will take each new risk at high priority and make changes as we go along and as necessary.
- Weekly check ins. If necessary, these will be increased.
- Record weekly

How we're making sure our plan is working

- On going communication with staff.
- Ongoing screening.
- Daily review of QR Code responses.
- Keep up to date with Ministry of Health as well as Public Health.

Day Program Cleaning Checklist

Please be sure to initial (do not put a check mark) when a specific area of responsibility has been completed

		Week of November 2021				
		Mon	Tues	Wed	Thurs	Fri
Morning	Turn front outside light off					
	Empty dishwasher if necessary					
	Check dryer, fold, and put laundry away if necessary					
	Disinfect all high touch areas after clients arrive					
After lunch		Mon	Tues	Wed	Thurs	Fri
	Disinfect table and chairs in dining room					
	Sweep kitchen, living room and dining room floors					
	Disinfect counters and stove					
	Ensure all staff dishes are put in dishwasher					
	Wash and dry clients lunch containers. Put back in appropriate lunch bags					
	Put load of laundry in if necessary					
	Disinfect all high touch areas					
End of Day		Mon	Tues	Wed	Thurs	Fri
	Ensure all toys and/or crafts are put away					
	Clean and disinfect dining room table and chairs					
	Empty all diaper pails					
	Clean and disinfect stove, counter tops, and appliances					
	Sweep floors in bedrooms and hallway					
	Sweep living room, dining room and kitchen floors					
	Spot clean living room, dining room and kitchen floors. Wash floors on Fridays					
	Turn front outside light on					

Please note: If you are eating outside, please ensure that the table, chairs and ground is clean and free of food crumbs. If you are unsure what a "High Touch" area is, please review the back list. When in doubt, disinfect it!

List of High Touch Areas

Kitchen	Living/Dining Room	Bathroom	Bedrooms	Hallway
All counters	Couches	Toilet seat	Light switch	Doorknobs
Cupboard handles	TV remote	Toilet Flusher	Bedrails	Light switches
Sink	Doorknobs	Sink	Garbage can lid	
Tap	Light switches	Light switch	Green Mats if used	
Fridge	Kitchen Table			
Doorknobs	Chairs			
Light switches				