

COVID-19 PREPAREDNESS CHECKLIST

A Weekly Review for Supervisors, Health & Safety Representatives, and JHSC members



FOR THE WEEK OF: **October 16 to October 22, 2020** PROGRAM LOCATION: _____

Required documents and updates are attached below the checklist (also at covid19.chconnect.org).

ORANGE/GREY items have been updated and **STRIKETHROUGH** items are to be taken down and discarded.

This checklist is transitioning to the ODB. Please enter the following items in the ODB by Oct.22nd at 12:00 pm (noon).

PERSONAL PROTECTIVE EQUIPMENT	
<input type="checkbox"/> Current employees have completed the LMS “PPE Procedures Training” (confirm through Dashboard records). <input type="checkbox"/> Three days’ supply of emergency PPE is available (e.g. gowns, masks, goggles, gloves, sanitizer, cleaning supplies, etc.) <input type="checkbox"/> At least one mask is available for each employee. Employees are always wearing a clean cloth or surgical mask while working. (<i>Exception: suspected or confirmed COVID-19 case requires enhanced PPE – follow flowcharts</i>). <input type="checkbox"/> Ensure that hand sanitizers (recently purchased or existing stock) at this location have not been recalled. Check against the Hand Sanitizer Recall List on the U: drive (last updated October 14, 2020).	
<input type="checkbox"/> Required to Post:	<input type="checkbox"/> Help Reduce the Spread of COVID-19 <input type="checkbox"/> Quick Guide: PPE Donning and Doffing Instructions <input type="checkbox"/> Proper Glove Use <input type="checkbox"/> Hand Wash <input type="checkbox"/> What Mask to Wear, When <input type="checkbox"/> PPE FAQ <input type="checkbox"/> Enhanced Cleaning Poster
EXPOSURE FLOWCHARTS	
<input type="checkbox"/> Latest “ Guidance on COVID-19 Exposure ” flowcharts are posted <input type="checkbox"/> Flowcharts have been reviewed with all employees in the location	<input type="checkbox"/> <u>People Who Use our Services:</u> ✓ Step 1: Supporting People Possibly Exposed ✓ Step 2: Supporting People Suspected to Have ✓ Step 3: Supporting People with a Confirmed Case <input type="checkbox"/> <u>Employees:</u> ✓ Step 1: Employee Exposure Scenarios ✓ Step 2: Employee Self-Isolation Scenarios
EMPLOYEE SCREENING PROTOCOLS	
Posting requirements: <input type="checkbox"/> “ COVID-19 Screening Protocol ” <input type="checkbox"/> “ COVID-19 Symptom Self-Check ”	✓ Ensure active screening location is set up and employees are designated to conduct screening. ✓ Active screening of visitors, employees, and people who use services when entering the support location, including temperature and symptom checking. ✓ Employees must also complete a symptom and temperature check screening at the end of their shift. ✓ Employees administrating active screening are equipped with a commercial/surgical mask and goggles/face shields during the screening process. The employee or visitor being screened should also be wearing a mask while being screened. ✓ Ensure employees and visitors are aware they must monitor symptoms while working/visiting. ✓ Ensure employees are aware they must report any positive COVID-19 test results to supervisor.

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HEALTH AND SAFETY BOARD POSTING	
<input type="checkbox"/> Health and Safety Board includes: <ul style="list-style-type: none">✓ Local Public Health unit and ON Telehealth number (811 for SASK).✓ COVID-19 CPR Protocol poster (and employees are aware)✓ Cleaning and Disinfection for Public Settings✓ (ONTARIO ONLY) Emergency Management & Civil Protection Act – Congregate Care Settings Single Employer Order – available only on the U:\\ drive in the “Human Resources Tools Folder”	
EXPOSURE AND SYMPTOM MONITORING	
<input type="checkbox"/> “Daily Symptom Monitoring”	✓ Daily Symptom Monitoring charts are updated to reflect latest guidelines.
<input type="checkbox"/> “Where I’ve Been” Timeline Tracking Tool	✓ Tracking tool is being completed when people go out into the community.
ONTARIO ACTIVITIES AND VISITS	
<input type="checkbox"/> Review the COVID-19 Visiting Guide for Locations (at covid19.chconnect.org) and ensure that visits are being planned and hosted in accordance with MCCSS and Christian Horizons visitation guidelines.	
<input type="checkbox"/> Complete the COVID-19 Visiting Record for all visits in the ODB. For re-occurring visits, only complete once at initial visit.	
<input type="checkbox"/> Employees are familiar with the COVID-19 Visiting Guide for Families and Friends and know where to find it (www.christian-horizons.org/coronavirus) to direct potential visitors for review.	
<input type="checkbox"/> Supervisor has reviewed the COVID-19 Current Activity Restrictions document and the team is familiar with the visiting protocols for their community.	
EMERGENCY RESPONSE PLAN OR QUARANTINE PLAN	
Plan Addresses the Following: <ul style="list-style-type: none"><input type="checkbox"/> Locations and areas for self-isolation/quarantine zones<input type="checkbox"/> Neutral zones or areas where employees can don and doff PPE in the event of an outbreak.<input type="checkbox"/> Transportation needs in the event of hospitalization or transportation to a testing facility.<input type="checkbox"/> Backup support procedures and backup location options, due to confirmed cases.<input type="checkbox"/> Identification of people who might be more vulnerable/medically fragile if infected.<input type="checkbox"/> Minimum staffing needs for the location.	
Other Plan Considerations: <ul style="list-style-type: none"><input type="checkbox"/> Backup day-to-day supplies are in place (e.g. <i>food, toiletries, incontinence supplies, medications, etc.</i>).<input type="checkbox"/> Joint Health & Safety Committee/Council/Local Representative has reviewed the emergency response plan / quarantine plan and most recent meeting minutes.	

ADDITIONAL CONSIDERATIONS:

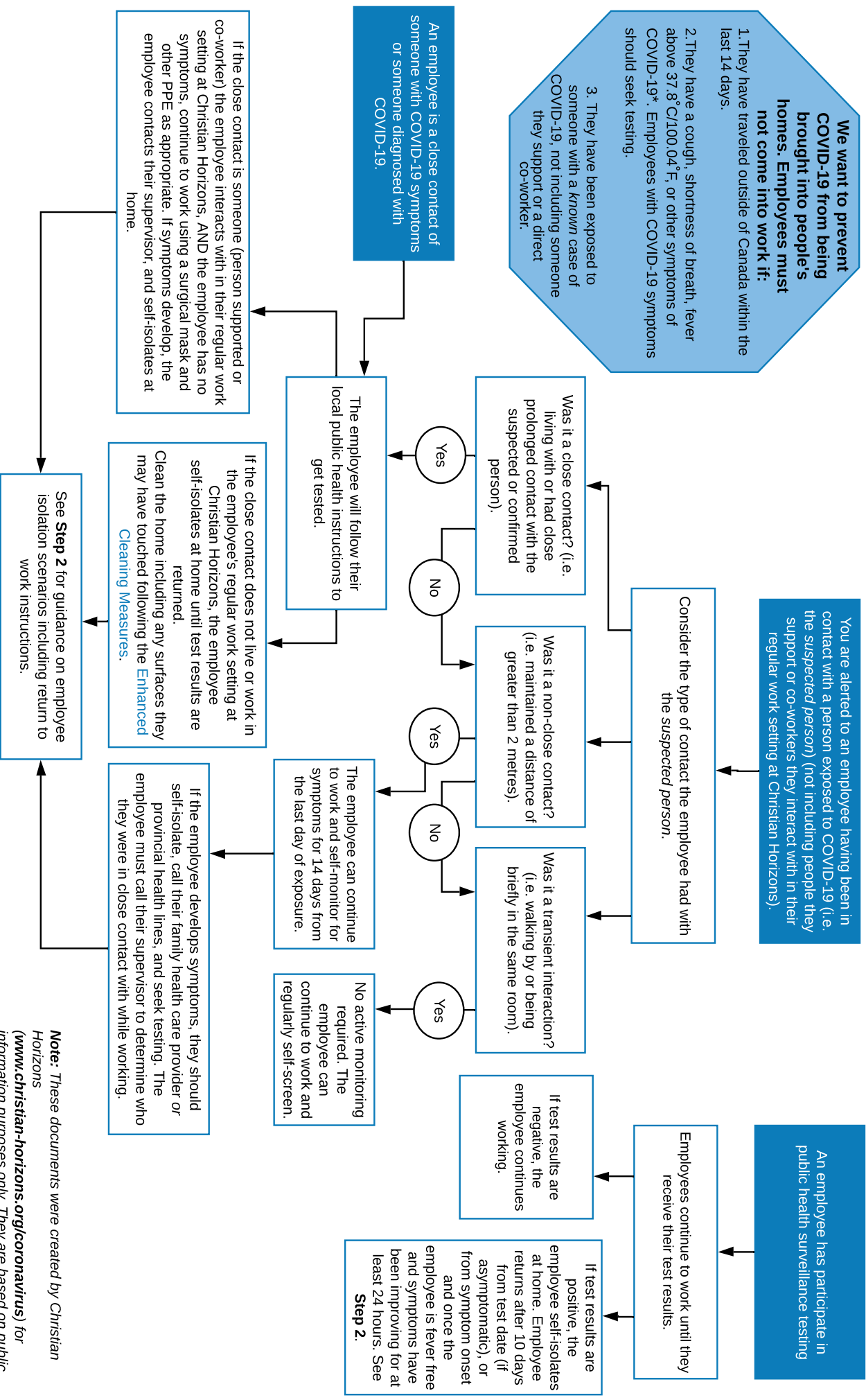
Determine if there are any procedures carried out or used for a person supported that can induce the production of aerosols (e.g. *nebulizers, suctioning, CPAP machines*). If so, ensure an appropriate stock of N95 respirators is secured and complete the fit testing on all employees at the location.

Name of person completing the checklist: _____ Date Completed: _____

Supervisor (signature): _____

Health and Safety Representative (signature): _____

STEP 1- Christian Horizons Guidance on COVID-19 Employee Exposure and Testing Scenarios

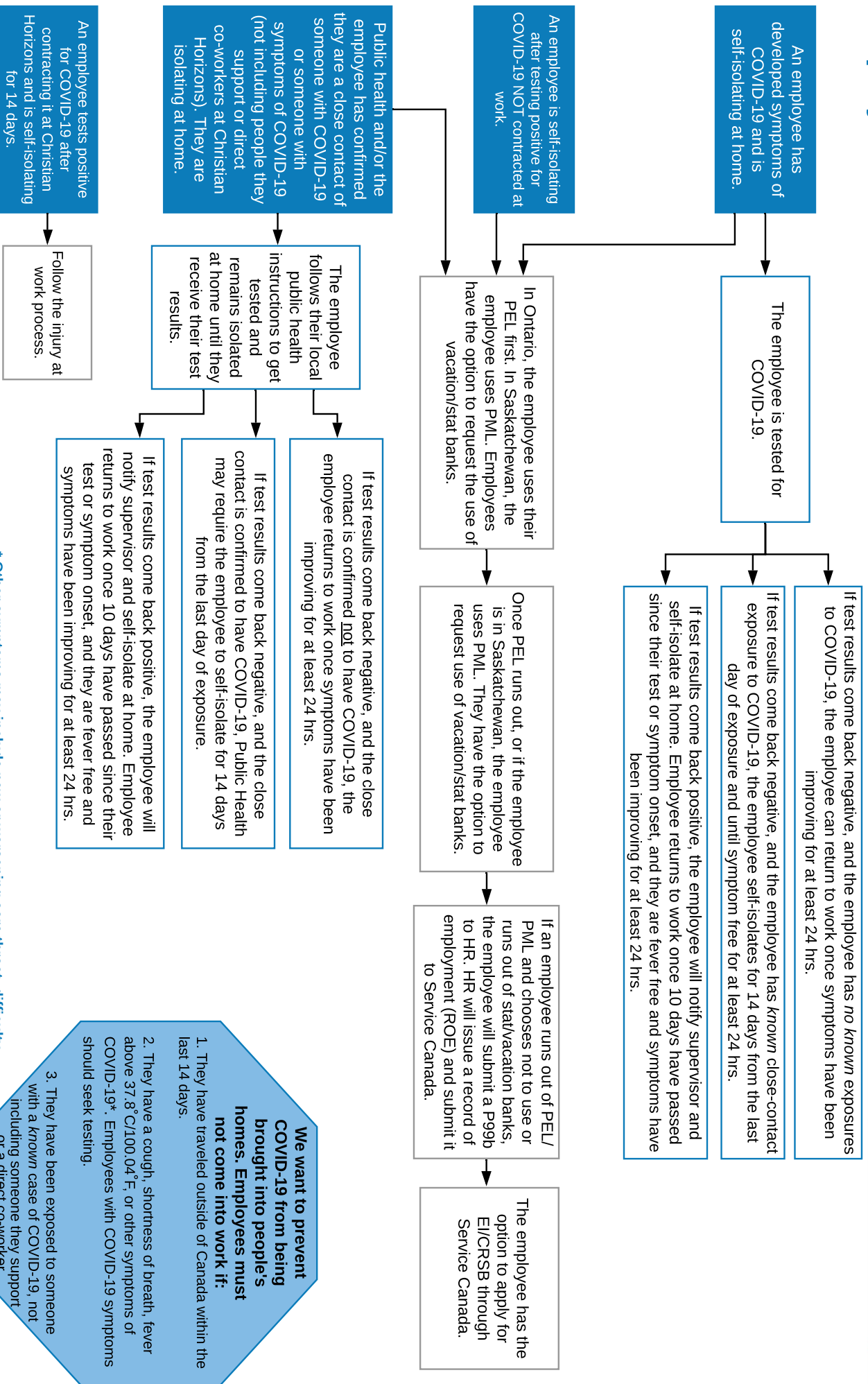


Update: Oct. 14, 2020

* Other symptoms may include new or worsening sore throat; difficulty swallowing; runny, stuffy, or congested nose (not related to seasonal allergies or other known causes or conditions); lost or reduced sense of taste or smell; nausea/vomiting, diarrhea, abdominal pain; or atypical symptoms such as unexplained fatigue or muscle aches; delirium; increased falls; acute functional decline; exacerbation of chronic conditions; chills; headaches; barking cough (croup) and pink eye.

Note: These documents were created by Christian Horizons (www.christian-horizons.org/coronavirus) for information purposes only. They are based on public health guidance, but please defer to local, regional, and national public health authorities for the most up-to-date information (e.g. canada.ca/coronavirus).

Step 2- Christian Horizons Guidance on COVID-19 Employee Self-Isolation Scenarios



We want to prevent COVID-19 from being brought into people's homes. Employees must not come into work if:

1. They have traveled outside of Canada within the last 14 days.
2. They have a cough, shortness of breath, fever above 37.8°C/100.04°F, or other symptoms of COVID-19*. Employees with COVID-19 symptoms should seek testing.
3. They have been exposed to someone with a known case of COVID-19, not including someone they support or a direct co-worker.





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COVID-19 Current Activity Restrictions

Due to an increase of COVID-19 cases in some communities, as a preventative measure, the Ministry of Children, Community, and Social Services (MCCSS) has directed that support locations within these communities be subject to additional restrictions. The following table helps to show which activities are no longer permitted within these communities.

Area of Activity	Durham, Hamilton, Halton, Ottawa, Niagara, Peel, Simcoe, Toronto, Waterloo Region, Wellington-Dufferin, Windsor-Essex, and York Region	All other Communities
Going outdoors (i.e. walks)	✓	✓
Going to recreational activities outside of residence (e.g. malls, restaurants, hairdresser, library etc.)	✗	✓
Going to health appointments and important life activities outside of residence (e.g. doctor, dentist, school, or appointment)	✓	✓
Hosting essential visitors	✓	✓
Hosting designated visitors	✗	✓
Hosting non-essential visitors	✓ <i>Outdoors only and planned in advance</i>	✓
Hosting non-essential visitors <i>inside</i> the support location	✗	✓
Hosting visitors <i>outside</i> the support location	✓	✓
Daytime visits to family member's homes	✗	✓
Overnight essential visits to family member's homes*	✓	✓
In person CPS supports	✓ <i>Highly recommended to be virtual. If not possible, max group size (including staff) is 5 people.</i>	✓
Host Family Respite	✗	✗
Employees working in offices	✓	✓

	<i>This applies in administrative offices where minimum distance requirements can be met (e.g. separate offices) or unless arrangements have been made to work in an alternate location</i>	
In person training	 <i>Highly recommended to be virtual. If not possible, max group size (including trainers) is 5 people.</i>	 <i>In person trainings are limited based on physical distancing and space available.</i>
In person meetings		 <i>In person meetings are limited based on physical distancing and space available.</i>

**An essential overnight absence (e.g. to a family home) considered necessary to maintain the health, wellness and safety, or any applicable legal rights, of a resident.*