

COVID-19 PREPAREDNESS CHECKLIST

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



LAST UPDATED:

August 8th, 2024

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.

Please enter the following items in the ODB within 7 days of the most recent update.

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, eye protection, gloves, sanitizer, cleaning supplies, etc.). <input type="checkbox"/> Ensure eye protection (goggles or face shield) and at least one mask is available for each employee. <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 and CHConnect	
<input type="checkbox"/> Required to Post: (all signage related to COVID-19 practices can be removed)	<input type="checkbox"/> Help Reduce the Spread of COVID-19 <input type="checkbox"/> Quick Guide: PPE Donning and Doffing Instructions (Unique to each Province) <input type="checkbox"/> Proper Glove Use <input type="checkbox"/> Hand Wash (Soap and water, Alcohol based hand rub) <input type="checkbox"/> What Mask to Wear, When <input type="checkbox"/> PPE FAQ <input type="checkbox"/> Covid-19 Cleaning Protocols for Locations Poster <input type="checkbox"/> Enhanced Cleaning Poster
EXPOSURE FLOWCHARTS	
<input type="checkbox"/> Latest “Guidance on COVID-19 Exposure” flowcharts are posted <input type="checkbox"/> Most recent flowcharts have been reviewed with all employees in the location.	<input type="checkbox"/> <u>People Who Use our Services:</u> <input type="checkbox"/> <u>Employees:</u>
EMPLOYEE SCREENING PROTOCOLS	
Posting requirements: <input type="checkbox"/> “COVID-19 Screening Protocol” <input type="checkbox"/> “COVID-19 Symptom Self-Check”	<input checked="" type="checkbox"/> Posting the symptoms and protocol is no longer required. Employees remain encouraged to not report to work if they are experiencing symptoms of a respiratory or other illness. <input checked="" type="checkbox"/> Passive screening of visitors, employees, and people who use services when entering the support location, including symptom checking. <input checked="" type="checkbox"/> Use of masks as per local leadership/ public health guidance. <input checked="" type="checkbox"/> Ensure employees and visitors are aware they must monitor symptoms while working/visiting. <input checked="" type="checkbox"/> Ensure employees are aware they must report any positive COVID-19 test results to supervisor.
HEALTH AND SAFETY BOARD POSTING	

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- Health and Safety Board includes:
 - ✓ 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**

CLEANING AND DISINFECTION

- ~~Ensure a cleaning schedule is implemented and used daily. A **Cleaning Checklist Template** is available (at [covid19.chconnect.org](https://www.chconnect.org/covid19)) or locations can create their own, but needs to include:~~
 - ✗ ~~Cleaning must be done daily~~
 - ✗ ~~Cleaning for frequently touched surfaces~~
 - ✗ ~~Shared equipment must be cleaned and disinfected after each use~~
 - ✗ ~~The time the cleaning task was completed~~
 - ✗ ~~Written Cleaning Protocol completed for each location. Template available at (at [covid19.chconnect.org](https://www.chconnect.org/covid19))~~

Regular cleaning of surfaces remains an important practice related to infection prevention and control, but additional cleaning is no longer required on the regular basis experienced during the COVID-19 o public health emergency.

ONTARIO ACTIVITIES AND VISITS

- ~~Review the **COVID-19 Visiting Guide for Locations** (at [covid19.chconnect.org](https://www.chconnect.org/covid19)) and ensure that visits are being planned and hosted in accordance with Christian Horizons visitation guidelines.~~
- ~~Employees are familiar with the **COVID-19 Visiting Guide for locaitons** and know where to find it (www.christian-horizons.org/coronavirus) to direct potential visitors for review.~~

EMERGENCY RESPONSE PLAN OR QUARANTINE PLAN

- Emergency Response Plan – Site Specific Pandemic Addendum
Quarantine Zone PPE Caution Poster

IPAC Practices

- Ensuring proper hand hygiene practices and providing education if needed
- Ensuring proper use of PPE and providing education if needed
- Ensuring physical distancing, when possible, within the location and providing education when needed.
 - ✓ The Supervisor Audit Tool During COVID-19 is available but not required to complete, to help educate and audit IPAC practices if needed.
- Rapid Antigen Test Instructions/FAQ (RANT)

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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): _____