

COVID-19 PREPAREDNESS CHECKLIST

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



FOR THE WEEK OF: **May 26th- June 2nd, 2022** 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 March 17th 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, 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. Employees must wear a commercial mask while working. <input type="checkbox"/> Ensure that hand sanitizers (recently purchased or existing stock) at this location have not been recalled. Check against the <i>Hand Sanitizer Recall List</i> on the <u>U: drive and CHConnect</u> (last updated March, 2022).	
<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 (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 <input type="checkbox"/> December 26 th Lock Down – No Visitors Poster (To be used if in Lock Down) <input type="checkbox"/> Supervisory Audit Tool During COVID-19
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 COVID-19 Exposure Attendance and Testing Guide	<input type="checkbox"/> <u>People Who Use our Services:</u> <input checked="" type="checkbox"/> Step 1: Supporting People Possibly Exposed <input checked="" type="checkbox"/> Step 2: Supporting People Suspected to Have <input checked="" type="checkbox"/> Step 3: Supporting People with a Confirmed Case <input type="checkbox"/> <u>Employees:</u> <input checked="" type="checkbox"/> Step 1: Employee Exposure Scenarios <input checked="" type="checkbox"/> Step 2: Employee Self-Isolation Scenarios
EMPLOYEE SCREENING PROTOCOLS	
Posting requirements: <input type="checkbox"/> “ COVID-19 Screening Protocol ”	<input checked="" type="checkbox"/> Ensure active screening location is set up and employees are designated to conduct screening. <input checked="" type="checkbox"/> Active screening of visitors, employees, and people who use services when entering the support location, including symptom checking.

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<input type="checkbox"/> “COVID-19 Symptom Self-Check”	<ul style="list-style-type: none"> ✓ Employees must also complete a symptom and temperature check screening at the end of their shift. ✓ Employees administering 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” 	
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EXPOSURE AND SYMPTOM MONITORING

<input type="checkbox"/> “Daily Symptom Monitoring”	<ul style="list-style-type: none"> ✓ Daily Symptom Monitoring charts are updated to reflect latest guidelines.
<input type="checkbox"/> “Where I’ve Been” Timeline Tracking Tool	<ul style="list-style-type: none"> ✓ Tracking tool is being completed when people go out into the community.

CLEANING AND DISINFECTION

<input type="checkbox"/> Ensure a cleaning schedule is implemented and used daily. A Cleaning Checklist Template is available (at covid19.chconnect.org) or locations can create their own, but needs to include: <ul style="list-style-type: none"> ✓ Cleaning must be done at least 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) 	
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ONTARIO ACTIVITIES AND VISITS

<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. <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"/> 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"/> 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.	
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EMERGENCY RESPONSE PLAN OR QUARANTINE PLAN

<input type="checkbox"/> Emergency Response Plan – Site Specific Pandemic Addendum Quarantine Zone PPE Caution Poster	
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IPAC Practices	
<input type="checkbox"/>	Ensuring proper hand hygiene practices and providing education if needed
<input type="checkbox"/>	Ensuring proper use of PPE and providing education if needed
<input type="checkbox"/>	Ensuring physical distancing when possible within the location and providing education when needed.
<input checked="" type="checkbox"/>	The Supervisor Audit Tool During COVID-19 is available but not required to complete, to help educate and audit IPAC practices if needed.
<input type="checkbox"/>	Work aid for Rapid Antigen Screening (RANT)
<input type="checkbox"/>	To arrange Pick up and drop off of additional biohazard bins for RANT screening, programs will need to email canadaorders@danielshealth.ca and cc. jeffrey.neely@danielshealth.ca .
<input type="checkbox"/>	<ul style="list-style-type: none">NOTE: Locations in the GTA have an automatic pick up every 3 months and do not need to arrange pickup separately.

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): _____