

COVID-19 Safety Plan

Purpose and Scope

CHIRS is committed to providing a safe and healthy workplace for all our employees and space for clients and visitors. CHIRS has developed the following COVID-19 Safety Plan as required by the Reopening Ontario Act and in accordance with Ontario's Occupational Health and Safety Act, which includes policies and procedures to minimize the risk of transmission of COVID-19. CHIRS has multiple workplaces that are substantially similar and has therefore developed a single COVID-19 plan for all of its similar workplaces.

Roles and Responsibilities

CHIRS's goal is to prevent the transmission of COVID-19 in the workplace(s). CHIRS management staff, COVID Implementation Committee, JOHSC and all employees are responsible for supporting, complying with, and providing recommendations to further improve this COVID-19 plan.

The COVID-19 Implementation Committee and Senior Management team implements and monitors this COVID-19 safety plan. Further roles and responsibilities are outlined in policies 3-C-150 *Pandemic/Disaster Preparedness, Response and Recovery System* and 3-C-250 *Urgent Situation Management: COVID-19 Response*.

Screening

CHIRS has had COVID screening in place at all sites since March 2020. All staff, visitors, and contractors must be screened and pass the screening process to enter/work in the CHIRS site. Instructions are provided for how to complete the screening and how to obtain assistance if a person does not successfully pass the screening. CHIRS uses screening tools developed by Toronto Public Health (TPH) and they are updated at all sites as revisions are made by TPH. Staff are reminded to go through the screening tool thoroughly and are alerted to revisions in the tool. Staff conduct passive screening and all others entering the workplace are screened by a CHIRS employee who has received training in completing the screening process. Screening stations are set up at each entrance to CHIRS sites and allow for physical distancing of 2 metres. All required supplies such as hand sanitizer, gloves, facemasks, documents, and instructions are supplied. Anyone screened that does not pass the screening is advised that they should go home to self-isolate immediately and contact their health care provider or Telehealth Ontario (1-866-797-0000) to find out if they need a COVID-19 test and for further instructions. Screening logs are maintained for 30 days, as recommended by Ontario Health, for contact tracing and then destroyed. All

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employees are instructed to stay home if experiencing COVID-like symptoms and to notify their supervisor. Supervisors refer to *A Decision Guide for COVID-19 Reporting, Isolation, Testing and Return to Work* to provide guidance for next steps. The CHIRS Infection Prevention and Control Administrator is informed/consulted and records and monitors the isolation period, test results and safe return of employees to the workplace. Toronto Public Health is notified as indicated and CHIRS works collaboratively with TPH through any suspected or actual COVID outbreaks and consults as necessary.

Personal Protective Equipment (PPE)

CHIRS will provide all necessary PPE and ensure that employees, visitors, and contractors wear surgical/medical facemasks and eye protection (goggles or face shield) in the workplace. CHIRS ensures that all PPE is Health Canada approved. Facemasks must be worn by employees over the nose and mouth when indoors or when occupying a vehicle with another person for work purposes or when supporting a client outdoors. CHIRS will provide employees with a sufficient number of facemasks, which must be changed at least once a day, whenever they are soiled or damaged, and more frequently as necessary. The following are exceptions to requirements for facemasks:

1. When an employee is alone in an enclosed room;
2. While an employee is eating and drinking at the workplace, provided each employee is at least 6 feet away from any other person or is separated from other people by a physical barrier.

Eye protection must be worn by all staff when indoors or when supporting a client outdoors if distancing cannot be maintained. The following are exceptions to the requirements for eye protection:

1. When an employee is alone in an enclosed room;
2. ONLY at head office: in areas where clients are not likely to be encountered.

In addition to providing and ensuring employees wear facemasks and eye protection, CHIRS will provide required PPE (gowns, gloves, foot coverings) to each employee in accordance with Standard and Transmission-Based Precautions. Training has been provided to employees on donning and doffing PPE as well as cleaning/disinfecting eye protection. Signage for PPE use is posted at all CHIRS sites.

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Physical Distancing

CHIRS will ensure that each employee is separated from all other people in the workplace by at least 2 meters (6 feet) when indoors, unless it can be demonstrated that such physical distance is not feasible for a specific activity. Where maintaining 2 meters of physical distance is not feasible, CHIRS will ensure employees are as far apart from other people as possible. Physical distancing will be implemented, along with the other provisions as part of a multi-layered infection control approach. The number of employees present at each site is limited and prescheduled wherever possible. Services have been modified and provisions for working remotely have been in place since spring 2020. Workspaces have been modified to facilitate physical distancing, room capacity limits are posted, and Plexiglas barriers have been installed/are available at all sites.

Hand Hygiene and Respiratory Etiquette

All CHIRS employees participate in Infection Prevention and Control training. Signs, including; *Clean your Hands*, *Cover your Cough* and other COVID-19 signs are posted at all sites in high-traffic areas. Hand sanitizer (70-90% alcohol concentration) is provided at all entrances and throughout the CHIRS sites. CHIRS ensures that there is adequate liquid soap, paper towel, hand sanitizer, tissues, and waste receptacles throughout all sites, including in all washrooms.

Cleaning and Disinfecting

CHIRS has implemented policies, procedures and training for cleaning, disinfection, and hand hygiene, along with the other provisions, as part of a multi-layered infection control approach. CHIRS and the COVID-19 Implementation Committee work collaboratively with all employees to implement cleaning, disinfection, and hand hygiene in the workplace. A cleaning service is hired to provide additional cleaning at all sites using products approved by Health Canada. Enhanced Environmental Cleaning and Disinfecting checklists are in place to ensure that high touch/contact surfaces are cleaned daily and more frequently during a COVID-19 outbreak. Sign-off forms are in place to ensure compliance.

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