

SECTION:	SUBJECT:	DATE:
HEALTH AND SAFETY	COVID-19 SAFETY PLAN	SEPTEMBER 22, 2021

Brampton Caledon Community Living (BCCL) is committed to providing a safe and healthy environment for its workers and the people we support. Every reasonable effort will be made to ensure compliance with the measures and procedures prescribed by the *Occupational Health and Safety Act, 2000*, its regulations and other relevant legislation concerning COVID-19.

This comprehensive COVID-19 Safety Plan is in place to document all necessary policies, procedures and protocols and ensure that every effort is made to reduce the spread of COVID-19 in the workplace. BCCL has a joint health and safety committee comprised of workers and employer representatives to ensure that compliance with this plan is met. All workers of BCCL must accept their responsibility concerning the provision of a safe environment.

Definitions:

Cohort: A group of people for whom social distancing is not always possible. In the event that a person in a cohort test positive for COVID-19, there would be a smaller group of people to contact trace for possible transmission of infection.

Fully Vaccinated: Greater than or equal to 14 days after receiving the second dose of a two dose COVID-19 series (booster vaccine if or when applicable).

HEPA: The name HEPA is an acronym that stands for High-Efficiency Particulate Air. It's an efficiency standard for air filters used in air purification systems and devices designed to clean the air from pollutants and pathogenic particles.

Personal Protective Equipment (PPE): Equipment or clothing worn to minimize exposure to hazards in the workplace. For example, PPE includes medical masks, eye protection, gloves and medical gowns.

Rapid Antigen Test: The rapid test detects protein fragments specific to the coronavirus. It is intended to be used by asymptomatic individuals for screening purposes. The test involves the use of a nasal swab and results can be obtained within approximately 15 minutes.

Workers: BCCL employees, volunteers, student placements, and third-party personnel.

BCCL will ensure all workers and the people we support know how to keep themselves safe from exposure to COVID-19:

- BCCL workers and people supported are given access to a variety of educational materials regarding the purpose and benefits of the COVID-19 vaccine including the following:
 - [Vaccine Information for People Supported](#)
 - [How vaccines are developed – Video](#)
 - [COVID-19 mRNA vaccines – Canada.ca](#)
 - [Social Story: What I need to know about COVID-19 and the vaccine](#)
 - [Provincial Booking & Vaccine Certificates](#)
- Workers are also provided with educational resources concerning infection prevention and control such as:
 - [Personal Protective Equipment Policy](#)
 - [COVID-19 IPAC Fundamentals Training – Non-Clinical Staff](#)
 - [Infection Prevention and Control Program](#)
 - [Putting on full PPE](#)
 - [How to remove full PPE](#)
 - [4 Moments for Hand Hygiene](#)
 - [Meal Assistance](#)
 - [Procedure for Hand Rubbing](#)
 - [Procedure for Washing Hands](#)
 - [PPE Recommended Steps](#)
 - [Stop infection, Wear a mask](#)
 - [Cover your cough](#)

How BCCL is Screening for COVID-19:

- All workers must complete the [COVID-19 Online Screening Tool](#) or answer the [Active Screening When Entering The Premises](#) on site prior to entering the workplace.
- People supported or their family/caregiver must complete the [Participant COVID-19 Active Screening](#) prior to attending a day program. All people supported living in residential settings must be screened using the [Active Screening Questions for People Supported](#) every 8 hours (awake) using the provincial list of COVID-19 symptoms.
- All visitors to our residential homes will be required to complete the [Active Screening Questionnaire for Visitors](#)
- All visitors to other locations will be screened using the [Active Screening Questionnaire for office visits](#)
- All workers and visitors will be required to complete rapid antigen testing as required.

How BCCL is controlling the risk of transmission in the workplace:

PPE and Social Distancing:

- All workers onsite are expected to properly don appropriate personal protective equipment and wear it at all times with the exception of when they are eating or drinking and can also maintain a safe distance from others (at least two metres). The [Risk Assessment Tool](#) dictates how PPE is meant to be used in specific settings and situations.
- BCCL follows the [COVID-19 Guidance for Congregate Living Settings June 2022 Directive](#) developed by the Ministry of Community and Social Services.

- Cohorts are established and strictly adhered to. The attached document defines and outlines the importance of [Cohorting in Outbreaks in Congregate Living Settings](#).
- A staggered and hybrid (remote/on-site) work schedule is in place in the office buildings.
 - [MCCSS Guidance for Congregate Living Setting June 2022 Directive](#)
 - [MCCSS April 2022 Interim Directive](#)
- All residential locations are equipped with a functional HEPA Unit. HEPA replacement filters have been added to the maintenance prevention plan.
- All residential locations are equipped with a functional CO2 Air Quality Monitor with instructions on how to read the display.

Cleaning:

- Hand sanitizer and disinfecting wipes are placed at all entrances and throughout the locations.
- A [Daily High-Touch Cleaning Schedule](#) is in place at all locations. In the event of an outbreak, this schedule is replaced with the [Outbreak Enhanced Cleaning Schedule](#).
- BCCL's vans are cleaned after every use. The [Vehicle Log](#) is used to track how frequently the vehicle is cleaned. Workers refer to the [Installation and Care Instructions](#) as well as the Public Health Ontario guide for [Cleaning and Disinfection for Public Settings](#) for instruction on how to clean the vehicle and its barriers.
- Timeclocks are cleaned as per the [ADP Timeclock Cleaning Instructions](#).

Communication:

- BCCL workers have access to the most up to date information on the [COVID-19 Resources Site](#).
- BCCL ensures that there is appropriate signage at each location with respect to COVID-19 symptoms, screening, cleaning procedures, PPE, etc. including:
 - [Keep Physical Distance](#)
 - [Before you enter](#)
 - [Stop Infection, Wear a Mask](#)
 - [Removing & Putting on PPE](#)
 - [How to Handwash](#)
 - [How to Hand Rub](#)
 - [Core Four](#)
 - [How to Make Our Home a Safer Place -Disposal of PPE](#)
 - [Laundry](#)
 - [Screening Process for All Visitors](#)
 - [How to Clean Washroom](#)
 - [Cover your Cough](#)
 - [Face Shield Cleaning Instructions](#)
 - [Outbreak Declared Poster](#)
- BCCL has implemented a [Vaccination Policy](#) for all workers. Proof of vaccination can be obtained on the [Government of Ontario COVID-19 Website](#).
- All Personal Protective Equipment is to be worn in accordance with BCCL's [Personal Protective Equipment Policy](#).

Visitation, Appointments and Services:

- The scheduling of family/friend visits to BCCL residential homes will be done in accordance with the [Visitor/Absences Directive](#). Approved visitors will complete the [Active Screening Questionnaire for Visitors](#) and the information will be recorded on the [Visitor Log](#).
- Visitors are provided with a document titled [Important Information for Visitors](#) regarding the expectations and regulations for visits with people supported.
- Staff providing direct support in a congregate setting must follow BCCL's [Guidelines for Attending Appointments and Accessing Services](#).

If there is a confirmed or suspected case of COVID-19:

- BCCL has created Protocols A&B that outline the processes for supporting people who are infected, symptomatic or have had a close contact with someone who has COVID-19.
 - [Protocol A – Supporting a Person who is Suspected to have COVID-19](#)
 - [Protocol B – Supporting a Person who has tested positive for COVID-19](#)
- BCCL has created Protocols C&D that outline the processes for workers/visitors who are infected, symptomatic or have had a close contact with someone who has COVID-19.
 - [Protocol C – Employee who is suspected to have COVID-19](#)
 - [Protocol D – Employee who has tested positive for COVID-19](#)
- The following documents indicate how an employee is expected to self-isolate and self-monitor as determined by Public Health Ontario:
 - [How to Self-Isolate](#)
 - [How to Self-Monitor](#)
- BCCL tracks all sick calls and management assesses the worker's eligibility to return to work.

How BCCL Is Making Sure the Safety Plan is Working:

- The [COVID-19 Employee Audit](#) is used regularly to ensure compliance with COVID-19 related policies and procedures.
- [COVID-19 Home Audits](#) are also completed to ensure compliance with COVID-19 related policies and procedures.
- COVID-19 protocols are updated as new information becomes available and/or best practices are developed.
- Senior management will review the safety plan monthly to ensure compliance with the following government guidelines:
 - Peel Public Health
 - Public Health Ontario
 - Occupational Health and Safety
 - MCCSS Guidance for Congregate Living Setting June Directive
 - MCCSS April 2022 Interim Directive