
Beyond Step 3 COVID – 19 Risk Mitigation – The Good Companions Reopening Plan, November 8th, 2021

Background

- The Good Companions aims to provide programming for adults 55+, to support community engagement, social inclusion and physical activity as we transition out of isolation.
- The safety, health and well-being of members, volunteers and staff are our main priorities
- The Good Companions will practice extensive cleaning, physical distancing, cohorts, screening etc. Staff, volunteers, members and clients must understand and adhere to practices, policies and procedures and use of cohorts upon reopening. Everyone must wear a mask when in common areas, entering and exiting the facility and when physical distancing is not possible
- A mask will be provided to everyone if they do not have a mask. If someone cannot wear a mask then a face shield will be provided to provide some coverage.
- **Cohort:** group of members, volunteers & staff who stay together throughout the day and/or throughout the week
- All members must register, in advance, to participate in classes
- Staff, Volunteers, Clients or Members who are sick and/or experiencing symptoms as outlined in this document are strictly prohibited from entering the Centre or agency vehicles. They will not be eligible to return to the program without a note from their doctor, or COVID-19 test results indicating negative results, clearing them of COVID-19
- It is critical that everyone strictly follow policies/procedures outlined in the waiver and adhere to their responsibilities throughout their period of participation in Centre and Outreach programs. Failure to follow policies/procedures directly affects the viability of programs and the delivery of services and programs
- Prior to entering the Centre, members, volunteers, contractors, students and staff, must complete a screening process. Refusal to participate in the screening process will result in refusal to enter the Centre.
- Staff will complete the Ottawa Public Health COVID-19 screening tool prior to proceeding to the Centre

	<ul style="list-style-type: none"> • https://secureforms.ottawapublichealth.ca/screening-depistage/Workplaces-and-Post-Secondary • Staff will enter through the staff entrance and will check and record their temperature, record their attendance. Staff will report to their Supervisor/Director that they have taken the screening and if they are cleared to attend the Centre. • The attendance log with the names and phone numbers for everyone entering the Centre will be kept in the Executive Director's office under lock and key for thirty days after which the records will be shredded in a confidential manner.
<p>Vaccines</p> <p>See Vaccination Policy attached Dated October 18th, 2021</p>	<ul style="list-style-type: none"> • Effective October 18th all TGC staff must be fully vaccinated. All staff must have their first vaccine by November 5th and 2nd vaccine by December 5th. Staff will receive paid time for their vaccine appointments • All staff must complete the vaccine status form (see attached) • If a staff member refuses to follow the vaccination policy they will be placed on unpaid leave or will be terminated. • Effective September 7th, 2021 all students, Volunteers and contractors must provide proof of full vaccination in order to participate in programs at the Centre. • Effective September 7th, 2021 all new employees must be fully vaccinated as a condition of employment • If a staff member is not fully vaccinated, they must wear a mask and a face shield when working at the Centre. They must also go for a COVID test on a weekly basis on their own time and at their own expense. • Effective Monday, September 13th, 2021 all members, individuals who want to visit the Centre, anyone who attends for an event must provide proof of being fully vaccinated. Only those with a note from a physician detailing the reason and the time period that they cannot be vaccinated can enter the Centre. • The dates of the two vaccine appointments will be logged in CIMS

	<ul style="list-style-type: none"> • If someone refuses to provide proof of full vaccination or a medical note they will be offered the opportunity to participate in virtual programs. They will not be allowed to enter the Centre • If the member, client and volunteer refuses to provide information or has not taken the vaccine then a note will be kept in the narrative
<p>Safety Considerations & Reducing Risk of Transmission/ Outbreak</p>	<ul style="list-style-type: none"> • The Good Companions has vetted its plan with Ottawa Public Health prior to reopening the Centre. At all times, The Good Companions will strictly adhere to all Public Health Guidelines • Signage must be posted at all entrances, within all program spaces, washroom doors, mirrors etc., to advise and remind of enhanced hygiene procedures and policies at the Centre. • Signage will also include a list of symptoms for staff, volunteers and Members to be aware of and to ensure proper screening • Staff, volunteers and members must not attend the program if they are sick, even if symptoms resemble a mild cold. Symptoms to look for include, but are not limited to fever, cough, shortness of breath, sore throat, runny nose, nasal congestion, headache and/or general feeling of being unwell. • Staff must discuss/ assess symptoms with members each day prior to program start/access to facility, to ensure no visible signs, and will discuss with members concurrently proper hygiene, hand-washing, etiquette etc. each morning/afternoon prior to the program beginning • Minimum two occasions per day, cleaners must ensure all program supplies, and frequently touched items, are cleaned and disinfected. Only items that can be disinfected by staff will be used in programs, (i.e. No playing cards, no bingo supplies). Cleaners will maintain a log to record cleaning and disinfecting • (see attached log) • Cleaning staff will be responsible for disinfecting tabletops, counters, light switches, water fountains, toilet/faucet handles, electronic devices etc. a minimum of two occasions per day, in

	<p>addition to before and after use. Facility staff will maintain a log to record cleaning and disinfecting. (See attached log)</p> <ul style="list-style-type: none"> • Animals/ pets are not to be permitted in the facility setting, until further notice. (exception service animals) • Staff / volunteers must keep daily records of anyone entering/attending the program, staying 15 minutes or longer (special guest, staff, maintenance contractors, volunteers). It is crucial that records are kept up to date and available for up to 30 days to facilitate/ support Ottawa Public Health contact tracing in the event of an outbreak. • In the event of a suspected/confirmed case, Ottawa Public Health must be contacted as they will provide instructions moving forward – and will request all information to assist with contact tracing (sign in/out sheets, waivers, prescreening confirmations)
Illness	<ul style="list-style-type: none"> • If anyone in the Centre develops symptoms while at the program, they will be isolated from other participants/staff/volunteers and the emergency contact will be notified immediately. • Members/ staff/ volunteers, (if they are able) will drive, or Emergency contacts are responsible, (as outlined in the waiver), to pick-up the individual as soon as possible • Staff tending to the Member, (if necessary), are required to wear a facemask, face shield and nitrile gloves • All items used by the member are to be cleaned and disinfected immediately. • The person who develops symptoms will be directed to the isolation room behind the Administrative Assistant's office on the main floor by the staff entrance. • The person who is ill will leave the Centre by the Empress door • Facility staff will be contacted immediately upon their departure to disinfect the area. • Staff who have interacted the person who has symptoms will immediately remove and dispose of the PPE.

	<p>Human Resources:</p> <ul style="list-style-type: none"> • Additional Staff and/or volunteers will be required to replace and/or cover for the individual who is away from their duties until advised by a Doctor • Any concerns are to be shared with the employee's Supervisor/Director and if needed brought to the attention of the Executive Director and if needed the Health and Safety Committee. • The Health and Safety Committee will meet every two months.
<p>Arrival & Departure</p>	<ul style="list-style-type: none"> • Staff will complete their screening prior to entering the Centre. If they do not show symptoms, they enter through the staff door and sign in, check and log their temperature. If they have a fever they are to leave the Centre immediately and contact their Supervisor/Director • Arrival for members, volunteers, contractors, instructors will occur at the main entrance with prescreening between the two sets of glass doors. Departure procedures will resume as the main doors as of November 15th, 2021 • A volunteer will be assigned to assist with departures and to ensure physical distancing • Para pick up and member pickups will occur at the main door of the facility as of November 15th, 2021 • Participants/members/volunteers who are not pre-registered for the program that date will not be permitted access to the Centre. • Policies of physical distancing are critical during this time of transition for members, staff and volunteers – and interactions will only occur between those in the same cohort. • All rooms will have one direction for entering and exiting. • Guests are not to enter the facility when picking up or dropping off. • Hand sanitizing stations will be located at each arrival/departure location, at all elevator • Signage will be posted to reinforce policies and procedures

	<ul style="list-style-type: none"> • Everyone MUST wear facemasks if they are able, (to be provided by The Good Companions if needed).
Cohorts	<ul style="list-style-type: none"> • The need to have staff work in cohorts will be evaluated on an ongoing basis • Facilities staff will continue to work in cohorts • ADP clients/members will stay in cohorts until further notice • All ADP staff will return to work at the Centre on November 15th, 2021
Physical Distancing and cleaning and disinfecting	<ul style="list-style-type: none"> • Fall 2021 All classes, program rooms and their maximum capacities will be clearly marked to ensure physical distancing and will not exceed 50% capacity. • Effective January 2022 rooms can increase to full capacity • All common areas and waiting areas will have signage for physical distancing and directional signage • Tables and chairs in the dining room will be placed to respect all physical distancing requirements. Tables and chairs are not to be moved. • Members, volunteers and staff will enter the dining room at the front and will exit the dining room at the back of the space • At this time Ottawa is in Beyond Step3. • As of November 15th, the dining room will increase to 75 people • In the women's restrooms, the middle stall and sink will be closed to allow for physical distancing. Motion sensors are installed in the restrooms to indicate if someone is in the restroom. A green light indicates the washroom is free, a red light indicates occupied and you must wait and physical distance and an orange light indicates one stall is available • TGC will ensure physical distancing in common areas Distancing policies. Where this is not be possible to maintain, masks will be worn at all times • With caution, members may share supplies that have been sanitized by staff or volunteers throughout the day.

	<ul style="list-style-type: none"> • Tables and chairs will be sanitized between seatings in the dining room. Staff using approved equipment, supplies and routines will sanitize. • The entire centre (including offices) will be fogged on a daily basis after hours • Staff will continue to encourage members not to touch each other, not to touch their face, and to practice good hand hygiene throughout the day. Staff and volunteers will ensure regular reminders for handwashing following each activity • The elevator at the main entrance will accommodate two people with physical distancing (clearly marked) • The East elevator will accommodate one individual at a time • Meals on Wheels will use the staircase at the main entrance at all times to ascend or descend • The stairs at the east exit will be used to ascend stairs • The stairs in the centre of the facility will be used to descend stairs (close to the library) • Depending on updates to policies outlined by the Province and Ottawa Public Health, the information in this section and document are subject to change.
Use of Shared Spaces	<ul style="list-style-type: none"> • Office spaces can be shared with Plexiglas or dividers to separate desks and space • New offices have been created to eliminate sharing of office space. • Staff and Volunteers will require training on acceptable methods of cleaning and disinfection, as well as provision of safe supplies to ensure spaces are properly cleaned and disinfected. • Cleaning staff will ensure washrooms are properly cleaned at least twice daily. This will include high touch surfaces. • Time will be worked in before, during and following programs to ensure spaces, surfaces and touch points have been properly cleaned and sanitized prior to another cohort or group entering the space for an alternate program.

Day Trips	<ul style="list-style-type: none"> • All day trips are cancelled until Spring 2022
Special events	<ul style="list-style-type: none"> • Special events will resume in November at 75% capacity
Staff & Volunteer Responsibilities	<ul style="list-style-type: none"> • Staff will take the lead on the arrival and departure procedures • Staff and volunteers will be required to ask daily screening questions and check temperatures of anyone entering the Centre • Staff will remind everyone coming to the Centre to follow the COVID-19 policies and procedures • TGC will offer programs in the Centre as well as virtual programs as of September 2021 and into the winter session.
Registration	<ul style="list-style-type: none"> • Registration for each program will be available on a first come first served basis to ensure equitable access to as many members as possible. • Promotion for program registration must be widely shared with the community prior to opening to allow for a fair and equitable registration system • Registration for the winter season will occur as of January 4th, 2022
Staff & Volunteer Training & Updated Materials	<ul style="list-style-type: none"> • Staff and volunteers will receive and maintain training on the proper use of Personal Protective Equipment. • Staff will take an online training course as identified by TGC prior to August 23rd, 2021. • https://www.publichealthontario.ca/en/education-and-events/online-learning/ipac-courses

	<ul style="list-style-type: none"> • Staff & volunteers should be trained on screening members, as well as understanding the importance of screening themselves/ being screened daily by staff/volunteers • Staff and volunteers will frequently be reminded about their responsibility to be cautious and follow Public Health directives and protocols when not at TGC
<p>Programs and Procedures</p>	<p>Winter Session</p> <p>The Centre will reopen for members and volunteers on Monday August 9th, 2021 with a soft opening. Members and volunteers will have to pre-register to attend the Centre. Members can attend, tour the Centre, have coffee or lunch</p> <p>All in person programs will begin the week of January 2022</p> <ul style="list-style-type: none"> • Cribbage & euchre • Seniors Centre Without Walls (teleconference) • Bingo with disposable cards and personal dabbers • Virtual fitness • Tai Chi • Line Dance • Spanish dancing • Castanets • Computer classes • Specialty Art Classes • History Programs with the Library • Book Clubs • Speaker's Presentations • Small Fitness Programs – participants will bring own mats • Yoga Classes – participants will bring own mats • Craft programs bring own supplies or supplies assigned to member • Ukulele and guitar • Choir

	<ul style="list-style-type: none"> • Bands • Zumba • Carpet bowling • Library • Repeat performance • Card games • Sharing of equipment • Tours • woodshop
<p>Personal Protective Equipment</p>	<ul style="list-style-type: none"> • Face Masks available for all staff & volunteers <ul style="list-style-type: none"> ○ Masks are available and mandatory to wear at all times during program operation • Nitrile Glove boxes for all programs • Hand Sanitizer (portable) for all program spaces and on dining room tables • Hand Sanitizer stations at all entrances and all elevator doors • Sanitizer wipes for each program • 1 face shield for First Responder <ul style="list-style-type: none"> ○ In the event staff must attend to an emergency situation ○ All staff will have access to PPE • Physical barriers will be in place – reception, kitchen locked, library area and open book area
<p>Standard Operating Procedures (SOP)</p>	<ul style="list-style-type: none"> • The following SOP's will continue to adapt to support the needs of our community moving forwards: <ul style="list-style-type: none"> ○ PPE Requirements & Usage ○ Handwashing Procedures & Schedules ○ Cleaning & Disinfectant Schedules ○ Virtual Programming (i.e. SCWW) ○ Arrival / Departure Procedures

	<ul style="list-style-type: none"> ○ Vaccination Policy
Food Services	<ul style="list-style-type: none"> ● All self serve and table accessories (i.e. salt & pepper shakers, condiments, cutlery, etc.) will be removed from the dining room ● Salads will be sold in prepared plates ● Sandwiches will be sold ● Capacity in the dining room will increase to 75 people as of November 15th, 2021 ● The dining room will be set up to ensure physical distancing and must be adhered to ● The waiting area for the dining room will be clearly marked and will respect physical distancing ● Hand sanitizers will be available at the entrance and exit of the dining room as well as on every table ● As of November 15th, 2021 Food Orders can be placed at the server. ● Water bottles will be made available to members at cost ● Members can purchase a coffee and muffin ● Water fountains will be closed ● Frozen meals will be sold ● TGC will continue to produce hot meals for Meals on Wheels ● The Food services team will continue to coordinate and organize food hampers ● Members will be encouraged to use touchless forms of payment and reduce the use of cash
Virtual Programs	<ul style="list-style-type: none"> ● The Good Companions will continue to deliver the following programs virtually: <ol style="list-style-type: none"> 1) Seniors' Centre Without Walls 2) Virtual programs such as Zumba, yoga, etc. for those who cannot attend the Centre 3) Adult Day Programs through teleconferencing and Zoom

<p>Adult Day Program</p>	<ul style="list-style-type: none"> • Adult Day Program staff will organize some respite for caregivers. TGC will pay for 2-3 hours of respite in the home until the end of December 2021. • If a caregiver is in distress, TGC will provide a shortened program for one or two clients at the Centre. • Programming will continue to be offered virtually • Staff will conduct porch visits with clients starting in July and August • An assessment will be conducted for all clients • The program will resume with cohorts in mid September. The cohort will include six clients, staff and one PSW. All programming for ADP will occur in one room (142-147) including meals and snacks as well activities • The bathrooms located beside ADP will be reserved for ADP • There will be no mixing of cohorts • The number of clients in the program will be re-evaluated in January 2022 • TGC will offer ADP in person 5 days per week • TGC staff will offer virtual programs • Prior to entering the Centre, members will follow the pre-screening process for temperature checks. The screening questions will be completed the day prior with the caregiver. • Resources and kits will be purchased and given to each member to use in the program. The resources will not be shared. • Singers and bands will not be allowed in the program until further guidance
<p>LESA Program</p>	<ul style="list-style-type: none"> • The LESA program staff and clients will follow the same protocols as TGC members and staff. The staff will have to maintain the same schedule to avoid mixing with two staff teams. • The staff must advise the Executive Director of the number of clients attending each day

<p>Foot Care</p>	<ul style="list-style-type: none"> • Foot care services resumed in February. Clients will have to preregister. Clients who follow the same pre screening protocol, they will pay at reception and immediately go to the Foot Care room. Clients must arrive just in time for their appointment. • The Foot Care nurse will be responsible for ensuring all TGC policies and procedures are followed including use of PPE and sanitizing of equipment between clients. They are responsible for their own sanitizing (using approved products only) and the room will be defogged at the end of the day • The Nurses must maintain the same schedule to avoid interacting with two teams
<p>Nurse Practitioner and Nurse</p>	<ul style="list-style-type: none"> • The staff and clients will follow the same protocols as TGC members and staff. The staff will have to maintain the same schedule to avoid mixing with two staff teams. • Clients will have to pre register up to 48 hours in advance • The Nurse will be responsible for ensuring all TGC policies and procedures are followed including use of PPE and sanitizing of equipment between clients. They are responsible for their own sanitizing (using approved products only) and the room will be defogged at the end of the day
<p>Community Support Services Programs</p>	<p>In person Handy Helper volunteer visits have been reinstated for essential tasks only effective October 25th 2021, home environment screening will take place with the client prior to the visit. COVID-19 screening will be conducted by agency staff the day prior to the volunteer visit and reconfirmed by the volunteer on the day of the visit. Volunteers are supplied with PPE's and have been given agency approved guidelines for visits during COVID-19</p>

<p>Food Security</p>	<ul style="list-style-type: none"> • In home visits. In home visits are on hold until the Spring of 2022. Intakes will be completed over the telephone • Friendly visiting in home. Visits can take place outside with physical distancing and use of masks or via telephone or virtually • TGC staff are giving clients referrals to grocery stores for ordering and delivery and to meals delivery services/ meal kit delivery e.g. MOW, Red Apron etc. Hello Fresh. TGC staff are in discussions to ensure clients who cannot order on line or do not have credit cards can continue to be supported • TGC will continue to provide food hampers for up to 15 clients per week until March 2022
<p>Telephone assurance and LGBTQ wellbeing check in</p> <p>Rainbow Coffee Club</p> <p>LGBTQ2+ programs</p>	<ul style="list-style-type: none"> • Telephone assurance calls and wellbeing check ins will continue in the same format • Additional volunteers are being recruited for the program • This program will return to community meetings to be determined. It will depend on available space in the community with the ability to physical distance. • Rainbow Coffee Club continues to run virtually in partnership with Centretown Community Health Centre. There will be two outdoor summer picnics • TGC staff are also linking clients into the virtual OSPN programs available. Older and Bolder, Movie Nights • LGBTQ2+ recreation programs will be offered outdoors for the summer as well as virtually • Programs will in person every 2nd Saturday as of October 2021.
<p>Service arrangement</p>	<ul style="list-style-type: none"> • Is currently operating for referrals to companies and independent contractors for Home Help and Home Maintenance who have COVID-19 protocols in place according to Public Health guidelines.

Transportation

- At this time, TGC has two vehicles to provide transportation services.
- Two vehicles and drivers will be dedicated to transportation
- The current services include medical drives, delivery of hampers, facemasks, tablets and kits for clients.
- Three vans are equipped with Plexiglas and will be able to transport clients for medical procedures.
- CSS staff pre-screen clients prior to the delivery of hampers and medical appointments
- Other deliveries are no contact
- The driver must complete the COVID-19 screener with each client prior to their entering the vehicle
- Each driver will be given a thermometer
- The completed screening forms are kept in a file and returned to the Centre on a weekly basis.
- It is recommended that at this time there is only one client at a time per vehicle. The clients must sit in the rear of the vehicle, and must wear a mask. If possible the window will be open
- The client must use hand sanitizer prior to entering the vehicle
- Clients cannot sit in the front passenger seat,
- There is to be no physical contact between the driver and the client. If the client requires assistance to enter and exit the vehicle, the driver must wear gloves, a mask and a face shield
- Gloves must be removed and discarded after each client/task
- The driver then uses hand sanitizer
- Only paid drivers will provide medical transportation
- Volunteer drivers below the age of 70 will deliver fans, kits, etc.
- The vehicle must be sanitized between medical drives
- The vehicle will be fogged should there be a possible risk of COVID-19 exposure
- TGC will invoice clients for medical transportation
- TGC is responsible for ensuring drivers has a supply of PPE and that drivers are trained in public health guidance and TGC's policies and procedures.

Donations of gently used items	<ul style="list-style-type: none">• TGC is temporarily closing Repeat Performance until further notice.• TGC will not accept the donation of any used items until further notice. This will include the donation of books
Rentals	<ul style="list-style-type: none">• All outside rentals will be on hold until further notice
PPE supplies	<ul style="list-style-type: none">• TGC will maintain a constant supply of PPE equipment including gloves, disposable and cloth face masks, infra red thermometers, non surgical gowns, gloves, face shields, hand sanitizers• A central log will be maintained and updated by any staff member who accesses supplies
Testing	<ul style="list-style-type: none">• TGC will not conduct rapid testing
Volunteers	<ul style="list-style-type: none">• TGC will work closely with volunteers to assist with their return to the Centre. An assessment of risk will have to be implemented with each volunteer to determine their desire to return, the risk associated with their volunteer activities• All efforts will be made to ensure volunteers are engaged and new roles may be defined as needed
Updates to the plan and services	<ul style="list-style-type: none">• TGC's plan will evolve and be adapted as needed to meet public health guidelines and reflect changes to programs

	<ul style="list-style-type: none"> The plan will be reviewed monthly for updates as per the changes in Public Health guidance
Working remotely	<ul style="list-style-type: none"> On an exceptional basis, the Executive Director may approve of some staff working from home. TGC staff will work remotely when they are not scheduled to work in the Centre
Other service providers	<ul style="list-style-type: none"> All other service providers such as hairdresser, lawyer, hearing clinic etc. can resume
Ottawa Senior Pride Programs	<ul style="list-style-type: none"> TGC will be open on Saturdays twice per month exclusively for OSPN members following the same protocols and programs listed in the reopening plan. The hours will be 10 am to 2pm
Screening of members at the entrance	<p>Process for Daily Screening on Site:</p> <ol style="list-style-type: none"> Site Set-Up: <ol style="list-style-type: none"> New screening procedure effective November 15th, 2021. Anyone entering the Centre as of November 15th, 2021 will have to show proof of full vaccination, will review the screener questions and confirm that they have not symptoms and have not been exposed. Temperature will be checked and logged The information will be kept on a daily sheet and will include name, if non member or volunteer- phone number, yes or no screener cleared and temperature. Screenings should always be conducted at the entrance of the Centre between the glass doors

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- d. A desk, chair and Plexiglas will be installed.
 - e. Signage will be posted for Onsite Health Screening Physical distancing markers.
 - f. Gather supplies needed (disinfectant, alcohol-based hand sanitizer, PPE, plastic-lined garbage receptacles, printed log sheet
 - g. Table and chairs for staff.
2. Staff/volunteers can use a variety of methods to protect screeners asking screening questions. Staff will wear PPE to conduct the screening.
 3. Clients must wait at the appropriate location for their turn to be screened, while maintaining physical distancing.
 4. One member will approach the screening area at their turn.
 5. Members will use hand sanitizer provided to properly disinfect their hands and will wear a mask.
 6. If the participant does not pass the health screening, they will not be admitted to the program.

Additionally, the management of the screening process will include:

- Stop! Do Not Enter signs will be posted reminding persons not to enter the facility if they are sick, even if symptoms resemble a mild cold or are unrelated to COVID-19.
- Staff will be provided with a face shield, gown, mask and sanitizer.
- Each staff member who is working at the Centre will participate in the screening.
- At the end of the day the master list is given to the Executive Director for safekeeping and if needed contact tracing.

First aid and CPR

The following guidelines are COVID-19 adaptations of assessment and treatment actions that can be performed in conjunction with any specific intervention required by the member's condition.

Scene & Risk Assessment	Primary Assessment	Secondary Assessment
<ul style="list-style-type: none"> • Ensure scene is safe; • Minimize number of rescuer contacts with victim; • Where possible maintain physical distancing of 2 metres; • Don appropriate PPE; • Manage/mitigate hazards and risks; • Victim health history; • Mechanism of injury; • Continuous and dynamic scene assessment. 	<ul style="list-style-type: none"> • PPE; • ABC's; • EMS; • Treat for shock; • Prepare for transport. 	<p>Where possible promote self-treatment or treatment by a family member.</p> <ul style="list-style-type: none"> • Vital signs; • Head to toe exam; • Treatment.

Respiratory hygiene measures for victims:

- When victim is conscious, have victim turn face away from rescuer.
- Ensure that all victims cover their nose and mouth with a tissue or elbow when coughing or sneezing.

Resuscitation During COVID-19

The following should be considered by staff:

- Proper personal equipment, hand hygiene and screening at sites can help decrease the risk to rescuers.
- The provision and use of proper PPE, hand hygiene, and modified rescue/ first aid protocols can help decrease the risk to rescuers.
- Rescuers should always assess the risk of providing care. This includes an assessment of their own health status – staff with underlying medical conditions are more likely to experience complications from COVID-19, and during times with high infection, rates should consider doing other duties that do not involve direct public interaction.

General recommendations:

- Rescuers should don gloves for all first aid interventions. It would be reasonable for rescuers to wear facemasks with eye protection when performing first aid if available.
- Rescuers should minimize the number of people in direct contact with the victim.
- Follow up procedures should be limited, where possible, to one rescuer. In addition, a minimum 2 metres radius should be kept clear around the rescuer and victim as an added physical distancing precaution, and enhanced access for EMS should they be required.
- Rescuers should properly discard of all PPE after the rescue and wash their hands before continuing with their duties.

CPR resuscitation:

- It is reasonable for the rescuer to perform compression-only CPR for adults with early AED use where possible. During compression-only CPR, rescuers may use a face shield or another protective covering over the victim's mouth/nose to decrease the possibility contaminating rescue environment.

Other first aid interventions:

- Rescuers should adhere to general precautions such as gloves, facemask, face shield and good hand washing for all first aid interventions.
- If victims can tolerate a mask, they should be encouraged to wear a mask. Masks that cover the mouth and nose of a victim may create significant anxiety, which the rescuer should be aware of, and attempt to manage when on scene.
- Operators should stock additional masks for this purpose.

Personal Protective Equipment (PPE) for Staff:

Rescuers Interventions may provide a source of COVID-19 transmission. Infection prevention and control (IPC) during rescues is essential to prevent or limit transmission. To limit this transmission, staff should be directed to follow these guidelines:

- Staff performing first aid are required to wear at least a surgical mask, eyewear and gloves while optional wear includes a gown.
- Staff should be trained in the appropriate use and fitting of PPE. They should be equipped with the appropriate PPE to safely manage victim-care and provide the required follow-up.

	<ul style="list-style-type: none">• Staff responding to first aid incidents must don appropriate PPE depending on the nature of the incident and care being provided.• Supervisors will be the first to respond to emergencies/codes 123- 789- 10. Supervisors and Directors on the teams will don PPE equipment to support the team lead and take over if full PPE is needed. Other staff will be called to assist if needed.
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Key dates:

This document and plan will be adjusted as needed and as per directives and guidelines

All staff will enforce public health guidelines. If members do not adhere, they will be given two warnings and if they do not adhere then they will not be allowed to return to the Centre.

The Executive Director will be in constant communication with OC Transpo/ Para Transpo re hours of operation and days of work and procedures.

Each department Director/ Supervisor will determine their need for volunteers, and review guidelines with volunteers prior to their return. The needs and plans will be communicated to the Volunteer and Membership Coordinator.

The plan is based on the staff survey, current Public Health Guidelines, access to PPE, community needs, and adherence to CSS and SALC programs in the region and across Ontario. It is a living document.

Nota bene full screening will continue for ADP and transportation