

# HSHA and Support Visit COVID Safety Plan

<i>In advance of the HSHA</i>
Send the HSHA and Support Visit Safety Plan to child care provider including the screening tool.
Discuss the plan and ask if they have any questions or concerns in advance of the HSHA in regards to safety.
Book a zoom meeting if possible to show them what we will be looking for at the HSHA and start discussion items, also show them the screening prior to HSHA and ask them to complete the screening.
Schedule HSHA or support visit.
Staff will call the day before the Health and Safety Home Assessment to perform the COVID-19 Screening.
<i>At the HSHA</i>
Two staff will be at each HSHA and Support Visit during COVID. <ul style="list-style-type: none"> <li>• Staff will drive separately so that they are not in close proximity to one another.</li> </ul>
Once both staff arrive at the house, they will make a phone call to the child care provider to ask them to have all people in the house (other than the child care provider) exit into the yard for the duration of the HSHA/SV. <ul style="list-style-type: none"> <li>• Staff will use hand sanitizer in their vehicles before leaving for HSHA.</li> <li>• Staff will put on masks and booties before entering the home.</li> <li>• Staff and clients will be expected to maintain a distance of 6 feet from each other during the HSHA/SV.</li> <li>• Clients will be provided with masks to wear during the HSHA/SV.</li> </ul>
Staff will go through all of the HSHA/SV items as quickly as possible, please have all doors open inside the home and make sure that your fire extinguisher and first aid kit are in a visible place.
Once the HSHA/SV items are all checked off, staff and child care provider will go out into the yard to complete any discussion items.
<i>After the HSHA</i>
Staff will scan and send a copy of the HSHA to the child care provider for them to view and sign off their agreement on.
Action items will be sent to the child care provider with dates for expected completion of follow up.
Follow up items can be verified by sending pictures into staff or by zoom meetings.

# Lending Library COVID Safety Plan

<i>To borrow items</i>
The borrower must call ahead to discuss availability of lending library items.
If the item is available the borrower can either make an appointment to pick up the item or have it delivered (if they are working at a site with only one staff).
Arrangements will be made for a contact less pick up or delivery <ul style="list-style-type: none"> <li>• If picking up at the office, the borrower will schedule an appointment and we will ask them to park in the back near the yellow railings. They can text or call the office when they are in the</li> </ul>

<p>back and we will open the door and leave the item outside of the building. Only once staff have entered the building again, the borrower can exit their car to pick up the item.</p> <ul style="list-style-type: none"> <li>• If delivering the item to the borrower's house, the borrower will book an appointment when the staff is available and the borrower is home. The staff will enquire about where the box should be left. Once the staff has dropped off the box they will call or text the borrower to let them know that their items are outside and ready for them.</li> </ul>
Discuss the plan and ask if they have any questions or concerns in advance of the lending library in regards to safety
<i>To return items</i>
The borrower will need to call ahead to arrange drop off or pick up of lending library items.
The protocol for dropping off lending library items will be for the borrower to arrange a time to drop off items, they will deliver them to the back of the building, near the two doors with yellow railings. Once they have returned to the car they will call or text staff to tell them that the items are ready for pick up and will wait until staff have retrieved the items before they leave.
If items are being picked up from a borrower, the staff and borrower must arrange an appointment to pick up the items. Once staff has arrived at the home they will call the borrower to ask the borrower to place the items outside at the agreed upon location. Once the borrower has reentered the house or are six feet away from the item, staff will retrieve the items. Staff will use hand sanitizer immediately after picking up the item and placing it in the vehicle.
<i>Once items are back at the office</i>
Staff will put a post-it note on the items to identify the soonest date that items can be counted. Items should be handled with gloved hands or staff must wash their hands immediately after touching items.
Items should sit for a minimum of 4 full days before being counted.
Items should be sanitized and left out to dry overnight before being returned to storage.
A minimum of one week should be left between due date and next date to borrow items.

## ACCB Support

<i>In advance of the appointment</i>
Send the ACCB Support Safety Plan to parent or care provider including the CCRR COVID Screening Tool.
Discuss the plan and ask if they have any questions or concerns in advance of the appointment or if they have answered "yes" to any of the questions in the COVID screening tool.
Make sure they are able to come alone and tell them to bring ID for all applicants and children and also the Child Care Arrangement form.
Schedule appointment, make sure to put in your calendar with contact info for parent or care provider.
Staff will call the day before the appointment perform the CCRR COVID Screening Tool.
Staff will have the computer on, sanitized and ready for the parent or care provider to use.
<i>At the appointment</i>
Have the parent or care provider text when they arrive at the building. <ul style="list-style-type: none"> <li>• Staff will unlock the door and then ask them if any of the information from the screening tool has changed since yesterday.</li> </ul>

- The parent or care provider will be asked to wash their hands and staff will provide them with a mask if they do not have one.
- Staff will wear a mask as well.
- Staff will guide them to the office and sit 6 feet away so that they can still see the screen.
- If the parent or care provider needs to pass ID to the staff for scanning, staff must wear gloves and the scanner must be cleaned after use.
- At the end of the appointment, staff will walk the parent or care provider out of the building.

*After the appointment*

Once the parent or care provider leaves, staff will sanitize any items used by the parent or care provider.

Send the contact information to Secretarial for contact tracing.

## Faxing ACCB Documents

*When clients inquire about faxing documents*

If a parent or care provider is just bringing forms to be faxed, they need to know the office hours, and that they will have to wait outside while their papers are being faxed.

The parent or care provider should have an appointment booked with a consultant and call the consultant upon arrival at the building so that the consultant can get the forms to be faxed.

If a parent or care provider wants enter the building for an appointment with a CCRR consultant the procedures would be the same as with the ACCB appointments.

A copy of the confirmation sheet from the fax machine can be sent via email, text or physically given to the parent or care provider after sending a fax.

## Laminating

*When clients inquire about laminating services*

Care providers need to book an appointment to drop off materials to be laminated.

If a care provider is just bringing in items to be laminated, they need leave their name and phone number listed on the items. Items will be laminated between Tuesdays to Fridays.

Once the items are laminated, CCRR staff will let the care provider know the total cost and ask them to pay in advance of pick-up with credit card over the phone or bring exact change at pick-up. They will need to book an appointment for picking up laminating or arrange for delivery if available.

## Exam Proctoring

*In advance of the appointment*

Send the Exam Proctoring Safety Plan to the student including the CCRR COVID Screening Tool.

Discuss the plan and ask if they have any questions or concerns in advance of the appointment or if they have answered "yes" to any of the questions in the COVID screening tool.

Make sure they are able to come alone and tell them to bring as little personal items as possible.

Schedule appointment for the maximum amount of time that will be required for their exam, make sure to put in your calendar with contact info for the student. Have the student pay in advance with credit card over the phone or bring exact change on the day of the exam.
Staff will call the day before the appointment perform the CCRR COVID Screening Tool.
Staff will have the computer/iPad on, sanitized and ready for the student to use.
<i>At the appointment</i>
Have the student text when they arrive at the building. <ul style="list-style-type: none"> <li>• Staff will unlock the door and then ask them if any of the information from the screening tool has changed since yesterday.</li> <li>• The student will be asked to wash their hands and staff will provide them with a mask if they do not have one.</li> <li>• Staff will wear a mask as well.</li> <li>• Staff will guide them to the boardroom and sit 6 feet away so that they can still see the screen.</li> <li>• At the end of the appointment, staff will walk the student out of the building.</li> </ul>
<i>After the appointment</i>
Once the student leaves, staff will sanitize any items used by the student. Send the contact information to Secretarial for contact tracing.

## In Person Workshops

<i>In advance of the appointment</i>
Send the In Person Workshops Safety Plan to participants including the CCRR COVID Screening Tool.
Discuss the plan and ask if they have any questions or concerns in advance of the appointment or if they have answered “yes” to any of the questions in the COVID screening tool.
Tell them to bring as little personal items as possible, we will not be providing drinks/food and bring a mask if they have one or we will have one available.
Add the participant to the sign-up sheet.
Staff will call the day before the workshop perform the CCRR COVID Screening Tool.
Staff will set up chairs in advance of workshop so they are spaced at least 6 feet apart and within maximum capacity.
<i>At the appointment</i>
Have the participant text/ring the doorbell when they arrive at the building. <ul style="list-style-type: none"> <li>• Staff will unlock the door and then ask them if any of the information from the screening tool has changed since yesterday.</li> <li>• The participant will be asked to wash their hands and staff will provide them with a mask if they do not have one.</li> <li>• Staff will wear a mask as well.</li> <li>• Staff will guide them to the boardroom and sit 6 feet away from them or any other participant.</li> <li>• At the end of the appointment, staff will walk the participant out of the building.</li> </ul>
<i>After the appointment</i>
Once the participants leave, staff will sanitize any items used by the participants. Send the contact information to Secretarial for contact tracing.

Additions to the original plan

## In Office Work

<i>In advance of the shift</i>
Staff must complete the CCRR COVID screen before each shift.
<i>During the shift</i>
If there are more than one person working in the same office, masks must be worn when staff are not sitting at their desks or are less than 6 feet apart.
When a staff member has to get up from their desk they will let the other staff know so that they can also put their mask on.
After each use of shared items (ex. Client computer) staff who use the items will sanitize them.
Before leaving for the day the last person in the office will sanitize the door knobs and light switches.

## Child Care Provider Play School Safety Plan

<i>In advance of the Child Care Provider Play School Session</i>
Send the Child Care Provider Play School COVID Safety Protocol information with the CCRR COVID Screening Tool in advance of the drop in.
Discuss the plan and ask if they have any questions or concerns in advance of the Child Care Provider Play School Session in regards to safety.
Book the care provider into an open Child Care Provider Play School Session
Staff who is hosting the Child Care Provider Play School Session will call the day before the session to perform the COVID-19 Screening and let them know the hosts work cell phone number in case they are sick on the day of the session.
The play school session will be limited to a maximum of eight children and no more than two different providers in one session. This will be reviewed in September for the Fall sessions.
<i>At the Child Care Provider Play School Session</i>
<ul style="list-style-type: none"><li>• Staff will open the door for the participants and will confirm that nothing has changed in the COVID Screening Tool since the day before.</li><li>• The participants will then be directed to the washroom to wash hands or provided with hand sanitizer if they prefer.</li><li>• Staff and adult participants will be required to wear masks inside the building.</li></ul>
<ul style="list-style-type: none"><li>• Staff and clients will be expected to maintain a distance of 6 feet from each other during the Child Care Provider Play School Session.</li><li>• Art, snack and other activities will be spaced in the room to allow for as much distance between children as possible.</li></ul>
<ul style="list-style-type: none"><li>• Sensory activities will be offered in a way that limits the transfer of germs between participants.</li></ul>
<i>After the Child Care Provider Play School Session</i>
Staff will provide contact info to reception at Mary Street for contact tracing purposes.
Staff will sanitize all toys, light switches, faucets, door handles, toilets and change tables and tables/chairs that were used during the session. Staff will also sweep the floor and change the garbage in the main room and wash room.

## **MONITORING WORKPLACE**

Things may change as we start to operate more in-person services. If employees identify a new area of concern, or if it seems like something is not working, we will take steps to update our policies and procedures.

It is the employee's responsibility to report any conditions, occurrences or circumstances they feel create an unsafe work environment.

Program Coordinator will monitor the effectiveness of this Work Safety Plan and if there is any concern, notify Health and Safety Committee or their Program Director.

***I have read, understand and will adhere Chilliwack Community Services Policies, Guidelines and Procedures.***

\_\_\_\_\_  
**Employee's Name**

\_\_\_\_\_  
**Employee's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Director's Name**

\_\_\_\_\_  
**Director's Signature**

\_\_\_\_\_  
**Date**



## CCRR COVID Screening Tool

	No	Yes
Are you experiencing any of the following: <ul style="list-style-type: none"> <li>• Severe difficulty breathing</li> <li>• Severe chest pain</li> <li>• Having a very hard time waking up</li> <li>• Feeling confused</li> <li>• Loosing consciousness</li> </ul>		
Are you experiencing any of the following: <ul style="list-style-type: none"> <li>• Mild to moderate shortness of breath</li> <li>• Inability to lie down because of difficulty breathing</li> <li>• Chronic health conditions that you are having difficulty managing because of difficulty breathing</li> </ul>		
Are you experiencing any of the following: <ul style="list-style-type: none"> <li>• Fever</li> <li>• Cough</li> <li>• Sore Throat</li> <li>• Headache</li> </ul>		
Have you travelled to any countries outside of Canada (including the United States) in the last 14 days?		
Within the past 14 days did you <b>provide care</b> or have <b>close contact</b> with a symptomatic person known or suspected to have COVID-19?		
Did you have <b>close contact</b> with a person who travelled outside of Canada in the last 14 days who has become ill (fever, cough, sore throat, runny nose or headache)?		

*Close contact is defined as a person who*

- *Provided care for the individual including health care workers, family members or other caregivers, or who had similar close physical contact without consistent and appropriate use of personal protective equipment; or*
- *Lived with or otherwise had prolonged contact (within two meters) with the person while they were infectious; or*
- *Had direct contact with infectious bodily fluids of the person (e.g. was coughed or sneezed on) while not wearing recommended personal protective equipment.*

The Public Health Agency of Canada strongly urges anyone who has any of the following symptoms: fever, cough, sore throat, or headache to **ISOLATE** at home or another suitable location.