

LOWER MAINLAND DOWN
SYNDROME SOCIETY

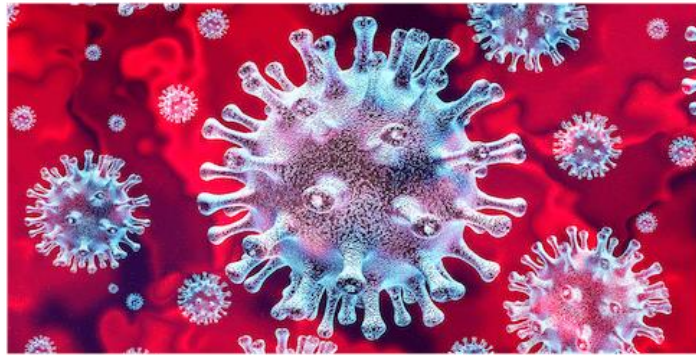
COVID-19 SAFETY PLAN
(Returning to Safe Operations)



June 2020

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COVID-19

Information for Staff & Families

FIRST AND FOREMOST, THE PRIORITY AT LMDSS IS TO MAINTAIN THE HEALTH AND SAFETY OF STAFF, VOLUNTEERS, AND FAMILIES.

To re-open and operate LMDSS (Lower Mainland Down Syndrome Society) safely in the face of ongoing COVID-19 transmission concerns, LMDSS is implementing a **6-Step Process** recommended by:



The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.

The risk of a person-to-person transmission increases the closer you come to other people, the more time you spend next to them, and the more people you are in close contact with.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over brief periods of time.

LMDSS has developed this safety plan to ensure the safety of its staff, volunteers, as well as its clients, families and others who access its facilities.

The following 6 Step Process will be used to reduce risk and increase safety as we re-open the **Surrey facility** and restore services.

STEP 1

General Risk Assessments and Mitigation Efforts

Areas most often used have been reviewed and include:

- Foyer
- Washrooms
- Photocopier
- Hallways
- Boardroom
- Library
- Lunchroom
- Receptionist area
- Classrooms
- Offices

Surfaces most used (high touch areas):

- Door Handles
- Stair Railing
- Front Desk
- Boardroom and Lunchroom Tables and Chairs
- Filing Cabinets
- Light Switches
- Telephones
- Computers
- Photocopier

Jobs tasks and processes where workers are likely to be close to one another:

- In general, staff should not be near one another. A “2-meter rule” will always be in place. If keeping a safe (2-meter) distance is not practical or possible, masks will be supplied and **must be used**. Gloves will be available, but use is optional. Frequent handwashing is recognized as the best approach to reduce transmission. Use of gloves is **NOT** a replacement for handwashing. In smaller, normally shared spaces like the lunchroom, the number of staff in the space at one time will be limited. Room ability will be shown via signage.
- **Use of shared equipment including photocopier, telephones, postage machine, staplers, pens, tape dispensers, computers, credit card machines, microwave:**
- Staff must wipe down shared equipment **after each use**. It is recommended that staff make minimal trips to the photocopier.

General control measures for supporting physical distance at LMDSS:

- We encourage any staff/volunteer member, whose work may be done remotely, and who can work remotely, to do so until further notice. Further, we recommend that any staff member with an underlying health issue found as a COVID-19 risk, work remotely until further notice.
- Staff also have the choice of scheduling specific time(s) in the office to perform tasks or other responsibilities they cannot otherwise perform remotely. LMDSS remains flexible and will work with the staff and volunteers individually to accommodate needs and concerns.
- Several everyday tasks have changed. Wearing a mask or face shield when in proximity (less than 2 meters) to clients or other staff/volunteers will be one of the most visible indications that our work routines have changed. Other examples include many surfaces now require constant wiping down (disinfecting), no physical contact with others including clients, only one person at a time in certain areas such as washrooms, kitchen, and using extra caution when walking around “blind” corners.

LMDSS will re-open and restore facility operations gradually, in 3 phases:

- **Phase 1:** (June) Maximum of 4 staff/volunteers in the building at the same time (no in-person sessions with clients).
- **Phase 2:** (July – August) - Maximum of 6 staff/volunteers in the building at the same time. Limited restoration of in-person programs and services.
- **Phase 3:** (TBA-tentatively September 2020) Increased restoration of all in-person programs and services. This phase requires a complete review of the existing space and how we use it, especially with full complement of team members and clients. Further details will be provided in a future update of the COVID-19 Safety Plan prior to commencement of Phase 3.

We will continue to take direction from provincial health officials and regional health authorities. If the number of COVID-19 cases increase again and health officials must increase restrictions, LMDSS will adhere to health directives as they are issued. This could mean reverting to a prior re-opening phase and/or implementing added health and safety protocols.

- No visitors allowed without prior authorization.
- LMDSS will temporarily reduce the number of clients each therapist/teacher will see as in-person services are restored. One to One individual in-person sessions for any of our therapy, or educational classes will be the first to be phased back in. This will take place in July and with client capacity limited to two (2) per day. During service delivery sessions, therapy, teaching staff and families always must wear a mask, or face shields and follow all other Safety Plan requirements, including those for washing hands and supporting a safe 2-meter distance when possible.

Teachers and Therapists will not have physical contact with client. Instead, they will give instructions to the client and parent on what action(s) are needed.

Parents will also be reminded that if a child is not well, that the in-person session is to be cancelled. The classrooms, and therapy room will be disinfected **before and after each session.**

STEP 2

Measures to Reduce Risk of Transmission

LMDSS takes direction from WorkSafe BC, BC's Ministry of Health, Regional Health Authorities and BC's Ministry of Education.

To reduce the risk of transmission, LMDSS will implement the following measures:

(General Precautions)

- Limited staffing levels. 6 staff/volunteer members at one given time (e.g. 1 staff in the therapy room, 1 staff in each classroom, 1 staff in the reception area, 1 staff in the boardroom, and 1 staff in the ED office).
- Work from home if possible.
- Flexible staff scheduling – morning, afternoon, or evening.
- Maximum 2 people in the stairway (preferably 1 person).
- Keep 2-meter distance (we will have posters and floor signs around the office).
- 1 person at a time in the washrooms (washrooms are individual use).
- Hand sanitizer, gloves, and wipes will be provided in each office, classroom, reception area, entry of building, and washroom).
- Each person must answer safety questions before entry to office.
- Each person must sign into the logbook.

(Engineering Controls to Reduce Transmission Risk)

- Plexiglass installed at the front reception desk.
- Lunchroom capacity limit – **maximum 3 staff** (minimal use of the lunchroom is encouraged). Use of the refrigerator, microwave kettle or coffeepot is allowed but posted safety cleaning steps must be observed for their use.
- Boardroom (lunchroom) - maximum of 3 staff members at a time. Clean up thoroughly after each use. If possible, eat in your office.
- Handwash dishes. Keep one set of utensils/dishes for personal use at your desk (it is encouraged that staff would bring their own dishes and would take them home at the end of each day).

(Administrative Controls to Reduce Risk of Transmission)

- Upon entering LMDSS all staff, volunteers, clients (families) **MUST** answer safety questions have their temperatures scanned, and sign into the logbook?
- Wash their hands.
- Use hand Sanitizer.
- One-way entry/exit-as you enter LMDSS, use the front door to enter this will bring you directly into the reception area, follow all floor sign and arrows so that this allows only one way through the building. You will exit by way of the rear door so that no one is in contact with each other.
- Wipe down photocopier/telephones, and computers after each use.
- Remove as much clutter from your desk as possible to support thorough cleaning by cleaning staff.

(Cleaning Controls to reduce Risk of Surface Transmission)

- Cleaning will be increase to once daily in July, August, and September (this service schedule may change depending on the number of staff/volunteers/clients coming in). At the end of each day each room will also use a UV lighting unit to do the final stage of disinfecting before closing for the day. In addition to the regular service, LMDSS will pay extra attention to disinfecting high touch point surfaces such as doorknobs, light switches, counters, desks/keyboards, small items on desks, washrooms, and kitchen appliance. Disinfecting cleaning processes will use products approved by Health Canada during the COVID-19 pandemic.
- Staff will be reminded to regularly wipe down and disinfect their individual areas (office and equipment) and signs will be posted throughout the building with reminders to wash hands often.
- Library item that are returned must be placed in a plastic bag, marked with the date of return, and placed in the dirty return bin. After 14 days each item will then be wiped down with a disinfected, and then put through a UV lighting cleaning. Only after this has been completed will the items be placed on the shelf to be signed out.

(Use of PPE to Reduce Risk of Transmission)

- Masks, and face shields will be supplied and must be used if a 2-meter safe distance is not possible or practical. Gloves will be supplied and may be used either as an added safety precaution or because of personal preference. The use of gloves does **NOT** override the requirement for regular handwashing. Staff are not needed to wear PPE while in their individual work area, or in shared areas where you are alone, or a safe distance can be supported. Staff are encouraged to wear PPE if that is their personal preference.

Hand Hygiene Sign

How to Wear A Mask Sign

Traffic Flow Layout Sign

2-METER DISTANCE SIGN (Have the words 2-meter distance added to our new logo)



STEP 3

Updated LMDSS Health & Safety Policy – COVID-19

In addition to LMDSS existing Pandemic Influenza Policy (LMDSS Health & Safety Manual), the following policies and procedures for COVID-19 health & safety management have been added and are in effect until further notice:



**DO NOT ENTER
IF YOU ARE SICK
OR REQUIRED TO
SELF-ISOLATE**

Individuals must not be required to self-isolate and /or must be free of any typical COVID-19 symptoms such as fever, chills, new or worsening cough, shortness of breath, sore throat, new muscle aches or headaches.

Otherwise, entry into LMDSS is NOT permitted

- If a staff member is sick or has been asked by a Health Authority to self-isolate due to COVID-19, they are expected to follow this advice and inform the LMDSS Executive Director at once. LMDSS will notify staff/volunteers and families of clients who may have been in contact with the employee who is sick.
- If a staff member starts to feel poorly while at work, they should inform their supervisor or a designated First-Aid Attendant, and at once go home. They are also encouraged to call 811 or consult the COVID-19 Self - Assessment Tool (<https://bc.thrive.health/covid19/en>).
- If a staff member is severely ill (e.g. having difficulty breathing, experiencing chest pain, etc.) while at work, the nearest fellow staff member or first-aid attendant should be notified at once and /or call 911.
- No other staff member will be allowed to access the area of the staff member who has become ill until it has been thoroughly cleaned and disinfected

STEP 4

Communication

- Staff will be notified of the new COVID-19 policy. Signage and information to clearly communicate protocols and procedures will be circulated and posted throughout the building.

STEP 5

Monitoring

- As business operations may change at LMDSS requiring changes to health and safety procedures, staff will be immediately notified of any changes or new procedures.
- Staff will be reminded on regular basis about health and safety policies and procedures at LMDSS.
- If sick, staff/volunteers must notify their supervisor at once.

STEP 6

New Employees

- New employees/volunteers will be informed of the COVID-19 policy and all Health and Safety policies and procedures.