

TO: ALL EMPLOYEES, PEOPLE SUPPORTED & FAMILIES

FROM: COMMUNITY LIVING CAMPBELLFORD/BRIGHTON

RE: COVID-19

DATE: ~~Update #4-~~ MARCH 20, 2020

As you aware, COVID-19 is a new strain of coronavirus that can cause serious respiratory illness. This virus poses a particular threat for some people we support, many of whom are older adults and/or have weakened immune systems or respiratory problems.

While the risk in Canada (Ontario) is currently increasing so we would like to be proactive in the interest of protecting the people we support and our employees from infection, Community Living Campbellford/Brighton is putting in place the following interim protocols to mitigate risk:

1. Enhanced Environmental Hygiene

Employees are expected to institute enhanced environmental cleaning protocols for high touch areas, including doorknobs and handles, seatbelts, vehicle doors and driving controls, kitchen counters and eating surfaces, bathroom surfaces, etc.

2. Respiratory Etiquette and Hand Hygiene:

All employees are expected to use respiratory etiquette - this means coughing or sneezing into disposable tissues (or an elbow if tissues are not readily available). All employees are expected to wash their hands regularly with soap and water for at least 20 seconds and use an alcohol-based hand sanitizer provided in the workplace. Employees are also expected to support good respiratory etiquette and hand hygiene amongst the people we support.

3. Sick Employees

Employees who have symptoms of acute respiratory illness are recommended to stay home and not come to work until they are symptom free for at least 24 hours and, if required provide evidence confirming fitness to return to work. Employees should notify their Supervisor immediately if they are not well. Employees reporting for work and exhibiting symptoms of acute respiratory illness will be asked to return home.

4. Travel – Employees/People Supported and/or Families

Employees

If you have travelled outside of Canada in the last 2 weeks and/or are planning essential travel outside of Canada in the coming weeks, please report this to Human Resources **immediately.** (epomeroy@communitylivingcampbellford.com).

Employees considering essential travel should be aware that such travel is at an employee's own risk and may result in unpaid periods of self-isolation.

self-isolate (e.g., stay home, do not attend childcare, school or work, avoid public spaces, contact with others, do not take public transit) for a total of 14 days after their last day of travel.

CLC/B will not be allowing employees to return to work after travel outside of Canada for a period of 14 days.

People Supported/Families

If you have travelled outside of Canada in the last 2 weeks and/or are planning essential travel outside of Canada in the coming weeks, please report this to Human Resources **immediately.** (epomeroy@communitylivingcampbellford.com).

People (family members, friends, people supported) considering travel, who are in close contact with employees or service recipients should be aware that, CLC/B will be in a position to suspend services for a period of 14 days after the last day of travel.

CLC/B will not be providing support to people whose live in family or friends have travelled outside of Canada until after the recommended 14 day self-isolation period.

5. Close Contact

It is vital that CLC/B employees and people receiving services do **NOT** have close contact with anyone who:

- has travelled outside of Canada in the last 14 days.
- has had close contact with someone who has travelled outside of Canada in the last 14 days.
- has had close contact with someone who has a suspected, probable, presumptive or confirmed case of COVID-19.
- has spent time in an area that is proven to be a COVID-19 hotspot, or has had an outbreak

If this is the case please notify Human Resources **immediately.** (epomeroy@communitylivingcampbellford.com)

6. Supporting People Out

Employees should refrain from providing support to any non-essential community activity or event until further notice. This includes, but is not limited to, shopping, recreational activities, meetings, gatherings. If it's **essential**, ie. bank, medical appointments, etc. use caution. Otherwise consider alternatives such as, scenic drives, walks in unpopulated areas, picnics, drive-throughs, one on one activities where you can both stay at least two metres from others, in house movie nights, dance parties, baking, crafts, etc.

7. Visitor Screening and Family Contact

As of March 19/20, all visitors to CLCB homes and locations are restricted. In the event that someone providing an essential service is required they will be screened prior to entering the premises. Screening and response to risks identified through the screening tool will be as described in the attached Screening Form. Visitors are asked to respect the health and safety of all people supported and direct support professionals.

Families will be kept informed of the procedures we have implemented, visitation restrictions and programming changes as they occur. Employees who receive questions from family members or visitors about these procedures may direct inquiries to your Supervisor.

8. Programming/Schedule Changes

As a precautionary measure we are currently suspending all non-essential service. As of Monday March 16/20, the Campbellford Resource Centre, the Drop-in Centre on Doxsee Ave. in Campbellford and the Brighton location on Young St. are all closed. Respite services in Cobourg and Campbellford are suspended until further notice.

As part of CLCB's pandemic plan, employees should be prepared for any planned or last-minute schedule/location changes that may be required in order to protect the health and well-being of Direct Support Professionals and people receiving services.

Direct Support Professionals will be scheduled at one location only wherever possible to avoid potential cross contamination. As potential risks are identified, and isolation periods occur the schedule will need to be changed accordingly. All teams will be notified by their Supervisor (or designate) when this occurs.

9. Avoiding Cross Contamination:

Effective immediately, and until further notice multi-unit buildings should contain separate areas as much as possible. All access doors to separate rooms, areas, apartments, etc. should be closed at all times. Direct Support Professionals and people receiving services should avoid crossing these thresholds unless it is absolutely necessary.

10. Employee Declarations:

Employees are expected to report the following information to their Supervisor and/or Human Resources **prior** to attending work:

- i. Employees who are experiencing COVID-19 symptoms (fever, shortness of breath, cough), or who have family members with COVID-19 symptoms.
- ii. Employees who have travelled outside of Canada in the last 14 days or has plans to travel in the coming weeks.
- iii. Employees who have had close contact with someone who has travelled in the last 14 days.
- iv. Employees who have had close contact with persons identified as having COVID-19 or a suspected or probable case of COVID-19, or who have acute respiratory illness.
- v. Employees who work for another employer where any other employee, resident, patient, or person supported has been identified as having or suspected as having COVID-19 or a presumptive case of COVID-19.

(A presumptive case means that the Provincial Microbiology lab found a positive test result. All results must then be confirmed by the National Microbiology Lab).

The incidence of COVID-19 in Canada is increasing and Community Living Campbellford/Brighton is carefully monitoring the situation to ensure the health and safety of all members of our community. Community Living Campbellford/Brighton will keep you apprised of developments affecting our services and procedures.

We thank you for your cooperation and dedication to the people we support.

Should you have any questions or concerns, please contact Human Resources or your Supervisor.

COVID-19 RESPIRATORY INFECTION VISITOR SCREENING FORM

COVID-19 is a new strain of coronavirus that can cause serious respiratory illness. This virus poses a particular threat for some people we support, many of whom are older adults and/or have weakened immune systems or respiratory problems.

In the interests of protecting the people we support and our employees from infection, Community Living Campbellford/Brighton asks that visits be suspended until further notice. If the visit is essential please complete the following screening. We thank you for your cooperation and consideration.

Employees receiving this form from visitors are asked to follow the triage response below.

PART A: SYMPTOMS

Do you or anyone in your household have new/worse cough or shortness of breath	Yes No
Are you feeling feverish, or have you had shakes, chills or a fever in the last 24 hours (> 38 degrees Celsius)?	Yes No

PART B: TRAVEL/EXPOSURE

Have you travelled in the last 14 days ANYWHERE outside of Canada?	Yes No
Have you had close contact with a confirmed or probable case of someone with COVID-19 within the past 14 days?	Yes No
Have you had close contact with someone who has travelled outside of Canada in the past 14 days?	
Have you had close contact with a person with acute respiratory illness who has travelled outside of Canada within 14 days of the onset of their respiratory illness?	Yes No

TRIAGE RESPONSE

Scenario 1	Part A= No Part B = No	If visitor answers NO to all questions in Parts A and B, no restrictions on visitation.
Scenario 2	Part A= Yes Part B = No	If answered YES to one or both of questions in Part A, but NO to all questions in Part B, recommend delaying visit until visitor is feeling better for 24 hours.
Scenario 3	Part A= No Part B = Yes	If answered NO to both questions in Part A but YES to one of the questions in Part B, recommend that delaying visit until visitor 14 days has passed since travel/exposure and visitor is symptom free. Disinfect screening area following visitor departure.
Scenario 4	Part A= Yes Part B = Yes	If answered YES to at least one of the questions in both of Parts A and B, recommend that delaying visit until visitor 14 days has passed since travel/exposure and visitor is symptom free. Disinfect screening area following visitor departure.

****If at any point a visitor has questions about the screening process or does not accept a recommendation to delay the visit under Scenarios 2-4, employees are to direct inquiries to their Supervisor or Human Resources. ****