



**Down Syndrome
Resource Foundation**

Together. Hand in Hand.

COVID-19 SAFETY PLAN

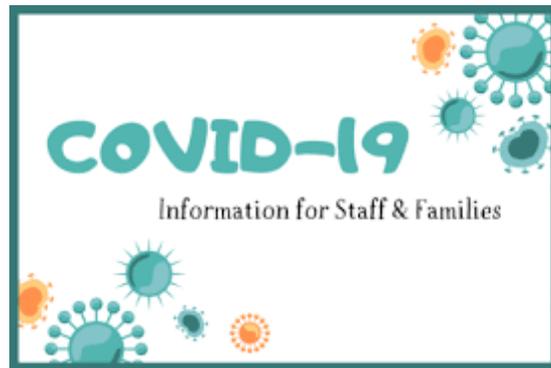
(Maintaining Safe Operations)

September 2020

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Introduction/Overview



DSRF's PRIORITY IS MAINTAINING THE HEALTH AND SAFETY OF OUR STAFF, CLIENTS AND FAMILIES.

To re-open and operate DSRF safely in the face of ongoing COVID-19 transmission concerns, DSRF is implementing a **6-Step Process** recommended by:



To maintain health & safety standards, DSRF continues to implement and update protocols as required.

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 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 short period of time.

We have developed this safety plan to ensure the safety of our staff, our clients, our families, and others who access our services and facilities.

The following six step process is being used to reduce risk and increase health and safety standards as we operate our facility and services in the face of continuing COVID-19 concerns.

STEP 1

General Risk Assessments and Mitigation Efforts

Areas Most Frequently Used by Multiple People

- Main floor Lobby
- Elevator
- Upper Concourse
- Therapy/Education Areas
- Washrooms
- Photocopier Room
- Laminating Area
- Hallways
- Kitchen
- Lunchroom

Surfaces Most Used (High Touch Areas)

- Door handles/knobs and light switches
- Elevator buttons
- Front desk area and administration common area (including library)
- Main lobby tables and chairs
- Lunchroom eating areas
- Kitchen food preparation areas and appliances
- Stationery filing cabinets
- Program equipment storage cabinets
- Building security keypad

Jobs, Tasks & Processes Where Individuals Are Likely in Close Proximity

- Masks (face coverings) are **MANDATORY** in designated areas and certain situations. (See: [Mask/Face Cover Requirements](#))
- In general, individuals should not be near one another. As a result, a “2-meter rule” is in effect. If keeping a safe distance is not possible, a mask or face covering 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 capacity will be indicated via signage.

Use of Shared Equipment

- Staff are required to wipe down/disinfect shared equipment (photocopier, laminator, postage machine, dishwasher, etc.) after each use. It is recommended that staff make minimal trips to the photocopier or laminator to reduce traffic in these areas.

General Control Measures to Maintain Physical Distance

- DSRF has implemented formal policies and procedures for staff ability to work remotely which will help manage the number of people in the facility at any one time.
- We recommend that any staff member with an underlying health issue identified as at risk due to COVID-19, work remotely according to their health needs.
- DSRF remains flexible and will work with the staff individually to accommodate COVID-19 needs and concerns.
- Many everyday tasks have changed. Wearing a mask or face covering when moving through the building in high traffic areas or when jobs place you near (less than 2 meters) to clients or other staff, is one of the most visible indications that our routines have changed. Other examples include many surfaces now needing to be continually wiped down/disinfected, no physical contact with others including clients, only one person at a time in certain areas such as washrooms and using extra caution when walking around “blind” corners.

Restart Phases

DSRF restarted and restored facility operations in 3 Phases:

- **Phase 1:** (June 2020) Maximum of 7 staff members in the building at the same time (no in-person sessions with clients)
 - **Phase 2:** (July -August 2020) –Maximum of 12 staff members in the building at the same time. Limited restoration of in-person programs and services (Summer School and OT - using the main floor activity area and outdoor space)
 - **Phase 3:** (Commencing September 8, 2020) Expanded programs and services. This phase is the result of a complete review of the existing space and how we use it in a COVID-19 context during Phases 1 & 2. Phase 3 is based a full complement of team members supported by a wide array of health and safety measures to provide expanded in-person care and learning environments in a safe manner.
- We continue to take direction from provincial health officials and regional health authorities. If the number of COVID-19 cases increase and health officials increase restrictions, DSRF will adhere to health directives as issued. This could mean reverting to a prior re-opening phase and/or implementing additional health and safety protocols.

- Controlled facility access. Front entrance locked at all times. No entry without authorization.
- DSRF will provide in-person services but limit quantity and per-client frequency to maintain physical distancing standards throughout the facility. During client sessions, therapy/education staff, parents, and clients (if possible) are required to wear a mask or face covering and follow all Safety Plan requirements, including those for washing hands and maintaining a safe 2-meter distance when possible. Mask (face cover) exemptions are in place (See: [Mask/Face Cover Requirements](#)) Therapists/Teachers will not have physical contact with the client unless absolutely necessary. Instead, they will give instructions to the parent on what action is required (e.g. lifting the client onto the swing, feet positioning, etc.). Client sessions that require additional space will take place in the main floor activity area or in the new general therapy space that has been created on the upper floor (NW corner).
- All session spaces will be wiped down/disinfected after each use.
- If a client is not well, the in-person session must be changed to a tele-service session, re-scheduled to a later date or if these are not possible, canceled.

STEP 2

Measures to Reduce Risk of Transmission

DSRF takes direction from WorkSafeBC, BC's Ministry of Health, Regional Health Authorities and BC's Ministry of Education.

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

(General Precautions)

- Masks (Face Covers) are **MANDATORY** in designated areas (See: [Mask/Face Cover Requirements](#))
- Maximum 2 people in the elevator. Mask/Face Cover is **MANDATORY**
- Use of stairs permitted. Mask/Face Cover is **MANDATORY**
- Keep 2-meter distance (high visibility signage around the facility).
- 1 person at a time in washrooms (vacant/occupied signs utilized).
- Hand sanitizer/disinfecting stations throughout facility.

(Engineering Controls to Reduce Transmission Risk)

- Glass barrier at front desk.
- Kitchen capacity limit – maximum 1 staff (minimal use of the kitchen encouraged). Use of the refrigerator, microwave and toaster oven is permitted but posted safety cleaning steps must be observed for their use.

- Use of dishwasher permitted but posted safety & cleaning steps must be observed. Staff are encouraged to have their own utensils for personal use.
- Lunchroom (East Wing) – **2 meter physical distancing AT ALL TIMES**
- Clean up thoroughly after each use.

(Administrative Controls to Reduce Risk of Transmission)

- Mask/face cover is **MANDATORY** prior to entry. (See: [Mask/Face Cover Requirements](#))
- Electronic symptom screening program for all clients (families) prior to attending sessions. Paper version at facility entrance in case electronic version to completed.
- Major symptom screening reminder signage at front entrance.
- Immediately upon entry, all staff, clients (families) **MUST** wash their hands.
- One way entry/exit – as you enter DSRF, use the right side to pass the curved burgundy pillar to go to the washroom to wash your hands.
- All shared equipment (e.g. photocopier, laminator, etc.) wiped down after each use.
- Remove as much clutter from your desk/work area as possible to support thorough cleaning by cleaning staff.
- Elevator may be used. (Maximum 2 people – ideally only 1 person in the elevator at a time). (Mask/Face Cover is **MANDATORY**)
- Stairs may be used. (Mask/Face Cover is **MANDATORY**). Single file only. Stay to the right. Physical distance as much as possible. Use extra caution when passing others.)

(Cleaning Controls to Reduce Risk of Surface Transmission)

- Increased janitorial cleaning (Phase 3 = daily). In addition to the regular service, DSRF's janitorial service provider has been instructed to pay extra attention to disinfecting high touch point surfaces such as doorknobs, light switches, counters, desks/keyboards, small items on desks, washrooms, and kitchen appliances. Disinfectant cleaning processes will use products approved by Health Canada during the COVID-19 pandemic.
- Staff encouraged 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 frequently.

(Use of PPE to Reduce Risk of Transmission)

- Masks (DSRF provided) or other face cover is **MANDATORY** in designated areas and during in-person client sessions (See: [Mask/Face Cover Requirements](#)) or if a 2-meter safe distance is not possible or practical. Gloves will be provided 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 required to wear PPE while in their individual work area if a safe distance can be maintained. Staff are encouraged to wear PPE at all times if that is their personal preference or for personal health reasons.

(COVID-19 Symptom Screening)

- Every person entering the facility, including staff, is subject to on-site COVID-19 symptom screening before proceeding into the facility. If all criteria cannot be met, entry is **NOT** permitted.
- Clients/students are required to complete additional COVID-19 symptom pre-screening. Pre-screening will be done regularly via completion of a pre-session electronic screening checklist. If this is not completed, a paper version of the screening checklist must be completed prior to proceeding into the facility. If all criteria cannot be met, entry is **NOT** permitted.



Coronavirus COVID-19
BC Centre for Disease Control | BC Ministry of Health



Hand Hygiene

SOAP OR ALCOHOL-BASED HAND RUB: Which is best?



Either will clean your hands: use soap and water if hands are visibly soiled.



Remove hand and wrist jewellery

HOW TO HAND WASH



1
Wet hands with warm (not hot or cold) running water



2
Apply liquid or foam soap



3
Lather soap covering all surfaces of hands for 20-30 seconds



4
Rinse thoroughly under running water



5
Pat hands dry thoroughly with paper towel



6
Use paper towel to turn off the tap

HOW TO USE HAND RUB



1
Ensure hands are visibly clean (if soiled, follow hand washing steps)



2
Apply about a loonie-sized amount to your hands



3
Rub all surfaces of your hand and wrist until completely dry (15-20 seconds)

Mask/Face Cover Requirements

Masks/face covers that cover the nose, mouth and chin are **MANDATORY** in the following areas and/or situations:

- **Main Floor Lobby & Waiting Area**
- **Administration Common Area**
- **Upper Floor Concourse**
- **Elevator & Stairway**
- **Hallways/Walkways**
- **Whenever physical distance cannot be maintained**

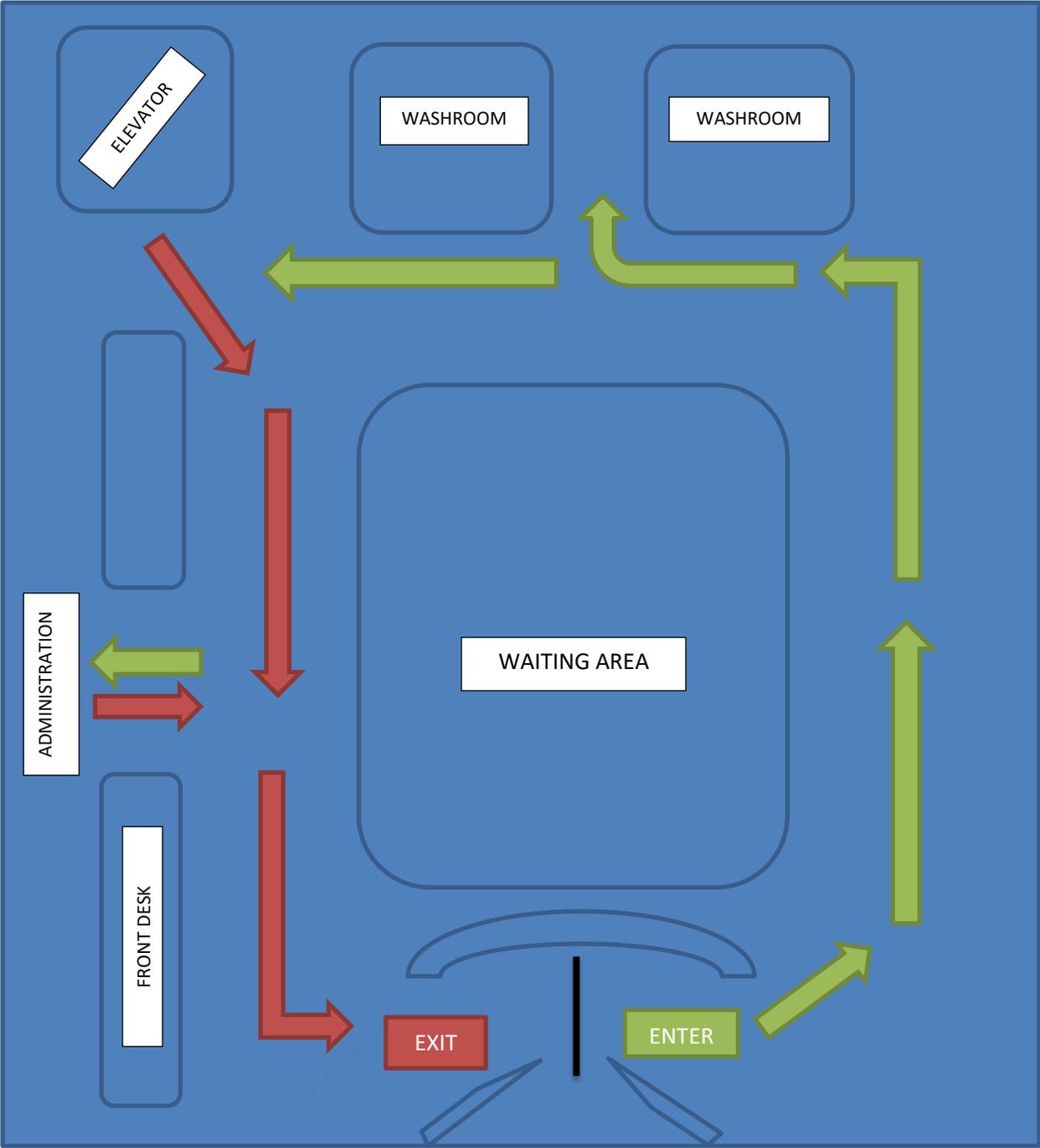
Exemptions: The mandatory mask/face cover requirement does not apply to:

- A child who is younger than two (2) years of age, or a child who is under ten (10) years of age chronologically or developmentally who refuses to wear a mask/face cover and cannot be persuaded to do so by their caregiver.
- A person with a medical condition, including breathing or cognitive difficulties, or a disability, that prevents them from safely wearing a mask/face cover.
- A person who is unable to put on or remove their mask/face cover without the assistance of another person.
- Mask exemption requests for other reasons will be considered on a case-by-case basis.



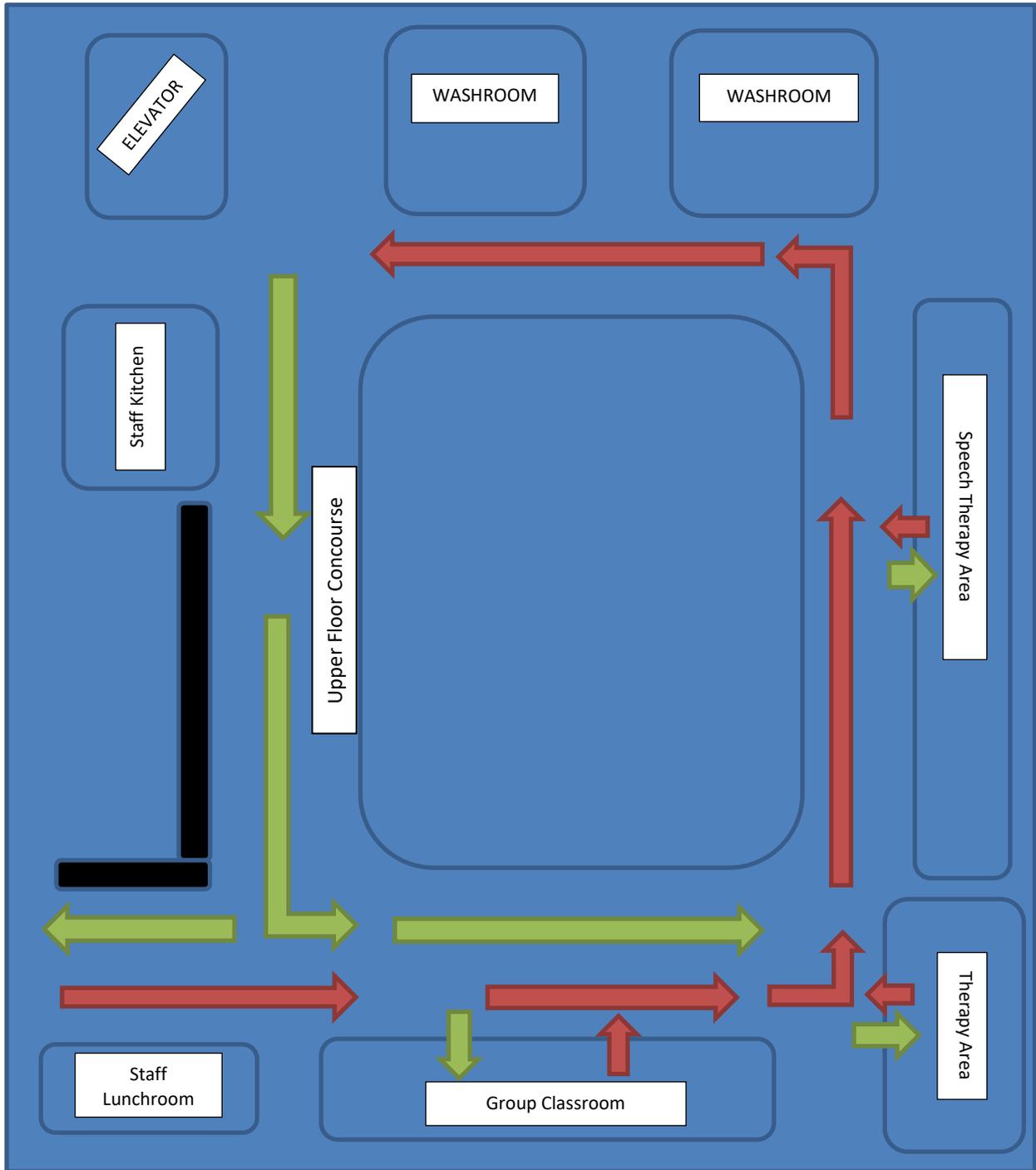
Traffic Flow (Main Floor)

ONE-WAY ENTER/EXIT



Traffic Flow (Upper Floor)

ONE-WAY ENTER/EXIT



STEP 3

DSRF Health & Safety Policy – COVID-19

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



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 DSRF 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 follow this advice and inform their DSRF supervisor immediately. DSRF will notify staff and families of clients who may have been in contact with the employee who is sick.
- If a staff member starts to feel unwell at while at work, they should inform their supervisor or a designated First-Aid Attendant, and immediately 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 immediately and/or call 911.
- No other staff member will be permitted 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 new COVID-19 policy or safety plan changes.
- Signage and information to clearly communicate protocols and procedures will be circulated and posted throughout the building.

STEP 5

Ongoing Monitoring and Risk Assessment

- As COVID-19 health, safety, and operational needs change at DSRF, requiring changes to practices and procedures, staff will be notified, as will families and other parties the changes may impact.
- If sick, staff are required to notify their supervisor immediately.
- If someone in a staff member's household is sick, even if COVID-19 is not suspected, the staff member should notify their supervisor prior coming to work to discuss possible precautionary steps such as remote work until the health issue has been resolved (symptom free) or a negative COVID-19 test has been received.

STEP 6

New Employees

- New employees will be informed of the COVID-19 policy, all Health and Safety policies and procedures and provided with a copy of the COVID-19 Safety Plan.

