



**Down Syndrome
Resource Foundation**

Together. Hand in Hand.

Communicable Disease Plan (COVID-19)

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Introduction/Overview



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

To operate safely in the face of ongoing COVID-19 communicable disease transmission concerns, DSRF follows guidance provided by:



To maintain health & safety standards, DSRF continues to implement and update protocols as required by British Columbia's Provincial Health Office and Ministry of Health.



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 communicable disease plan to ensure the safety of our team, our clients, our families, and others who access DSRF facilities and services.

Special Updates and Advisories

Effective Date: March 14, 2022

To prevent the spread of COVID-19, the following Communicable Disease Plan measures are in effect until further notice.

GENERAL:

- Masks are mandatory*
- At minimum, masks must be medical-style, multi-layer (ideally three layer) masks such as those commonly referred to as “surgical masks”.
- KN95, N95 or N99 level masks are strongly recommended, especially for in-person services where close contact is likely to occur.
- Masks are optional for staff-only interactions in individual offices, workspaces, or group dining areas where no clients or families are present and all parties consent to not wearing a mask.
- Careful social contact. When possible, maintain careful social distancing of at least 2 meters.

1:1 IN-PERSON SERVICES:

- Masks are mandatory* Careful social contact. **This includes in-home services, which are considered an extension of the DSRF centre.** (Requests for in-person sessions with a mask exemption can be arranged through your individual therapist, behaviour consultant or teacher)

GROUP CLASSES & PROGRAMS:

- Masks are mandatory* Careful social contact. When possible, maintain careful social distancing of at least 2 meters (6 ft).

FACILITY ACCESS:

- The front doors of the centre will be unlocked during normal business hours. Masks are mandatory* in all common areas of the facility.
- Visitors will be subject to COVID-19 symptom screening upon and should only proceed into the facility if they meet all posted requirements.

* *Exemptions Apply.* (See: [Mask Use](#))

Note: These measures are subject to change depending on further guidance from provincial health officials in response to changing COVID-19 conditions.

The following process is being used to reduce risk and increase health and safety standards as we operate our facility and services with continuing COVID-19 transmission concerns.

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 lights 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 are **MANDATORY***.
- In general, individuals should have careful social contact. If possible, a “2-meter rule” should be observed. Frequent handwashing is still recognized as a good way to reduce transmission. Use of gloves is **NOT** a replacement for handwashing. In smaller, normally shared spaces like the lunchroom, the number of staff may 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.

General Control Measures to Maintain Careful Social Distancing

- DSRF remains flexible and will work with the staff individually to accommodate COVID-19 needs and concerns.
- Wearing a mask 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 frequently disinfected, careful social 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.
- 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.
- 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 virtual session, re-scheduled to a later date or if these are not possible, canceled.

Measures to Reduce Risk of Transmission

DSRF takes direction from WorkSafeBC, BC’s Ministry of Health, Regional Health Authorities.

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

(General Precautions)

- Electronic symptom screening for all clients (families) prior to attending sessions.
Paper version at facility entrance in case electronic version to completed.
- Symptom screening reminder signage at front entrance.
- **Masks are MANDATORY*.**
- Careful social contact. Keep 2-meter distance (high visibility reminder signage throughout facility).
- 1 person at a time in washrooms (vacant/occupied signs utilized).
- Hand sanitizer/disinfecting stations throughout facility.
- 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.
- Elevator may be used. (Recommended Maximum: 3 people. **Masks MANDATORY***
- Stairs may be used. **Masks are MANDATORY*** and careful social contact recommended. Use extra caution when passing others.)

(Cleaning Controls to Reduce Risk of Surface Transmission)

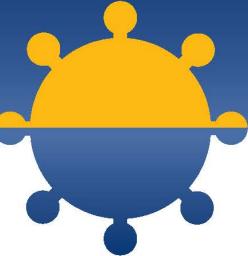
- **Daily** janitorial cleaning. In addition to the regular service, DSRF's janitorial service provider has been instructed to pay extra attention to disinfecting high touch point surfaces such as doorknobs, light switches, counters, desks/keyboards, small items on desks, washrooms, and kitchen appliances. Disinfectant cleaning processes will use products recommended for COVID-19 safety.
- 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/sanitize hands often.

(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.



Hand Hygiene



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



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



Apply liquid or foam soap



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



Rinse thoroughly
under running water



Pat hands dry thoroughly
with paper towel



Use paper towel
to turn off the tap

HOW TO USE HAND RUB



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



Apply about a loonie-sized
amount to your hands



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

COVID19_HH_001



Ministry of
Health



BC Centre for Disease Control

If you have fever, a new cough, or are
having difficulty breathing, call 8-1-1.



Mask Use

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

- Main Floor Lobby & Waiting Area
- Administration Common Area
- Upper Floor Concourse
- Elevator & Stairway
- Hallways/Walkways
- Whenever careful social contact cannot be maintained.

Note: Masks are optional for staff-only interactions in individual offices, workspaces, or group dining areas where no clients or families are present and all parties consent to not wearing a mask.

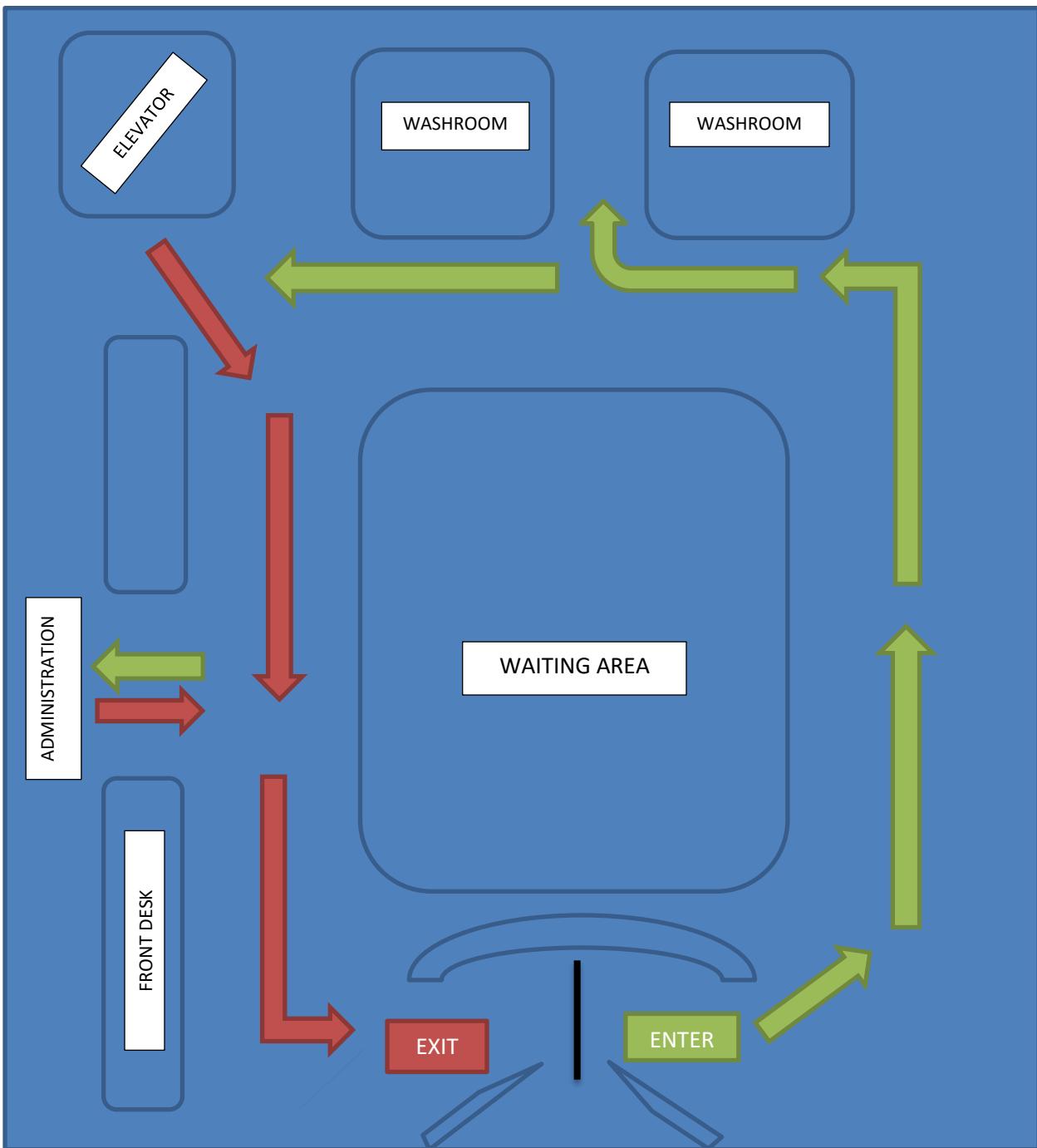
Exemptions: The mandatory mask requirement does not apply to:

- a) A person with cognitive, mental, or physical impairments or health conditions who cannot wear one.
- b) A person who needs to remove their mask due to another person's hearing impairment.
- c) A person who cannot remove a mask on their own.
- d) Mask exemption requests for other reasons will be considered on a case-by-case basis.



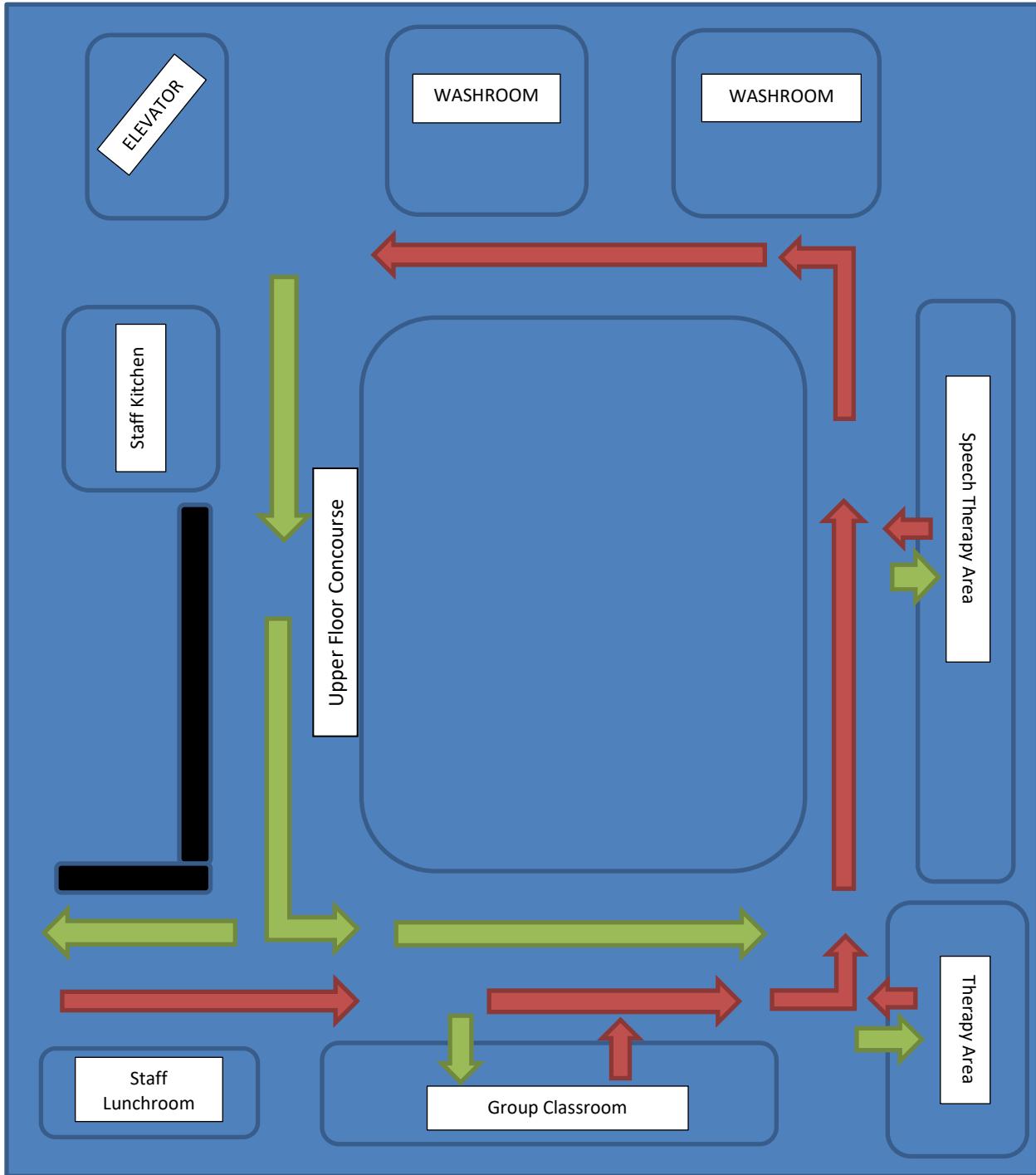
Traffic Flow (Main Floor)

ONE-WAY ENTER/EXIT



Traffic Flow (Upper Floor)

ONE-WAY ENTER/EXIT



DSRF Health & Safety Policy – Communicable Disease (COVID-19)

In addition to DSRF's existing Communicable Disease - Pandemic 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.

Communication

- Staff will be notified about changes to its communicable disease plan.
- Signage and information to clearly communicate protocols and procedures will be circulated and posted throughout the building.

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 who are impacted by the changes.
- 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.

New Employees

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

