

**Down
Syndrome**

Resource Foundation



**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 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.



Viruses such as COVID-19 spread in various ways. They can spread in droplets when a person coughs or sneezes. They 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: January 2023

Return to Work post-COVID-19, suspected COVID-19, or other similar illness:

- Staff must not attend DSRF if they have a fever and until such time that the fever is gone, without the use of medications that reduce fever such as Tylenol. If they feel well enough during this time, they have the option and are encouraged to work remotely.
- Once there is no fever (without the use of medications that reduce fever), no new symptoms and existing symptoms have improved, staff are permitted to return to in-person work but must wear a mask at all times for a period of not less than 5 days from the first day of symptom onset.
- If, after 5 days from the first day of symptom onset, there are no new symptoms and existing symptoms have improved, staff are permitted to follow normal masking protocols as specified in the Communicable Disease Plan.

The following process is being used to reduce risk and increase health and safety standards as we operate our facility and services when communicable disease transmission concerns are present.

General Risk Assessments and Mitigation Efforts

Areas Most Frequently Used by Multiple People

- Main floor Lobby
- Elevator
- Upper Concourse
- Therapy/Education Areas
- Administration 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 are MANDATORY*.
- In general, individuals should have careful social contact. 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.

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, common areas or when jobs place you near clients, is one of the most visible indications that our routines have changed. Other examples include many surfaces now needing to be frequently disinfected 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 safety phase and/or implementing additional health and safety protocols.
- All session spaces should be disinfected on a regular basis.
- If a client is symptomatic (sick), 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)

- Symptom screening for all clients (families) prior to attending sessions.
- Masks are MANDATORY*.
- Hand sanitizer/disinfecting stations throughout facility.
- Follow directional signs for safe passage throughout the facility.
- Elevator may be used.
- Stairs may be used. 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.

(COVID-19 Symptom Screening)

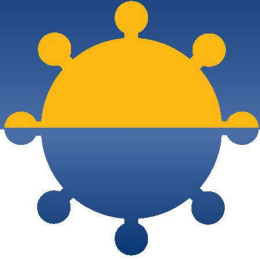
- Every person entering the facility, including staff, is subject to on-site COVID-19 symptom screening before proceeding into the facility. If all criteria cannot be met, entry is NOT permitted.
- Clients/students are required to complete additional COVID-19 symptom pre-screening. Pre-screening will 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.

(Return to Work post-COVID-19, suspected COVID-19, or other similar illness)

- Staff must not attend DSRF if they have a fever and until such time that the fever is gone, without the use of medications that reduce fever such as Tylenol. If they feel well enough during this time, they have the option and are encouraged to work remotely.
- Once there is no fever (without the use of medications that reduce fever), no new symptoms and existing symptoms have improved, staff are permitted to return to in-person work but must wear a mask at all times for a period of not less than 5 days from the first day of symptom onset.
- If, after 5 days from the first day of symptom onset, there are no new symptoms and existing symptoms have improved, staff are permitted to follow normal masking protocols as specified in the Communicable Disease Plan.

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 Use

Masks that cover the nose, mouth and chin are **MANDATORY*** and especially in the following high-traffic, common 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.

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.
- Therapists, Teachers, and Behavioural Consultants delivering a 1:1 session may, if they believe it will benefit the client, ask individual families if they are comfortable doing a maskless session (see next point). This should be done in advance of the session.
- If delivery of service or quality of care is hindered by the use of masks, either for client and staff or both, masks may be removed with the joint consent of staff and parent/guardian. This option applies only to the therapist/teacher and the client. All others present during the session are required to wear a mask

GROUP CLASSES:

- Masks are **mandatory*** for close 1:1 contact.
- Masks are optional for students while seated at their desk and distanced from other students and staff.
- Masks are optional for staff when distanced from students (i.e., speaking at the front of the class)
- Careful social contact at all times. When possible, maintain careful social distancing of at least 2 meters (6 ft).

STAFF ONLY INTERACTIONS:

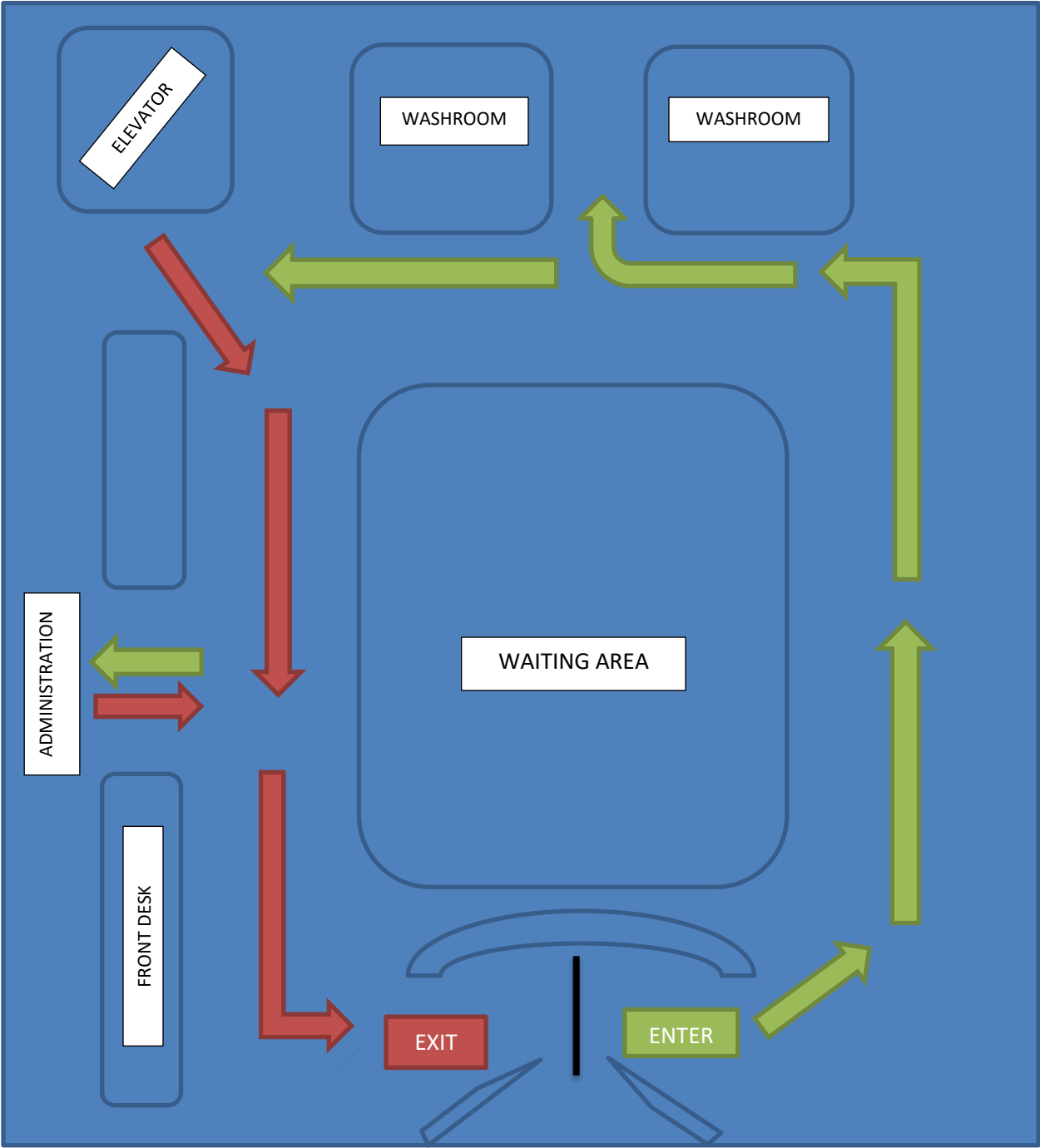
- Masks are optional for staff-only interactions in individual offices, workspaces, or group dining areas where no clients or families are present and all present consent to not wearing a mask.

***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.

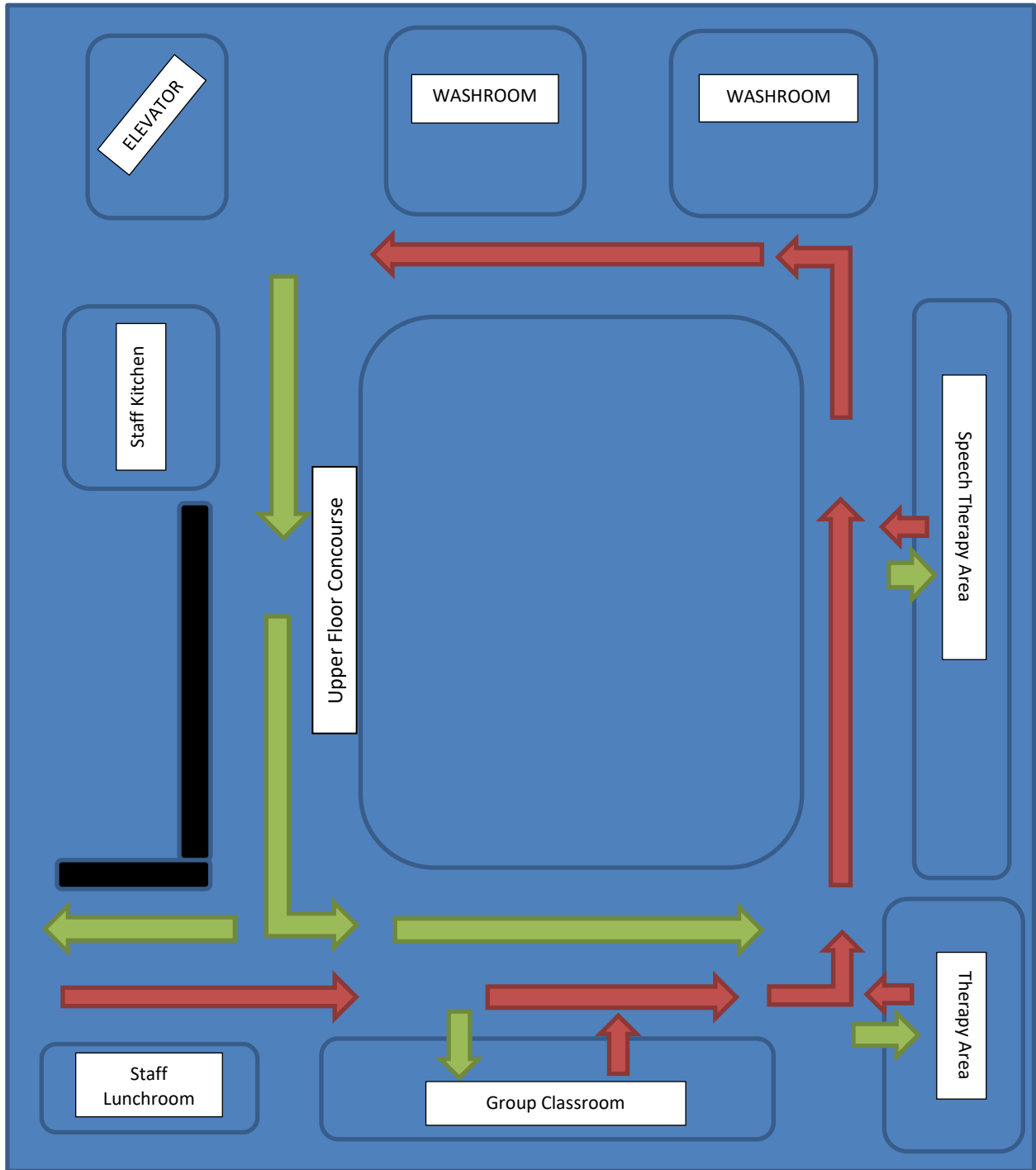
Traffic Flow (Main Floor)

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

- Staff are asked to perform a COVID-19 Rapid Test, provided by DSRF, at least twice per week (depending on work schedules). If the test result is negative, they are not permitted to attend work.
- If a staff member is sick or has been required to self-isolate, they are expected to follow this advice and inform their DSRF supervisor immediately.
- 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 DSRF's Communicable Disease Plan. A copy of the plan will be maintained and be readily available on the DSRF website.
- Signage and information to clearly communicate protocols and procedures will be circulated and posted throughout the building as needed.

Ongoing Monitoring and Risk Assessment

- As COVID-19 health, safety, and operational needs change, that necessitate changes to practices and procedures, staff will be notified, as will families and other parties who are impacted by the changes.

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.

