

COVID – 19 Pandemic Procedures

For Residents

To be implemented immediately:

❖ **Resident Lock Down**

- This means there will be a reduction or elimination of further admittance into the Transition House for any new or returning residents for the duration of the pandemic emergency.
- Residents must report to staff then remain in their room if they have any signs or symptoms or cold or flu.
- Residents have access to the common resident area; the office area is off limits. The side exit is to be used as the sign out sheet will be placed in the hallway nearby.
- Clients will have their own designated washroom to use pending occupancy level
- Everyone must refrain from leaving the house or meeting people outside of the house for any reason other than medical.
- Leaving the house may result in you being prohibited from re-entry.

❖ **Social Distancing**

- All residents and staff must maintain a distance of at least 2 meters apart.
- Avoid eating together or gathering in the common areas. There will be a turn for each resident to use the kitchen, living room, craft room and laundry room.
- One-on-one meetings must be avoided where possible however limited meetings in a larger area where it is possible to remain 2 meters distance apart and avoid shaking hands, or hugging. Meetings in open air if weather permits is best as long as one is not down wind from another.

❖ **Personal Protection**

- Hand wash frequently and avoid touching your face.
- Cover coughs, yawns and sneezes with Kleenex or tissue.
- Throw tissues in bagged garbage immediately.
- Avoid sharing plates, cutlery, cups, food, cigarettes or anything else that can pass germs.
- Sanitizing anything your hands touch frequently throughout the day to avoid cross contamination. This includes doorknobs, light switches, handles, chairs, table, counter tops, phone, keyboard, tv remotes, etc.
- The House will have hand sanitizers, face masks for those already sick, Lysol wipes and disinfectant sprays available for frequent use

❖ **Housekeeping protocols**

- Common areas need to be cleaned after each use. Wipe down with a Lysol wipe everything you touched.
- Wash your own dishes after each use with soap then load them in the dishwasher for sanitizing
- Wipe down counter tops, cupboard handles, fridge handles, chair and table
- Replace dish cloth towels with paper towels
- Clean toys with disinfectant

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Your safety is of our utmost concern; let's work together to resist the Coronavirus from entering the facility. Your cooperation is greatly appreciated.

For Staff

❖ **Your Health and Safety:**

- Avoid coming into work when you are sick or think you may be coming down with a cold or flu
- During shift change debrief from a distance of at least 2 meters apart or by phone
- Disinfect anything hands might have touched such as doorknobs, handles, phone, keyboard, etc.
- Follow social distancing procedures and information in and out of the place of work
- Avoid unnecessary travel
- Bring your own lunch and eat away from others
- Do not share personal items
- Avoid shaking hands or hugging
- Answer the door via the intercom first and ask the person to step a meter back before you open the door if it is safe to do so.
- Use online, telephone, or texting to communicate where possible
- Reduce exposure between staff and the public as much as possible
- **Adhere to the cleaning protocols posted**
- Wash hands and avoid touching your face
- Night shift: remain in the office area at night locking the door to the resident side with periodical monitoring and checking the camera

❖ Please be aware that shifts will change, and casual shifts may increase or close temporarily.

❖ Inform clients we are on a lock down and explain the procedures and requirements of them

❖ Inform clients of the Corona virus, what it is if they don't yet know, and how we are helping to prevent the spread of the virus. Post and share health information as it becomes available.

❖ **New referrals and requests for admittance to the house are to be declined due to the lock down, unless it is a local client in dire need of safety. Ensure to ask the assessing questions outlined in the *Pandemic Procedure Intake Assessment Form.***

❖ Report any illness you feel on setting at work or report to the manager's any signs of sickness you see in the house.

❖ If all clients sign out of the house, notify management so we can adjust the shift schedules as needed, especially at the height of the pandemic situation.

❖ We may have more impromptu meeting via teleconference to address issues and changes