

## COVID-19 Safety Plan at CVCDA - Revised January 2022

### ***Statement of Purpose***

The Comox Valley Child Development Association (CVCDA) is committed to providing a safe & healthy workplace for all of our staff. A combination of measures will be used to minimize the possibility of worker exposure to COVID-19. This plan reflects the best evidence available at this time and it will change as required to reflect updates in our understanding of the virus and its transmission. Our work procedures will protect not only our staff and families but also, all visitors and other workers that enter our facilities.

Looking back to early 2020: The health and safety of our staff and families was top priority. A COVID-19 Safety plan was developed under special circumstances in response to the continuing COVID-19 pandemic. It was intended for all CVCDA employees. All CVCDA employees follow the guidance, expectations and direction provided by the Public Health Officer. This original COVID-19 Safety plan was a starting point and was amended, as necessary, as we continued to navigate the ever changing pandemic. In October 2021 we transitioned from the COVID-19 safety plan to the Communicable Diseases Plan

Jan 2022: Direction from PHO indicated that COVID-19 plans should be reactivated by businesses. The CVCDA original COVID-19 safety plan has been revised & replaced with this document.

This plan is to be put in place alongside the 'COVID-19 Response plan at the CVCDA-April 2020'.

### **Assessing the risk in our workplace:**

Management has assessed the workplace using the guidelines provided by the Government of BC, BC's Public Health Officer, the BC Center for Disease Control and WorkSafeBC. It has been determined that it is possible for small numbers of staff to be working safely on the premises at this time, following their recommendations. In the case of Project Jumpstart, the BC Child Care Facilities Licensing Branch (CCFLB) Licensing Regulation and recommendations, as well as, SD71 guidelines, will need to be followed. The following procedures are being implemented to protect everyone's health and safety and must be followed by all staff.

### **Implementing measures to reduce the risk:**

#### **General guidelines:**

Keep your hands clean

- Wash your hands often with soap and water for at least 20 seconds.

- This should be done before and after seeing a client/visitor, after using the wash room, before & after food prep/breaks, upon entering all CVCDA buildings, after handling cash or other shared materials, after touching shared surfaces and equipment, donning and doffing a mask and gloves
  - Appendix #1: BC CDC Hand Hygiene instructions
- If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose and mouth.
- Cough or sneeze into the bend of your arm.
- Avoid touching surfaces people touch often.
- Greet people from a distance of at least 2 meters and avoid all handshakes, high fives etc.

#### Keep your environment clean

- Use appropriate products provided by CVCDA to clean and sanitize high touch surfaces including your desk, work surface, phones, doorknobs, keyboards, electronics, toys, light switches etc. when you enter and leave the area. There will be specific checklists in each room.
  - Appendix #2: cleaning and sanitizing products
  - Appendix #3: cleaning checklist

#### Keep your distance

- Keep a distance of 2 metres between you, your coworkers and clients. If you are unable to maintain this distance of 2 meters you will be required to wear your mask, with the understanding that these also have limitations.
- Increase distance between desks, tables and workstations, where possible.
- Reduce/eliminate activities that require close physical proximity or contact with people, such as face to face team meetings.
- Limit any contacts closer than 2 metres to the shortest time possible.

#### Cleaning procedures:

As we learn to deal with the unusual circumstances of this pandemic and how it affects our work space and practices we will need to be extra vigilant about cleaning and sanitizing.

- Cleaning materials will be available in every room and should be replenished as necessary.
- The cleaning that is done by staff throughout the day will be extra on top of the regular cleaning routine of the housekeeping staff.



## **Managing the workplace procedures to reduce the risk:**

### **Staff Entering the building:**

- Every time staff enters any CVCDA buildings they must wash their hands with soap and water or use the hand sanitizer provided.
- Each office space/room will have a spray bottle of cleaner and paper towel; which can be replenished as needed.
- In these unusual circumstances it is each staff member's responsibility to clean down their desk area frequently, on a daily basis.
- Housekeeping will continue to be responsible for the daily cleaning routine of the CVCDA.

### **Visitors entering the building:**

- While efforts continue to stop the spread of COVID-19 we will be limiting the amount of people entering our buildings. Families should be encouraged, where possible, to have only one adult attend an appointment.
- A 'pre appointment health check' phone call/email to a family will need to be made by staff the day before/early on the day of a scheduled in-person appointment. This call will also need to be made to meet families/clients for physically distanced outdoor visits, whether they are on CVCDA property or other suitable outdoor space.
- Use the pre appointment health check- phone call/email script provided to determine if the in-person appointment should continue as planned or if it should be rescheduled/moved to virtual appointment.
  - Appendix #4: Pre appointment health check-phone call/email script
- Until we reach the point that it is deemed safe to allow full access to our buildings, our external doors will be locked at all times.
- If you need to invite a visitor into our building's please advise them that they will need to call the number provided to alert you to their arrival or ring the door bell for access.
- Visitor entry to our buildings will be through:
  - The upper ramp door (when ramp is completed)
  - The lower ramp door (when renovations are completed)
  - the front door of the Children's Therapy Center, (option of gym door for PT clients)
  - the main door of the Autism Center and
  - the front door of the Pathways To Healing/Early Years Wellness building.
  - Program Jumpstart (at Courtenay EI) will enter through the 'back' door of the classroom and exit through the 'front' door of the classroom. Program Jumpstart will follow the BC Child Care Facilities Licensing Branch (CCFLB) Licensing Regulation and recommendations, and SD71 guidelines regarding their use of the school facilities.

- ASLP & ASLA will follow the UIWONA building guidelines for entry/exit.
- All visitors will be asked to either wash their hands or use the hand sanitizer provided when they enter the building.
- All adult visitors and children over 5 will be asked to wear a mask.
- All visitors to our buildings will need to be recorded in the visitor log book for each department. Reception will compile these logbooks weekly and save for 14 days after the visit.
- Appendix #5: Log book & how to use it
- All external user groups are currently suspended.
- Wherever possible, physical distancing will be maintained during the delivery of our services. When it is not possible, this will be documented in visitor log book.

#### **Scheduling appointments at CVCDA:**

- When it is necessary to bring a client into the CVCDA for a meeting you must ensure there is a room available to use before hand. Book a room when you book the meeting.
- When you schedule the meeting advise them of our new procedures for visitors entering the building (see above).
- TAP and EIT staff should stagger their appointments where possible so families are not arriving at the same time. Secondary doors should be considered to avoid crossing paths unnecessarily
- Remember to schedule time into your appointment for cleaning the room before and after use.
- Remember to schedule time to make the pre appointment health check phone call/email to the family, the day before the appointment.

#### **Scheduling appointments inside homes or centers:**

Staff are permitted to enter a client's home or a child care setting.

- Appendix #6: Indoor daycare visits
- Appendix #7: In home visits

#### **Meeting spaces:**

- Always consider meeting virtually or outdoors to maintain 2-meter physical distancing expectation.
- Our meeting spaces are open for use & they will need to be sanitized after each use. If multiple staff are using the room together then all staff involved help to clean the room.
- Cleaning materials will be available in each room.

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- If you use the room, you clean the room. This includes the chairs, tables, door knobs, toys or resources used and any other surfaces that were touched.
- Be sure to allow enough time in your schedule and room booking for this cleaning to happen. It cannot be left until later.

### **Reception area:**

Although this is a shared resource space it is also someone's workstation. Their space needs to be respected.

- The number of people allowed in the reception area is limited to the receptionist and one (1) other staff member, to allow for physical distancing of 2 meters between these two people.
- Only enter this area when necessary.
- Surfaces you touch in this area must be sanitized right away, e.g. supply cupboards, photocopier/fax machine keypads, staplers, file cabinets etc.

### **Department Offices:**

Many of our offices are small and over crowded. In response to COVID-19 the configuration of many office set ups were adjusted. Working from home, where possible, is being encouraged.

- All persons in the office should be wearing masks if they are within 2 meters of each other.
- It is each staff member's responsibility to clean their desk area at the start of their day and throughout the day, this includes but is not limited to, your desk, computer, phone & chair.
- Everyone is responsible for ensuring the high touch areas of their office are cleaned regularly e.g. filing cabinets, doorknobs, shared resources.

### **Shared kitchen/lunch space:**

- These areas will have a limited number of people allowed at one time. Signage will be posted.
- If it is necessary to use the shared kitchen/lunch space you must sanitize every surface and piece of equipment before and after you touch/use it before you move on e.g. kettle on switch & handle, plugs, toaster, microwave plate, buttons & door, cupboard handles, can openers, dishes, cutlery etc.
- There will be no washable dishcloths available during this time. Please use disposable paper towel.

### **Washrooms:**

Washrooms are a very high traffic area and therefore an area where the contamination risk is high.

- Staff are responsible for using the sanitizer spray provided to clean down the toilet and sink before and after every use.
- There is one washroom dedicated to staff in each building.
- If your client uses the washroom you must ensure it gets sanitized after their use.
- Paper towels must be used to turn off taps and open doors.

### **Hallways:**

Most of our buildings are older. Hallways are narrow.

- Physical distancing is not possible in our hallways, wear your mask in common areas.
- Before entering a hallway look to see if there is space for you.
- If there is not enough space for you to remain 2 meters away from the other people you will need to wait.
- Signage will be posted to assist with traffic flow and direction, in some cases.
  - ✓ Remember not to gather in hallways as this will block the traffic flow for other staff wanting to pass safely.

### **Continuing to work from home:**

- Where possible staff are encouraged to continue to work from home and continue to follow the CVCDA work from home policy.
- Work from home logs will still be required.

### **Masks:**

BC's Public Health Officer is now requiring masks be worn in public spaces by anyone 5 years & older. A mask will never replace physical distancing but together with regular hand washing a mask is a tool to prevent the spread of COVID-19.

- When worn properly, a person wearing a mask can reduce the spread of his or her own infectious respiratory droplets.
- There will be some face shields available. These will be allocated according to the face to face contact you may be required to provide.
  - Appendix #8: About masks
  - Appendix #9: How to correctly put on (donning) a mask
  - Appendix #10: How to correctly take off (doffing) a mask

**Wearing gloves when assisting someone else with washroom routine:**

- Gloves are provided by the CVCDA for anyone who may need to assist another person with a toileting routine.
- It is your responsibility to ensure you are wearing gloves for these toileting routines.
- Project Jumpstart should also follow the BC Child Care Facilities Licensing Branch (CCFLB) Licensing Regulation and recommendations with regards to gloves
- Ensure you are disposing of gloves safely in the waste basket
  - Appendix #11: How to put on (donning) gloves
  - Appendix #12: How to take off (doffing) gloves

**Transportation:**

CVCDA staff are allowed to transport clients in CVCDA vehicles, staff vehicles & client's personal vehicles, while following the Transportation policy

- Appendix #13: Transportation

**Monitoring for symptoms of COVID-19 in yourself**

If you think you might have symptoms of COVID-19, use the BC self-assessment tool to find out what to do.

- Appendix #14: BC self assessment tool link
- It is critical that, if you have one symptom of COVID-19 (fever, cough or difficulty breathing), or even mild symptoms, you should stay home to avoid spreading illness to others. If you develop symptoms at work you should go home ASAP
- If it is recommended to take a COVID-19 test by the BC self-assessment tool call this number: 1-844-901-8442. A nurse will review your history and if eligible, you will be booked for an appointment. Public Health will be following up with patients who have a positive test result.

If there was a COVID-19 exposure within the CVCDA we will be contacted by Public Health. We will be given instructions by them and all staff will be expected to follow them.

Staff who have tested positive for COVID-19 will not be allowed to return to the workplace until they are free of all symptoms of COVID-19 and have completed any self-isolation period mandated by public health authorities.

If a staff or client has been in close contact with a COVID positive person & has been instructed by Public Health's contact tracers to self isolate they will not be permitted to enter our buildings/meet with staff until the full isolation period has been completed.

### **What to do if a family member is displaying symptoms of COVID-19**

If a fully vaccinated employee has a family member who is displaying symptoms of COVID-19/tested positive for COVID-19 they are expected to self monitor for symptoms and can continue to participate in routine activities such as work or school. In this case please consider carefully the environments you are entering. Please refer to most recent updates from BCCDC for further information.

### **Assessing the risk to yourself. Are you or members of your family considered vulnerable?**

- Consider the environments you are entering
  - Are you wearing your mask?
  - Do you need to be there?
  - Have you washed your hands?
  - Is the environment sanitized? Can you sanitize it?
  - Who else is there? Do they need to be there?
  - Can you maintain 2-meter distancing?
  - Have a conversation with those in your environment about your comfort level and physical distancing expectations
- Consider your own situation. Does your age, health, medical condition, or other vulnerable person in your life, need to be considered before you enter an environment/situation? If you have concerns about your situation, please speak with your supervisor or the ED about your options.

### **Self assessment questionnaire and temperature checks**

Each day a staff member intends to enter the CVCDA they may complete the BC Self Assessment questionnaire. This can be done by downloading the BC COVID-19 app or through their website <https://bc.thrive.health/covid19app> This should be documented in your Outlook calendar or work from home log

Within 24 hours prior to a visit with a client at the CVCDA or in their home you must call/email them and go through our Pre appointment health check with them.

We have some touchless thermometers available at the CVCDA. These can be used on anyone, at the discretion of the staff, if deemed necessary.

**Log of face to face meetings with external people, both outdoor visits & those entering the building, for the purpose of COVID-19 exposure & tracing**

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- An electronic visitor log book will be kept by every department. This can be found in the shared documents folder of our online system. The receptionist will compile these logs & keep them for a limited time, should they be requested by Public Health for contact tracing.
- If you have an outdoor face to face visit or a visitor enters the building, you must enter their info in this log book on a daily basis
- OH&S committee will be reviewing these logs at their monthly meeting to ensure proper procedures are being followed & to determine if there is anything that can be done to prevent any of the breaches that are documented.
- Info that must be included:
  - date and time of visit
  - name of client & accompanying caregivers,
  - email address or phone number of visitor
  - rooms visitor entered/location
  - staff they visited with
  - additional adults/staff
  - breaches in protocol
  - Appendix #5: Visitor log

### Travel

If you travel outside of Canada (including to the United States) you must follow all current Federal & Provincial guidelines upon your return.

### **Communication, Training and Monitoring plans upon resuming operations**

- Conditions may change as we begin to operate at a higher staff capacity. We will work to improve the situation as quickly as possible. Any updates or changes to this document after release will be communicated, via email, to all staff and will be posted on the OH&S communication board.
- OH&S committee will continue to meet on a regular basis & recommend changes as necessary

### Concerns:

If you have any concerns about CVCDA procedures, please speak to your Program Manager first.

We are always available to hear your concerns (via email or phone call)



**Employees concerned about workplace safety:**

Subject to applicable OH&S legislation, employees have a statutory right to refuse work if the employee believes, on reasonable grounds, that the work constitutes a danger to the employee's health and safety. You can raise your concerns as follows:

- the employee must report the hazard to their supervisor via email;
- the supervisor must take any necessary corrective action in a timely manner to address the hazard reported; the supervisor will follow protocol from there
- if an employee believes their workplace is still unsafe, the employee may make a complaint in writing to the OH&S committee; and
- If the employee is still not satisfied with the outcome they have the right to report their concern to WorkSafeBC


### **Mental health resources:**

It's important to remember that mental health is just as important as physical health, and to take measures to support mental well-being. Here are some resources that can assist with maintaining mental health in the workplace during this time.

- [COVID-19 Psychological First Aid Service: Information and Signup](#) (British Columbia Psychological Association) – Free virtual counselling provided by registered psychologists.
- [COVID-19: Staying Well In Uncertain Times](#) (Canadian Mental Health Association – B.C.) – Tips and information on how to reduce and manage anxiety in the workplace due to the COVID-19 outbreak.
- [Managing COVID-19 Stress, Anxiety and Depression](#) (Ministry of Mental Health and Addictions) - Tips and resources on things we can do as individuals and collectively to deal with stress and support one another during these challenging times.
- [Mental Health and Psychosocial Considerations During COVID-19 Outbreak](#) (World Health Organization) – These mental health considerations were developed by the WHO's Department of Mental Health and Substance Use as messages targeting different groups to support for mental and psychosocial well-being during COVID-19 outbreak.
- [Mental Health and COVID-10](#) (Conference Board of Canada) – Videos on different aspects of mental health, including coping with anxiety, job loss, and dealing with isolation.
- [Taking Care of Your Mental Health](#) (COVID-19) (Public Health Agency of Canada) – Tips and resources for taking care of your mental health during the COVID-19 outbreak.


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## ➤ Appendix #1: BC CDC Hand Hygiene instructions



# 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\_J#L001




Ministry of Health



BC Centre for Disease Control

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



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### ➤ Appendix #2: cleaning and sanitizing products

Products currently being used include:

- Hydrogenic
- Oxygenic
- Savall
- Bleach
- Hand sanitizer
- Lysol wipes
- Handsoap
- Dishsoap

➤ Appendix #3: cleaning checklist

***Cleaning checklist:***

\*\* Surfaces which are frequently touched with hands should be cleaned often\*\*

*Reception*

- ☐ Light switch, door & door knob
- ☐ Desk and Phone
- ☐ Keyboard and Mouse
- ☐ Chair
- ☐ Office tools (stapler, laminator etc.)
- ☐ Electronic keypads (printer, fax & debit machines)
- ☐ Storage cupboards & countertops
- ☐ File cabinets/shelfing

*Office spaces:*

- ☐ Light switch, door & door knob
- ☐ Desk and Phone
- ☐ Keyboard and Mouse
- ☐ Chair
- ☐ File cabinet/shelfing
- ☐ Office tools (stapler, laminator etc.)
- ☐ Window openings & sills

*Staff/Program Kitchens*

- ☐ Counters & Tables
- ☐ Chairs
- ☐ Light switches & door knobs
- ☐ Window openings & sills
- ☐ Kitchen sink, faucet & soap dispenser
- ☐ Small Appliances (e.g. coffee maker/blender)
- ☐ Large Appliances (e.g. fridge/stove/microwave/dishwasher)
- ☐ Cabinet and drawer knobs and handles
- ☐ Floor

*Washrooms*

- ☐ Sink basin and faucet
- ☐ Toilet (lever/flush, horizontal surfaces, seat)
- ☐ Shower, including handles
- ☐ Floor
- ☐ Soap dispenser

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## Child Development Association

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\_\_\_ Paper towel dispenser

\_\_\_ Light switch

\_\_\_ Door and handles

### *Meeting & Therapy Rooms:*

\_\_\_ Light switch, door and door knob

\_\_\_ Window openings & sills

\_\_\_ Telephone

\_\_\_ Chairs and tables

\_\_\_ Electronics

\_\_\_ Equipment/toys used in the provision of service

### *Program Vehicles:*

\_\_\_ Exterior and interior handles

\_\_\_ Seats & seat belts

\_\_\_ Steering wheel, knobs and glove box

### *Laundry and Storage Rooms:*

\_\_\_ Door and knob on entry and exit

\_\_\_ Washer and dryer control knobs and doors

This list is not comprehensive, clean anything you touch!

➤ Appendix #4: Pre appointment health screening checklist

This is the script & questions to use when communicating with a family before an in-person meeting.

**Pre appointment health screening checklist**

Before your child's appointment, we need you to answer the following questions as part of our safety procedures. These apply to you, your child, and anyone else living in your home.

1.	Are you experiencing any illness/symptoms, beyond your normal health conditions? Symptoms include: fever, chills, cough, shortness of breath, sore throat and painful swallowing, stuffy or runny nose, loss of smell/taste, headache, muscle aches, fatigue, or loss of appetite.	Yes	No
2.	Have you travelled to any countries outside Canada (including the United States) within the last 14 days?  (If yes, should you be self-isolating? Vaccinated people don't have to. Unvaccinated people should be self-isolating for 14 days)		
3.	Did you provide care for or have close contact with a person with confirmed COVID-19 in the last two weeks? If yes, have you been instructed to self-isolate?		
4.	Have you or your child taken any fever reducing medications in the last 12 hours?		

If they answer **YES** to **any** of the questions, you need to cancel the in-person appointment.

If they answer **NO** to **all** of the questions, you may proceed with the in-person meeting while continuing to follow CVCDA procedures and physical distancing measures.



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## Child Development Association

### ➤ Appendix #5: Log book & how to use it

Below is a screenshot of the COVID-19 visitors log book. This is an electronic document which will be filled by each department.

The info that needs to be collected from the visit/meeting (indoors/outdoors) you had with CVCDA clients/families:

Date of visit, time of visit, name of client & accompanying caregivers, email or phone number of visitor, location & rooms visitor entered and staff they visited with, other adults & any breaches in protocol

CVCDA COVID-19 Visitors log book								
The purpose of this log book is to record information about <b>all</b> the people who have met with CVCDA staff: visitors who entered the CVCDA buildings, and people visited by CVCDA staff for any indoor or outdoor visits elsewhere. This info will only be used by CVCDA or BC Health Authorities for contact tracing purposes should we have a confirmed case of COVID-19 and they may have been exposed while in our buildings/receiving our services.								
Info for this log book will be recorded on a daily basis by staff of each department, and forwarded by the program manager via email to the receptionist on Monday morning.								
Date of visit	Time of visit	Client/child	Accompanying Caregivers	Best way to contact (email and/or phone)	Location of visit including specific rooms	CVCDA staff in visit	Other adults (if applicable)	Breaches in protocol?
e.g. June 1 2020	e.g. 9am to 10am	e.g. Jimmy Doe	e.g. John & Jane Doe	e.g. John@example.com / 250 338 4288	e.g. home backyard... Or... e.g. CVCDA Therapy Gym... Or... e.g. CVCDA Family place & bathroom downstairs	e.g. Melanie R (PT) and Laura M (SCD)	e.g. VIHA SLP, daycare provider, private therapist, social worker, other family, etc.	e.g. child ran & hugged staff, staff used hand sanitizer

➤ Appendix #6: Indoor daycare visits

Before indoor daycare visit:

- Consider all other options before going indoors at a center:
  - Can you visit outside in the yard?
  - Can you have a zoom/phone call?
- Check with the center to see if their policy allows for us to visit them indoors.
- Does the center have a daily symptom checklist practise? If not, CVCDA staff are not permitted to enter.
- Do the staff wear masks indoors? In order for us to be in a room with other adults they need to be wearing a mask or remain at a distance of 2 meters at all times. CVCDA staff are required to wear their mask regardless.
- Who will be in the room with you? Fewer people in one room the better.
- Know the space that you will be meeting in-is there room to physically distance from all adults?
- Are you comfortable entering this center?
- Do the benefits of an indoor center visit outweigh the risks?
  - Seeing children who need support/intervention in the daycare setting
  - Supporting staff in the center
  - Completing assessments
  - High risk family & other options are not working

Staff must also:

- Max 2 CVCDA service providers will visit the center at a time, if ok with the centre.
- Give priority to SCD Consultants on visiting centers
- Only visit 2 centers per day to allow time for cleaning of materials used.
- Follow up with their Program Manager after a visit if they found that the center procedures were not being followed during a visit.

As a precaution, CVCDA staff should ensure:

- Wear a mask at all times, to prevent asymptomatic spread of the virus & provide protection. SLP can wear a plastic face shield when providing therapy, but mask is to be worn at all other times.
- Maintain a distance of at least 2 meters between yourself and the center staff members during a visit. Masks to be worn by all adults and if possible the visit should take place outside.
- Indoor visits that include other adults should be less than 60 minutes to reduce the risk
- TAP intervention sessions can be up to 2 hours with only the child & the interventionist in the room at a time.
- Ensure your own wellness before going into the center.
- Exit the center immediately & record if any person is found to be ill within the center.
- Items should only be brought into the center if necessary. Anything that is brought into the centre will be washable & stored in wipe-able bin or binder.
- Minimise contacting frequently-touched surfaces in the centre.

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## Child Development Association

- Wash your hands with soap & water or hand sanitizer before entering the center & after exiting.
- Avoid touching eyes, nose & mouth.
- Record your visit correctly in the Visit Log Book for your program.
  - Appendix #7: In home visits

Before indoor home visit:

- Consider all other options before going into a home:
  - Can you visit outside?
  - Can you have a zoom/phone call?
  - Can you have a visit at the CVCDA where you can better control the environment?
- Health & Safety checklist done? Everyone in the home should be symptom free of any illness for 24 hours, otherwise reschedule your visit.
- Who will be in the home? Are they all well & will they be elsewhere in the house? Max 3 adults in a room that has enough space for you to be 2 meters away from other adults. Fewer people in one room the better.
- In order for us to be in a room with other adults they need to be wearing a mask or remain at a distance of 2 meters at all times. CVCDA staff are required to wear their mask regardless
- Space that you'll be meeting in-is there room to physically distance?

Staff must also:

- Max 2 CVCDA service providers will visit the home at a time, if space allows
- Only 2 home visits per day to allow time for cleaning of all materials
- Follow up with the Program Manager after a visit if they found that procedures could not be followed in the home.

As a precaution, CVCDA staff should:

- Maintain a distance of at least 2 meters between themselves & family members during a visit, & if possible, the visit should take place outside.
- Wear a face mask at all times, to prevent asymptomatic spread of the disease & provide protection when physical distancing measures are difficult to maintain. (SLP can wear their plastic face shield when providing therapy and a face mask at all other times)
- Visits that include other adults should be less than 60 minutes to reduce the risk.
- A max of 4 adults in total including the service provider in the room during a visit
- TAP intervention sessions can be up to 2 hours with only the child & interventionist in the room at a time.
- Ensure your own wellness before going into the home
- Exit the home immediately & record if any person is found to be ill within the home.
- Items should only be brought into the home if necessary. Anything that is brought into the home should be washable & stored in a wipe-able bin or binder.
- Minimize contacting frequently-touched surfaces at the home.
- Wash your hands with soap & water or hand sanitizer before entering the home & after exiting.
- Avoid touching your eyes, nose & mouth.
- Record your visit in the Visit Log Book for your program.

➤ Appendix #8: About masks

Masks **should**:

- allow for easy breathing
- fit securely to the head with ties or ear loops
- maintain their shape after washing and drying
- be changed as soon as possible if damp or dirty
- be comfortable and not require frequent adjustment
- be made of at least 3 layers of tightly woven material fabric (such as cotton or linen)
- be large enough to completely and comfortably cover the nose and mouth without gaping

Some masks also include a pocket to accommodate a paper towel or disposable coffee filter, for increased benefit.

Masks **should not**:

- be shared with others
- impair vision or interfere with tasks
- be placed on children under the age of 2 years
- be made of plastic or other non-breathable materials
- be secured with tape or other inappropriate materials
- be made exclusively of materials that easily fall apart, such as tissues
- be placed on anyone unable to remove them without assistance or anyone who has trouble breathing

Masks may not be effective in blocking virus particles that may be transmitted by coughing or sneezing. They do not provide complete protection from virus particles because of a potential loose fit and the materials used.

➤ Appendix #9: How to correctly put on (donning) a mask

**How to correctly put on (donning) a mask:**

1. Hand hygiene – Clean all surfaces of hands and wrists.
2. Mask – Secure ties in middle of head and neck and pull bottom down to completely cover chin. Nose and mouth should be covered comfortably by the mask. Or if your mask has elastic loops: place a loop over each ear.



➤ Appendix #10: How to correctly take off (doffing) a mask

**How to correctly take off (doffing) a mask:**

Masks need to be changed/cleaned frequently.

- Wash your hands with soap and water before taking off your mask.
- After taking off your mask, wash your hands again with soap and water before touching your face or doing anything else.

➤ Appendix #11: How to put on (donning) gloves

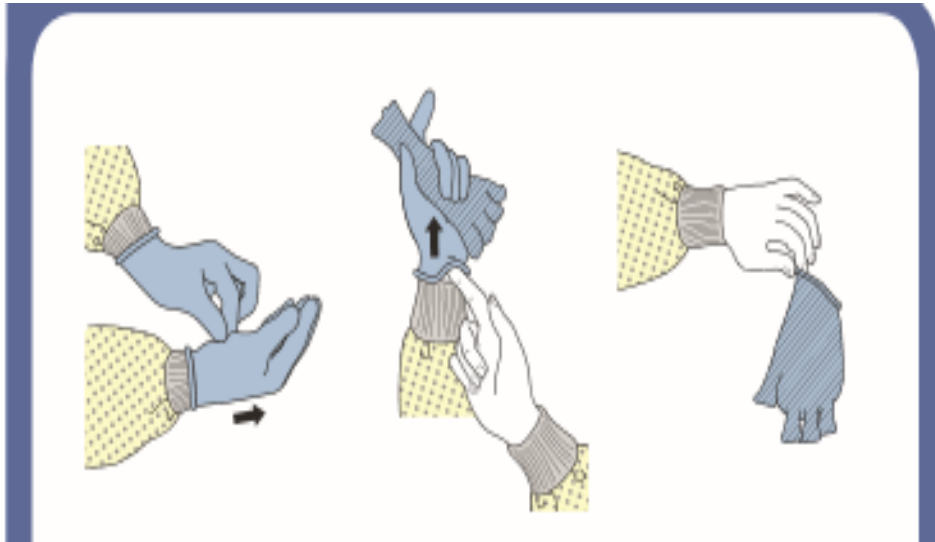
**How to put on (donning) gloves:**

- Clean all surfaces of hands.
- Put on a pair of gloves before touching anything

➤ Appendix #12: How to take off (doffing) gloves

**How to take off (doffing) gloves:**

- The outside of the gloves are contaminated.
- Grasp the palm area of one gloved hand and peel off first glove.
- Slide fingers of hand under other glove at wrist and peel off. Discard in regular waste bin.
- Clean all surfaces of hands and wrists





➤ Appendix #13 - Transportation Policy

Some of our programs rely heavily on being able to transport clients/participants in vehicles. With transporting clients/participants comes a greater risk of exposure to COVID-19. These are the CVCDA protocols for transporting clients/participants during the COVID-19 pandemic.

- All hands must be sanitized before entering the vehicle.

Keep as much distance as possible inside the vehicle:

- Only one person per row of seats\* (e.g., the driver and only one passenger in a four door or standard-sized vehicle, and two passengers in a van with two back benches.) \*Unless those being transported are from the same family. In this case staff could carry two passengers in the back seat, if they are comfortable doing so & all other transportation protocols are followed.
- Maximize the distance between the individuals inside the vehicle (sitting on opposite sides of the vehicle in different rows.
- No passenger is allowed to travel in the front passenger seat.
- Avoid using the recirculated air option for the car's ventilation. Use the car's vents to bring in fresh outside air.
- Avoid unnecessary contact with frequently touched surfaces such as door frame/handles, windows, seatbelt buckles, steering wheel, gearshift, signaling levers, and other vehicle parts before cleaning.

Wearing a Non-Medical Mask & other PPE:

- **All adults and youth 5 years and over** are required to wear a 3-layer mask during the transportation process (linking arms, assisting passenger in/out of vehicle, assisting with equipment etc.) unless a medical reason prevents them from doing so. This includes the adult program participants.
- **All adults and youth 5 years and over** inside the vehicle must wear a 3-layer mask during each trip as it can reduce the spread of their own respiratory droplets to others. Non-medical masks may not provide complete protection against viral particles. 'My mask protects you, your mask protects me'.
- Follow all CVCDA guidelines about wearing masks.
- Consistently and strictly adhere to the other precautionary measures described above as the mask alone will not prevent the spread of COVID-19.
- Avoid touching the mask while using it and always carry out proper hand hygiene around touching your mask.
- When removing the mask, grasp the ties or ear loops carefully without touching the front of the mask.
- When handling equipment it may be necessary for staff to wear protective clothing.

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## Child Development Association

### Cleaning:

- All surfaces around the driver/passenger should be wiped down before & after transportation.

### Driving a participants own vehicle:

- Staff are permitted to drive a participant's vehicle, when it is necessary. Please review this policy with your program manager before driving the vehicle for first time & review after driving vehicle for first time to ensure there are no issues that need to be worked out.
- Families must ensure the vehicle surfaces are cleaned, including the key.
- Families must provide the CVCDA with a list of other people driving the vehicle or being transported as passengers in the vehicle
- Hands must be sanitized before entering & after exiting the vehicle (bring hand sanitizer)
- Staff must clean down the surfaces they touch in the vehicle, including the key (bring wipes)
- Family/CVCDA must ensure that a minimum amount of people are driving the vehicle
- Participant must sit in second row, passenger side
- Masks must be worn by staff and participant for entire journey including assisting participant in & out of vehicle
- Families must sign our 'Transportation Commitment re COVID-19' document before transportation can begin

## Commitment for ensuring CVCDA staff safety when driving our vehicle with regards to COVID-19

I, \_\_\_\_\_, parent of \_\_\_\_\_ will

☐ ensure our vehicle surfaces, including the key, are clean before CVCDA staff use

☐ limit how many people drive the vehicle

☐ limit the passengers in the vehicle

☐ provide a list of people who do use the vehicle to the CVCDA (for contact tracing purposes)

☐ maintain physical distance during transfer of the vehicle

☐ ensure my child will have a mask that they will wear during transportation

☐ ensure my child knows they must sit in the back row while CVCDA staff are driving

☐ work quickly with CVCDA staff to rectify any issues that arise

Print name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

CVCDA staff who drive the vehicle commit to the same standards while driving your vehicle

CVCDA Staff representative \_\_\_\_\_ Date \_\_\_\_\_

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## Child Development Association

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- Appendix #14: BC Self-assessment tool questions

BC Self-assessment tool link:

<https://bc.thrive.health/>

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**CVCDA COVID-19 Safety Plan Staff agreement**

I, \_\_\_\_\_ agree that I

\_\_\_\_ have received a copy of the CVCDA COVID-19 Safety Plan

\_\_\_\_ have received training on the CVCDA COVID-19 Safety Plan

\_\_\_\_ had an opportunity to ask questions about the CVCDA COVID-19 Safety Plan

\_\_\_\_ know who I can seek further information from about the CVCDA COVID-19 Safety Plan

\_\_\_\_ will follow the CVCDA COVID-19 Safety Plan and any amendments that may be needed in the future

\_\_\_\_ know this agreement will be kept in my personnel file

Print name \_\_\_\_\_

Sign name \_\_\_\_\_ Date \_\_\_\_\_

CVCDA representative \_\_\_\_\_ Date \_\_\_\_\_

Date received by HR \_\_\_\_\_