



Opportunity Centre COVID-19 Safety Plan

Business name: Traverse Independence

Developed by: Karen Liphard

Original completion date: July 2021

Others consulted:

Revision dates: February 2022, May 19, 2022

Toby Harris, CEO

Aaron Willmott, Director of Client Services

Latest distribution date: May 19, 2022

1. How will you ensure all workers know how and are able to keep themselves safe from exposure to COVID-19?

Actions:

- All staff will be trained in the use of PPE and always have this available to them. Staff are required to wear a surgical mask and face shield when in the presence of others.
- All staff will be trained in infection prevention and control measures and have access to required infection control products.
- All policies and procedures will be up to date and in line with Public Health measures and Ministry of Health Guidelines.
- All workers will be fully vaccinated (two doses).
- All clients will be fully vaccinated to attend the day program.
- All clients will be given a surgical mask prior to entry to program areas.

2. How will you screen for COVID-19?

Actions:

- All staff will complete a screener and rapid antigen test prior to their shift. Results will be sent to their supervisor or designate and logged in SharePoint.

- Clients will be screened and have rapid testing completed each day they attend the program.

3. How will you control the risk of transmission in your workplace?

Actions:

- IPAC measures will be completed twice daily.
- Clients will be cohorted. They will remain in their program area for programs and lunch.
- Clients will be trained in proper hand hygiene and will receive assistance from staff as required.
- All programs will be provided with physical distancing and surgical masks are required by clients.
- OC clients will use the front door for entrance and departure. Beginnings clients will use the back door for entrance and departure.
- Screening areas are set up at both entrances and screening results are recorded.

4. What will you do if there is a potential case, or suspected exposure to, COVID-19 at your workplace?

Actions:

- The personal care room is the isolation area.
- Instructions are posted in the personal care room on the procedure to be followed.

5. How will you manage any new risks caused by changes to the way you operate your business?

Actions:

- Regular check-ins with staff will be held by service coordinator and manager.
- Risk management framework utilization if necessary.
- Consult with IPAC regional groups and/or Public Health.

6. How will you make sure your plan is working?

Consider: How often will you schedule a review of your plan? How will you get input and ideas from workers and clients? Who is responsible for evaluating how things are working and for adapting the plan as you find better/easier ways to do things? How will you communicate changes?

Actions: We will set up a weekly meeting with the health and safety reps and consult with the CEO and director of Client Services as needed. The service coordinator and manager will attend the weekly management team COVID-19 meeting.