

**CLOC'S GUIDELINES FOR
VISITORS
SHORT-STAY ABSENCES AND OUTINGS
AND ESSENTIAL OVERNIGHT ABSENCES
AND
INFECTION CONTROL
PROCEDURES FOR CONGREGATE LIVING
SETTINGS**

September 9, 2020



CLOC GUIDELINES FOR VISITORS, SHORT-STAY ABSENCES AND OUTINGS, AND ESSENTIAL OVERNIGHT ABSENCES – IN CONGREGATE LIVING SETTINGS

To all CLOC employees and visitors;

In order to reduce the risk of exposure to COVID-19, CLOC suspended visits to all of its locations in mid-March and adhered to the directives from government and Public Health Authorities.

The Ministry of Community, Children and Social Services issued a new modification to the COVID-19 response and directives, regarding Congregate Living Settings: Short Stay Absences, Outings, and Essential Overnight Absences, effective September 9, 2020. The resumption of short-stay absences, outings and community engagement and participation is important to maintain the social, emotional well-being and quality of life of people residing in congregate living settings, while balancing the need for continued protections to stop the spread of COVID-19.

As an organization that has a duty to care for all individuals receiving support, we must balance health (physical and mental) and safety of the individual and reintegration into the community. We know there is a higher risk of contacting COVID-19 when people are out in the community.

This document outlines the requirements for visitors, short-stay absences and outings and essential overnight absences including visits with family and friends to our group living locations. Only essential visitors are permitted to enter CLOC's office and administrative buildings at this time. Pre-screening is mandatory for all locations, and **all visits are to be pre-scheduled.**

Each group living location, or person, must have an individualized **Enhanced Precaution Plans for Location Visits, Short Stay Absences and Outings, and Essential Absences**, that assesses and considers the persons' support and safety needs and safety concerns. All visits must adhere to the Ministry of Community Children and Social Services (MCCSS) Visitor's Guidelines 2.0: Re-Opening of Congregate Living Settings, as well as health directives and CLOC's infection control procedures to ensure that people are safe, and ensure risks are mitigated, and reduce the threat of exposure to COVID-19.

DEFINITIONS:

ESSENTIAL VISITOR (Essential visitors include a person performing essential support services e.g., food delivery, phlebotomy, maintenance, family or volunteers providing care services, social service workers and other health care services required to maintain good health, inspectors from the ministry or public health, or a person visiting a very ill or palliative resident.)

DESIGNATED VISITOR (A person receiving services and /or substitute decision maker may designate up to 2 people at a time as "unrestricted visitors"). Designated visitors are not required to schedule an appointment to visit the home as

long as it is set within visiting hours of the home but may need to wait outside if the home is at maximum visitor capacity. CLOC asks that appointments are scheduled to avoid wait times and allow for adequate staffing support. **In the event the location experiences an outbreak, these visits must end.**

NON-ESSENTIAL VISITOR (a person who provides non-essential services, who may or may not be hired by the individual and/or their substitute decision maker and/or for social reasons i.e. family member or friends). Non-essential visitors are required to make appointments prior to visiting the location. **In the event the location experiences an outbreak, these visits must end.**

People receiving support and families/visitors are to consider their personal health and susceptibility to the virus in determining whether visiting a congregate living setting is appropriate. Where in-person visits are not appropriate or advisable, virtual visiting options are provided.

For non-essential and designated visitors, the location must NOT be in outbreak, in compliance with Chief Medical Officer of Health and Public Health directives.

The following are baseline parameters for visits

ESSENTIAL VISITORS

Before visits:

- 1) Provides the Pre-Screening document to the visitor electronically.
- 2) Provides information as well as the status of any outbreak in the location.
- 3) Provide all visitors with information on Infectious Preventative Control procedures including PPE, hand hygiene and social distancing.
- 4) Schedule in advance with the location supervisor, and have availability for adequate staff support.
- 5) The visit must have a defined, agreed upon timeframe.

The day the visit takes place:

- 1) All essential visitors must complete the Pre-screening document and provide a copy to the initiating staff member prior to meeting at the site.
- 2) If the initiating staff member is not meeting the visitor on site, alternate staff member(s) are notified.
- 3) The Pre-screening document is distributed electronically to the location supervisor and archived on the P drive
- 4) The visitor also completes the active screening and signs in at the location. The staff member signs next to the essential visitor.
- 5) Appropriate PPE is worn by the visitor as determined by the nature of the visit. All essential visitors must wear face coverings or surgical mask if providing direct care where 6 feet is not maintained, along with gloves and any other required PPE.
- 6) Staff members sanitize the area upon completion of visit.

OUTDOOR VISITS

Before the visit takes place:

- 1) Employees must complete the COVID-19 Family/visitor Checklist when planning for the visit.
- 2) All visitors will receive information on Infectious Preventative Control procedures from the staff arranging the visit.
- 3) Visits must be scheduled in advance with the location, and have availability for adequate staff support.
- 4) No more than 2 people may visit at a time.
- 5) The visit must have a defined, agreed upon timeframe, which generally should not be less than 30 minutes.
- 6) All visitors must complete a verbal pre-screening with location staff within 24 hours prior to the visit.

When the visit takes place:

- 1) Staff ensure an active screening is completed upon visitor's arrival (this document is on the last page of the COVID-19 Family/Visitor Checklist – complete 1 screening per person). Staff maintain a log of all visitors.
- 2) The visit will be postponed if visitors do not pass active screening.
- 3) Visits will be cancelled if there is an outbreak declared at the home, change in health, another emergency or inadequate staffing support for the visit.
- 4) No visitor can enter the location for any reason when the visit is deemed an 'outside' visit.
- 5) Staff must be available to transfer people supported out of and into the location, and remain within visual contact of the visitor and person supported for the full duration of the visit.
- 6) Any concerns regarding the visit must be documented in an incident report and a call made to the supervisor/on call.
- 7) Social distancing of remaining 6 feet apart must be adhered to.
- 8) Visitors and staff must wear masks (face coverings), along with the people residing in the home (if they are able to wear one).
- 9) The needs of all the people residing in the home must be taken into consideration, regarding their acceptance of visitors.
- 10) All areas are to be thoroughly disinfected after each visit.

INDOOR VISITS with DESIGNATED or NON-ESSENTIAL VISITORS

Outdoor visits are still preferred in the interest of everyone's health and safety. An indoor visit is considered on a case-by-case basis where environmental and social conditions can accommodate.

- 1) There must be ample separate space available for the visit.
- 2) Social distancing of 6 feet apart must be adhered to.
- 3) The needs of all the people residing in the home must be taken into consideration.
- 4) There must be adequate staffing available to support the visit.

Before the visit takes place:

- 1) Employees must complete the COVID-19 Family/Visitor Checklist including Pre-Screening document when planning for the visit.
- 2) All visitors will receive information on Infectious Preventative Control procedures from the staff arranging the visit.
- 3) Visits must be scheduled in advance with the location, and have availability for adequate staff support.
- 4) No more than 2 people may visit at a time.
- 5) The visit must have a defined, agreed upon timeframe, which generally should not be less than 30 minutes.
- 6) All visitors must complete Active Screening upon arrival.
- 7) Read, and agree to the parameters of the visit (Acknowledgement of understanding document)

When the visit takes place at congregate living setting (group home):

- 5) Visitor must enter the building (after screening) and go directly to the designated visitation area with the visitation escort/monitor.
- 6) Recommended to limit visitor access to washrooms. (Area must be sanitized before and after use)
- 7) Access to all other areas of the building is prohibited.
- 8) Staff must be available to assist people supported if needed and remain within visual contact of the visitor and person supported for the full duration of the visit.
- 9) Any concerns regarding the visit must be documented in an incident report and a call made to the supervisor/on call.

- 10) Visitors and staff must wear masks (face coverings), along with the people residing in the home (if they are able to wear one).
- 11) Hugging and kissing between visitor and person receiving support is not recommended in order to prevent transmission of COVID-19. In situations where physical distancing is not possible/ and or physical contact is unavoidable, both the persons supported and the non-essential or designated visitor(s) must wear a face covering as well as follow rigorous hand hygiene before and after contact.
- 12) Any non-adherence to CLOC's infection prevention and control policies, may be ground for discontinuation of visits.
- 13) All areas are to be thoroughly disinfected after each visit.

ALTERNATE OPTIONS FOR INDOOR VISITS:

Where social distancing is not able to be adhered to, or there is not adequate space in the location to offer safe indoor visits, the following options are available:

- a. Continuing with driveway or drive by visits for people who struggle with not maintaining social distance.
- b. Continuing with outdoor visits.
- c. An alternative indoor location can be arranged at one of CLOC's administration buildings.
- d. Virtual options for visits can be arranged when in-person visits are not possible.

SHORT-STAY ABSENCES AND OUTINGS

These guidelines support efforts to support people and communities as the province reopens, while consistent with people's preferences and within reasonable restrictions that safeguard both residents and staff. Short Stay absences or outlining's include outings with friends or family, school attendance as applicable, shopping, errand and appointments, etc.). Initial short-stay absences and outings with friends and families must be arranged in advance and approved by the Pandemic Team, in order to assess risk and develop risk mitigation plans. When there is a change to the outing (length of time, location, etc.) it must be sent to the Pandemic team for review.

The following criteria must be met:

- 1) The person supported must pass an active screening for signs and symptoms of and potential exposure to COVID-19 every time they re-enter the congregate living site, in addition to being required to be screened twice daily. If the person doesn't pass screening the site isolation plan is followed.
- 2) The person supported performs proper hand hygiene upon exit and entry of the residential location. Hand hygiene must be performed (uses hand sanitizer regularly including upon entry/exit of building / spaces and after touching objects) while in the community.
- 3) The person supported must wear a face covering/mask (cloth mask is acceptable) when entering indoor spaces or when they are within 6 feet of others in outdoor spaces. In addition, the person supported is encouraged to adhere to physical distancing practise as much as possible as well as adhere to any current local public health unit advise related to local conditions and requirements.
- 4) As much as possible, people supported should avoid crowded indoor places, and interactions with multiple people. It is recommended that people receiving support use outdoor patios or use take out and have picnic outdoors. Masks should only be removed indoors to eat or drink, and then immediately put back on.
- 5) Staff need to assist the person supported to obtain a face covering/mask and facilitate how to use the mask during the short-stay absence.
- 6) While it is recommended that CLOC staff accompany the individual, staff may not be required to attend if their direct support is not required for safety and wellbeing. Each request/plan for short stay absence/outing without staff, must be approved by Supervisor and Operations Manager.
- 7) The family / friend must read, and agree to the parameters of the Short-Stay /Outing Absence (Acknowledgement of understanding document)
- 8) The family/friend agrees to complete the Contact Tracing Document and returns it to the location with the individual.

ESSENTIAL OVERNIGHT ABSENCES

An essential overnight absence (e.g. To a family home is one considered necessary to maintain health, wellness and safety, or any applicable rights, of a person receiving residential services). All initial essential overnight absences/visits must:

1. Be arranged **at least 48 hours** in advance
2. Be approved by the Pandemic Team, in order to assess risk and develop risk mitigation plans.
3. Read, and agree to the parameters of the Essential Overnight Absence (Acknowledgement of understanding document)
4. The family/friend agrees to complete the Contact Tracing Document and returns it to the location with the individual.
5. If ongoing essential overnight absences are established the supervisor needs to approve each absence.
6. New or subsequent outings must be reviewed and approved by the Pandemic team when there is a change to the outing (length of time, location, etc.).

A person receiving residential supports within a congregate living setting who is returning from an essential overnight absence, must upon return, follow enhanced precautions for 14 days post, including:

- 1) Pass an active screening, before entering the home
- 2) Only receive visitors outdoors and follow the outdoor visit protocol during the 14 days
- 3) Be monitored for symptoms
- 4) Avoid using common areas; however, if a common area cannot be avoided, they must use a face covering/mask
- 5) Limit contact with other people being supported within the residence
- 6) Only participate in group activities if physical distancing is maintained (6 feet) and use of a face covering/mask;
- 7) Practice proper hand hygiene by washing hands often using soap or alcohol-based hand sanitizer;
- 8) Adhere to respiratory etiquette; and,
- 9) Continue to follow appropriate physical distancing guidelines and any local Public Health guidelines or directions.

TRANSPORTATION

Person supported will be required to sanitize hands before and after riding in a vehicle. Public transportation is strongly discouraged however if using public transportation, user must follow the recommended public transit protocols; including wearing a mask at all times.

STAFF RESPONSIBILITIES

A schedule is maintained by the location staff for: visits; short-stay absences and outlining; and essential overnight absences. The schedule also includes a list of those participating in the visit/absence with the person supported.

Staff ensures the individual washes their hands thoroughly and use hand sanitizer upon their return.

Staff is required to monitor the person supported, upon return, for any development of symptoms. If symptoms develop, staff will follow the reporting protocol.



READ BEFORE SIGNING IN

[illegible]

Active Screening for COVID-19/Respiratory Infections

All Employees and Essential visitors to complete before entry.

(In emergency situations, emergency first responders should be permitted entry without screening)

Staff member must accompany any visitor and sign log beside the visitor.

Screening questions:

1. Do you have a fever? (take temperature; fever is a temperature of 37.8 °C or greater)
2. Do you have any of the following symptoms?
New or worsening cough, Difficulty swallowing, Chills, Shortness of breath,
Sore throat, Headache, Runny nose or sneezing, Nasal congestion, Hoarse voice
New smell or taste disorder(s) Nausea/vomiting, diarrhea, abdominal pain Unexplained
fatigue/malaise
3. Have you travelled outside of Canada or had close contact with anyone that has travelled outside of Canada in the last 14 days?
4. Have you had close contact with anyone with respiratory illness or a confirmed or probable case of COVID-19?

If you answered 'No' to all questions, there are no restrictions imposed, please enter, sign below and wash your hands immediately before performing any tasks.

If you answer 'Yes' to any question, DO NOT ENTER, contact your supervisor/On-call immediately.

If you develop any of the symptoms listed during your visit, contact your supervisor/On-call immediately.

If you answered 'Yes' to Question 4 only, and the contact was at this location, then follow direction of your supervisor and Public Health for screening and isolation process.

- I am aware and agree to performing hand hygiene (washing) prior to entering and after the completion of the task? (Hand sanitizer can be used if hands are not visibly soiled).
- I am aware of the appropriate PPE (minimum of surgical mask and disposable gloves) for the task and have been provided instructions on donning and doffing.
- I am aware of the appropriate physical distancing of 6 feet from all staff and residents.
- I am aware of proper cleaning and sanitizing protocol.

COVID-19 FAMILY/ VISITOR CHECKLIST

Name of person supported: _____

Name of visitor 1: _____

Name of visitor 2: _____

Date completed: _____

Section 1: When pre-booking the visit

Employee completing this section: _____

<p>1. Complete the pre-screening checklist with those who are attending the visit. (Maximum 2 visitors, one screening sheet per visitor must be completed) Did they pass the screening? If the answer is "No", do not proceed with scheduling a family visit.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>2. Do they plan to bring anything for the person they are visiting? Items being brought for visits must be prearranged. Items must be able to be sanitized. Food & drinks are not permitted, as proper sanitizing is not possible.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No List of items being brought: _____</p>
<p>3. Did you share all the information with the family listed below?</p> <ul style="list-style-type: none"> • Location of visit (if not taking place at group home) • CLOC staff will transport the person supported to and from any visits away from their group-living location • Check the schedule for visits taking place. If visits are taking place on the property of the house, staff must ensure that there is adequate time between visits to complete disinfecting of the visiting area. Only one visit can happen at a time. • Family members need to wear a mask. Please verify that they have their own, otherwise one will be provided for them. • For outside visits on CLOC site; visits will have to be rescheduled if the weather does not permit an outdoor visit. • Hand sanitizer must be available and frequent hand hygiene practiced • Physical distance (of 2 meters /6 Feet) must be maintained throughout the entire visit. • Family members will need to complete the pre-screening document prior to arriving for their visit. • Family/ Visitor must complete the acknowledgement of understanding document and return it to the location 24 hours prior to the visit • Family will be given the Contact Tracing Document to complete and return to location 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Do they have their own mask?</p> <p>Did they complete and sign the form?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Did they receive and complete the form?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>

Section 2: Day of the visit

Staff completing this section: _____

<p>4. Ensure no visit occurs if there is an outbreak or presumptive case of COVID-19 unless absolutely essential and approved by the Pandemic Team.</p> <p>Complete "COVID-19 Family Visit Screening Form" (at end of this document) with family members attending the visit, prior to the visit commencing. Did they pass the screening? If the answer is "No", do not proceed with the visit.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
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Section 3: During the visit

Staff completing this section: _____

- Staff are required to wear their mask for the entire duration of their shift excluding break times. Staff will schedule their day so that break is not happening during this family visit.
- Ensure hand hygiene is completed by visitor and person supported upon exit and entry
- Staff will need to be present for the visit to ensure that physical distance is being maintained.
- Will the supported person wear a mask? If yes, provide them with a mask.
- Ensure social distancing and IPAC policies followed
- If no to above complete Incident Report

☐ Yes ☐ No☐ Yes ☐ No☐ Yes ☐ No☐ Yes ☐ No**Section 4: After the visit**

Staff completing this section: _____

5. Did you disinfect the area?

- Any items received at the visit will be disinfected.
- Staff must use gloves and disinfect the area with disinfecting spray and paper towels. All areas that have been touched including tables and chairs will be disinfected when the visit is over prior to anyone else using this area.

☐ Yes ☐ No

COVID-19 FAMILY/ VISITOR SCREENING FORM

Name of visitor: _____ **separate forms to be completed for each visitor**

Time of Visit: _____ Time Visit Ended: _____

	Date of initial phone screening _____	Date of screening (day of visit) _____
1. Do you have a temperature? Upon arrival, everyone who is having a visit is required to take his or her temperature prior to the visit. A fever is a temperature of 37.8oC / 100.04oF or greater. If you have a fever please delay the visit.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Do you have one of the following symptoms? (If you answered yes to one of these symptoms, please delay the visit) New onset of cough Difficulty breathing	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
3. Do you have two of the following symptoms? (If you answered yes to at least two of these symptoms, please delay the visit) Chills Fatigue Headache Sore throat Runny nose or sneezing (Without other known cause) Stuffy or congested nose (Without other known cause) Lost sense of taste or smell Pink Eye Hoarse voice Difficulty swallowing Digestive issues (Nausea/vomiting, diarrhea, abdominal pain)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
4. Have you travelled outside Canada or had close contact with anyone that has travelled outside Canada in the past 14 days? (If you answered yes to this question, please delay the visit)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Have you had close contact with anyone with respiratory illness or a confirmed or probable case of COVID-19?	<input type="checkbox"/> Yes -go to question 6 <input type="checkbox"/> No - screening complete	<input type="checkbox"/> Yes -go to question 6 <input type="checkbox"/> No - screening complete
6. Did you wear the required and/or recommended PPE according to the type of duties you were performing (e.g., goggles, gloves, mask and gown or N95 with aerosol generating medical procedures (AGMPs)) when you had close contact with a suspected or confirmed case of COVID-19? (If you answered no to this question please delay the visit)	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Name of Staff completing pre-screening _____

Name of Staff completing screening day of visit: _____

SCREENING RESULTS - If the results from this checklist indicate that the visit should not occur, the supervisor/On-Call should be made aware of the situation. If at any point a visitor has questions about the screening process or does not accept a recommendation to delay the visit, staff are to direct inquiries to their supervisor/On-Call immediately.

Pre-Screening for COVID-19/Respiratory Infections



Completed by essential visitor/contractor prior to entry.

(In emergency situations, emergency first responders should be permitted entry without screening)

This pre-screen is conducted electronically by the initiating/procuring supervisor/manager. Completed document is copied to the Pandemic team and location supervisor. The essential visitor must also complete the active screening on site prior to entry.

Personal Screening:

1. Do you have a fever? (take temperature; fever is a temperature of 37.8 °C or greater)
☐ Yes ☐ No
2. Do you have any of the following symptoms or signs?
New or worsening cough ▪ Difficulty swallowing ▪ Shortness of breath ▪ Chills ▪ Sore throat ▪ Headache ▪ Runny nose or sneezing ▪ Nasal congestion ▪ Hoarse voice ▪ New smell or taste disorder(s) ▪ Nausea/vomiting ▪ Diarrhea ▪ Abdominal pain ▪ Unexplained fatigue/malaise ▪ Conjunctivitis (pink eye) ▪
☐ Yes ☐ No
3. Have you travelled outside Canada or had close contact with anyone that has travelled outside Canada in the past 14 days?
☐ Yes ☐ No
4. Have you had close contact with anyone with respiratory illness or a confirmed or probable case of COVID-19?
☐ Yes – go to question 5 ☐ No – screening complete
5. Did you wear the required and/or recommended PPE according to the type of duties you were performing (e.g., goggles, gloves, mask and gown or N95 with aerosol generating medical procedures (AGMPs)) when you had close contact with a suspected or confirmed case of COVID-19?
☐ Yes ☐ No

Screening Questions:

1. Have you been made aware as to whether or not there is deemed to be a respiratory outbreak or a positive case of COVID-19 at this location?
☐ Yes ☐ No
2. You are aware and agree to perform hand hygiene (washing) prior to entering and after the completion of the work (i.e. hand sanitizer can be used if hands are not visibly soiled).
☐ Yes ☐ No
3. You are aware of the appropriate PPE (minimum of surgical mask and disposable gloves) for the task and have been provided instructions on donning and doffing.
Videos: [Donning/Doffing Gloves and Gowns](#), [Masks and Eye Protection](#), [N95s](#), [Full PPE](#), [Hand Hygiene](#)
☐ Yes ☐ No
4. You are aware of the appropriate physical distancing of 6 feet from all staff and residents.
☐ Yes ☐ No
5. You agree to clean and sanitize the work area upon completion.
☐ Yes ☐ No

Name: _____ Date: _____

Company: _____

Completed by family or friend prior to visits, scheduled short-stay and outings and overnight absences

This document can be completed electronically by the staff/supervisor/manager, or over the phone. Completed document is kept on site and copied location supervisor. A signed copy of the form is to be provided to the family/friend. (The visitor must also complete the active screening on site prior to entry.)

Name of person supported: _____

Name of visitor 1: _____

Name of visitor 2: _____

Date completed: _____

I understand and acknowledge that there are added risk posed to all people supported in congregate care settings, staff and visitors due to COVID-19. Safety is key and to approaching visits, short stay absences and outings and essential overnight absences. I agree to take all precautions to safeguards to ensure risks are mitigated.

I Agree to comply with CLOC's infection, prevention and control (IPAC) protocols during the visits, essential overnight absence or short-stay Absence and outing, including:

- proper use of face covering;
- adhering to 6 feet social distancing as much as possible.
- The person supported is to also be supported to maintain 6 feet social distancing and to wear a mask when this is not possible and when entering indoor spaces. Masks will only be removed indoors to eat or drink, then immediacy put back on afterward.
- Hand hygiene will be preformed by person supported and family/friend, upon exit an entry to congregate living site, as well as in community and uses hand hygiene after touching objects or surfaces that could be touched by others or after touching others.
- To complete the Contact Tracing Document and return to the location

For Essential Overnight Absences, I acknowledge and understand that _____ (person supported), from _____ (date) to _____ (date) must upon return, follow enhanced precautions for 14 days post visit, including:

- 1) Pass an active screening, before entering the home
- 2) Only receive visitors outdoors and follow the outdoor visit protocol for the 14 days post visit
- 3) Be monitored for symptoms
- 4) Avoid using common areas; however, if a common area cannot be avoided, they must use a face covering/mask.
- 5) Limit contact with other people being supported within the residence. Only participate in group activities if physical distancing is maintained (6 feet) and use of a face covering/mask.
- 6) Adhere to respiratory etiquette; and,
- 7) Continue to follow appropriate physical distancing guidelines and any local Public Health guidelines or directions.
- 8) If the individual is not able to limit contact with others or cannot maintain the recommended physical distancing recommendations, may be required to self isolate, and adhere to the self isolation protocol provided by local Public Health.
- 9) If the person is deemed unable to self isolate at their residential program, and arrangements need to be made for an alternate isolating location, there may be a financial cost associated.

I have read and understand the above conditions.

Signature

Date

CONTACT TRACING RECORD

This form is to be completed for all community participation during COVID-19 Pandemic. A clear documentation of where, time and date will be recorded to facilitate contact tracing in the event of exposure to COVID-19.

Name of person supported: _____

Completed By: _____

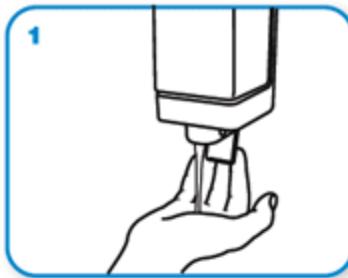
DATE	TIME	STORE, LOCATION AND/OR ADDRESS	Initials

To be completed by person facilitating outing or short-stay absence as part of cloc's guidelines for visitors, short-stay absences and outings and essential overnight absences

PROPER HANDWASHING TECHNIQUE



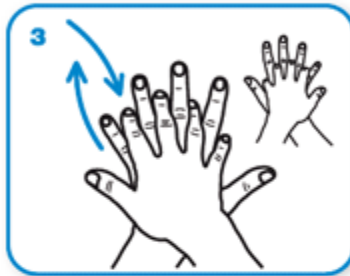
Wet hands with water



apply enough soap to cover all hand surfaces.



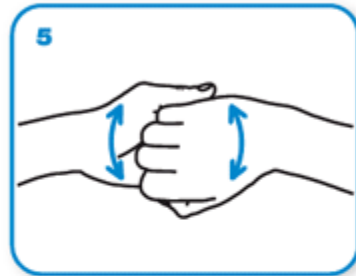
Rub hands palm to palm



right palm over left dorsum
with interlaced fingers
and vice versa



palm to palm with fingers
interlaced



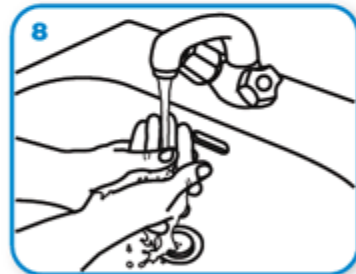
backs of fingers to opposing
palms with fingers interlocked



rotational rubbing of left thumb
clasped in right palm
and vice versa



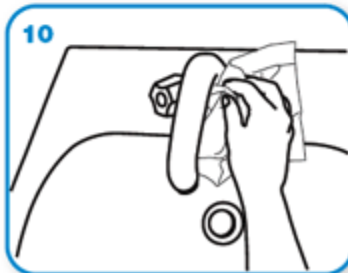
rotational rubbing, backwards
and forwards with clasped
fingers of right hand in left
palm and vice versa.



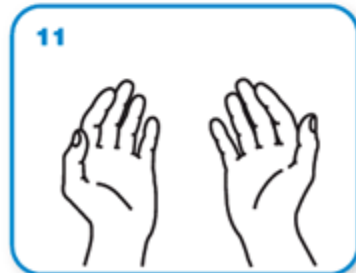
Rinse hands with water



dry thoroughly with a single
use towel



use towel to turn off faucet



...and your hands are safe.

COVER YOUR COUGH

Stop the spread of **germs** that can make you and others sick!



Cover your mouth and nose with a tissue when you cough or sneeze. Put your used tissue in the waste basket.

If you don't have a tissue, cough or sneeze into your upper sleeve or elbow, not your hands.



You may be asked to put on a facemask to protect others.



Wash hands often with soap and warm water for 15 seconds. If soap and water are not available, use an alcohol-based hand rub.



For more information please contact Public Health Ontario's Infection Prevention and Control Department at ipac@oahpp.ca or visit www.publichealthontario.ca



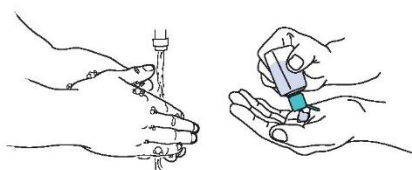
Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



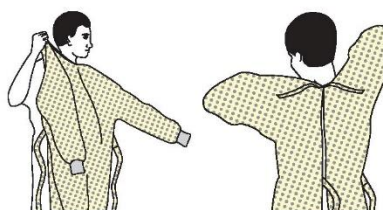
The 5 steps to Don (put on) Personal protective equipment (PPE)

1 Hand hygiene



Clean all surfaces of hands and wrists

2 Gown



Cover torso and wrap around back,
fasten in back of neck and waist

3 Surgical/procedure mask



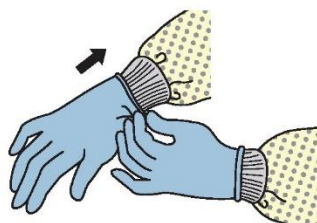
Secure ties at middle of head and neck,
fit nose band to your nose and pull bottom
down to completely cover chin

4 Eye protection



Place goggles or face shield over
face and eyes and adjust to fit

5 Gloves



Extend to cover wrist of gown



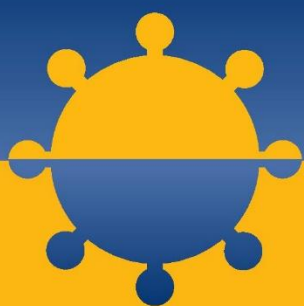
Ministry of
Health



BC Centre for Disease Control

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





Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health

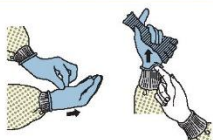


The 9 steps to Doff (take off) Personal Protective Equipment (PPE)

Remember to perform hand hygiene between each and every step when doffing

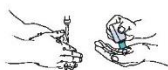
!

1 Gloves



Remember, the outside of gloves are contaminated. Grasp 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.

2 Perform Hand hygiene



Clean all surfaces of hands and wrists.

3 Gown



Unfasten ties, pull gown away from neck and shoulders, touching ONLY the inside of the gown. Turn gown inside out and roll into a bundle. Discard in regular waste or soiled linen cart.

4 Perform Hand hygiene



Clean all surfaces of hands and wrists.

5 Goggles or face shield



Do NOT touch the front of them. Discard in regular waste or put in receptacle for reprocessing.

6 Perform Hand hygiene



Clean all surfaces of hands and wrists.

7 Mask or N95 Respirator



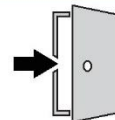
Grasp ties or elastics at back and remove WITHOUT touching the front. Discard in regular waste or in receptacle for reprocessing.

8 Perform Hand hygiene



Clean all surfaces of hands and wrists.

9 Exit Room



AFTER performing hand hygiene (cleaning all surfaces of hands), exit room.

STOP

If at any time during this process you become concerned that you may have contaminated your hands, STOP and do hand hygiene an additional time.



Ministry of Health



BC Centre for Disease Control

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