

August 9, 2021

**TO: EVERYONE**  
**FROM: PANDEMIC TEAM**  
**RE: CLOC VISITOR GUIDELINES**

### **STATUS UPDATE: AUGUST 9, 2021**

- **Contact information of visitors is recorded in case the Public Health Unit needs it for contact tracing activity. This is for both essential and non-essential visitors. Logs are kept minimally for one month.**
- **Outdoor visitors may choose NOT to mask or physical distance if all parties are fully immunized, OR, if not fully vaccinated, you may choose to not mask while maintaining physical distance.**
- **Essential visitors – Eye protection must be worn when providing direct care to an individual (within 6 feet/ 2 meters).**
- **MCCSS guidelines state that essential visitors do not need to be scheduled in advance, however, CLOC continues to require that ALL visits (essential & non-essential) be planned and scheduled, to ensure that they are safe and successful.**
- **For overnight absences, if a person is fully vaccinated, they will actively screen upon return. If they are not fully vaccinated, they are to follow additional precautions until they receive a negative PCR test, or until 14 days have passed. PCR testing is optional.**
- **Definition of a person being fully vaccinated.**
- **Guidance being followed.**
- **Rapid Antigen Testing as screening tool.**

#### **CHANGES TO THIS PROTOCOL**

This protocol may change at any time, based on direction from Public Health and/or the Ministry of Children Community and Social Services (MCCSS). Changes to this protocol are reflected in the yellow 'status' box above.

## DEFINITION OF A PERSON BEING FULLY VACCINATED

Person has received the total required number of doses of a COVID-19 vaccine approved by Health Canada (e.g., both doses of a two-dose vaccine series); and

At least 14 days have passed since they have received their final dose of the COVID-19 vaccine.

## GUIDANCE

CLOC is following the direction provided by MCCSS for funded and licensed congregate living settings. This guidance is intended to be followed *in addition to other applicable legislation and health guidance* including, but not limited to:

- The Reopening Ontario (A Flexible Response to COVID-19) Act and relevant regulations/orders.
- Local Public Health Unit direction to address local circumstances (e.g. community spread).
- Ministry of Health (MOH) COVID-19 Guidance: Congregate Living for Vulnerable Populations.
- Public Health Ontario COVID-19 Preparedness and Prevention in Congregate Living Settings.
- Public Health Ontario Managing COVID-19 Outbreaks in Congregate Living Settings.
- Resources to prevent COVID-19 in the Workplace.

As an employer, CLOC is obligated to adhere to applicable legislative or regulatory requirements related to health and safety such as those in the Occupational Health and Safety Act (OHSA) and its regulations.

Reference: The Roadmap to reopen Ontario (Appendix D)

## RAPID ANTIGEN TESTING AS A SCREENING TOOL

CLOC is utilizing rapid antigen testing as a tool to screen asymptomatic people who are potentially infected with COVID-19. Information about the testing has been added our Infectious Diseases policy and procedures. The rapid antigen testing has been made available as part of CLOC's overall IPAC (Infection Prevention and Control) strategy to help prevent spread and keep people safe. Testing is voluntary.

The use of rapid antigen screening including negative result on a test, does NOT replace or remove the need to adhere to IPAC measures in place. It does NOT replace a lab-based Polymerase Chain Reaction (PCR) test and cannot be used to diagnose someone with COVID-19. A positive result on a rapid antigen screening test is considered a preliminary positive and must be followed up with a lab-based PCR.

## OUTBREAK STATUS

Visits will only be permitted if there is no outbreak of COVID-19 at the CLOC location where the visit is requested to take place or where the person receiving supports and services through CLOC resides. If there is an outbreak of COVID-19, all requested/pending visits will be cancelled.

## **SUPERVISING VISITS**

The requirement to have staff supervise visits will be managed on a case-by-case basis. All staff on shift do not need to be counted toward the social gathering limits, only the staff supervising the visit.

## **FAILURE TO COMPLY**

Visitors who fail to comply with CLOC's visiting protocols risk discontinuation of visits.

These protocols have been created for the health, safety and wellbeing of the people receiving supports and services through CLOC, their families, visitors, and the staff who support them.

## **PRE-VISIT PLANS**

The Short Term Absence Visit Plan (Appendix A) and Overnight Visit Plan (Appendix B) are used when submitting a request prior to scheduling any and all visits and outings. Contact information is recorded in case the Public Health Unit needs it for contact tracing activity (both essential and non-essential visitors).

## **SCHEDULING VISITS**

All visits, both indoor and outdoor, must be approved by Supervisor and Operations Manager, and scheduled in advance. Location staff will initiate the planning process. Any questions or concerns will be directed to the Pandemic Team.

There are no set visiting hours; the time of visit is reasonably flexible and is based on the needs of the person receiving supports and services through CLOC, their staff and visitor.

## **TYPES OF VISITORS**

CLOC recognizes two types of visitors.

### ***Essential Visitors***

- Performs 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.
- Necessary to maintain the health, wellness and safety of a person receiving support and services through CLOC.

- The Short Term Absence Visit form is not required for essential visitors who support the operation of CLOC (i.e. contractors, recurring medical providers, etc.), however pre-screening and on-site screening is completed.
- 'Essential Visitors' must be preapproved by Supervisor and Operations Manager.
- Eye protection must be worn by essential visitors when providing direct care to an individual (within 6 feet/2 meters).

*Before visits:*

1. Staff provides the visitor with CLOC's Screening link - Health Q, electronically. Paper copies are used if there are connectivity or other issues.
2. Staff provides information, as well as the status of any outbreak in the location, to potential visitors.
3. Staff provide all visitors with information on Infectious Diseases/Infection Prevention and Control procedures including PPE, hand hygiene and social distancing (Appendix C). Visitors read and agree to comply with the parameters of the visitor requirements.
4. MCCSS guidelines allow for essential visitors to not be scheduled in advance, however, CLOC continues to require that all visits be planned and scheduled to ensure safe and successful visits.
5. The visit must have a defined and agreed upon timeframe.

*The day the visit takes place:*

1. All essential visitors must complete and pass the CLOC pre-screening assessment on the Health Q site either on their personal device or on the tablet kiosk at the location.
2. The visitor presents the Health Q green pass screen to the staff. If they are unable to present the pass screen, they are to complete the screening on the tablet Kiosk at the location. The staff takes visitors' temperature and ensures it is in range, and records it on the Fire Safety/Location Sign in sheet. Contact information is recorded in case the Public Health Unit needs it for contact tracing activity (both essential and non-essential visitors).
3. If the initiating staff member is not meeting the visitor on site, alternate staff member(s) are notified.
4. The pre-screening document is kept on the Health Q site and dashboard. This dashboard is distributed electronically to the location Supervisor and the Rapid Response Team.
5. Appropriate PPE is worn by the visitor as determined by the nature of the visit. All essential visitors must wear procedure/surgical mask and eye protection, and if providing direct care where 6 feet/2 meters is not maintained, they must also wear gloves and any other required PPE i.e., gowns.
6. PPE for the visitor is provided by staff. A medical (surgical/procedure) mask must be worn by all essential visitors at all times during indoor visits. Essential visitors must wear eye protection (ie. face shield, goggles, safety glasses), when providing direct care within six feet/2 meters. Prescription glasses do not provide adequate eye protection.

7. Essential visitors may choose not to mask outdoors, while maintaining physical distance, regardless of immunization status.
8. Staff ensure visitors use hand sanitizer upon entry and exit.
9. Staff identify the visitation area.
10. Any non-adherence to CLOC's Infectious Diseases/IPAC policies, may be grounds for discontinuation of visits.
11. Staff members sanitize the following prior to and upon completion of visit:
  - a. The tablet if used to complete screening,
  - b. The pen used for sign in,
  - c. The visiting area,
  - d. Required eye protection (if provided by CLOC).

### ***Non-Essential Visitor***

- Anyone who is not an "essential visitor" per the definition above.

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. Indoor and outdoor visits take into consideration health and safety needs of all residents, staff and visitors. These considerations also support mitigating of risks identified and are within the context of Ontario's Roadmap to Reopen.

1. There must be ample space available to allow for physical distancing for the visit.
2. The needs of all the people residing in the home must be taken into consideration.
3. There must be adequate staffing available to support the visit.

### ***Before the visit takes place:***

1. Employees must complete the COVID-19 Short Term Absence Visit Plan or Overnight Visit Plan when planning for the visit.
2. Staff provides the visitor with CLOC's Screening link - Health Q, electronically. Paper copies are completed if there are connectivity or other issues.
3. Staff provide all visitors with information on Infectious Diseases/IPAC procedures including PPE, hand hygiene and social distancing (Appendix C). Visitors read and agree to comply with the parameters of the visitor requirements.
4. Non-essential visitors must be scheduled in advance.
5. Staff provide visitors with information, as well as the status of any outbreak in the location.
6. Staff schedule the visit in advance with approval from the location Supervisor and Operations Manager, consult pandemic team only as necessary, and have availability for adequate staff support.
7. Group maximums must be in line with provincial guidelines. Supervising staff are counted in the limits. (see Appendix D)
8. The visit must have a defined, agreed upon timeframe.

*The day the visit takes place:*

1. All essential visitors must complete and pass the CLOC pre-screening assessment on the Health Q site either on their personal device or on the tablet kiosk at the location.
2. The visitor presents the Health Q green pass screen to the staff. If they are unable to present the pass screen, they are to complete the screening on the tablet Kiosk at the location. The staff takes visitors' temperature and ensures it is in range, and records it on the Fire Safety/Location Sign in sheet. **Contact information is recorded in case the Public Health Unit needs it for contact tracing activity (both essential and non-essential visitors).**
3. If the initiating staff member is not meeting the visitor on site, alternate staff member(s) are notified.
4. The pre-screening document is kept on the Health Q site and dashboard. This dashboard is distributed electronically to the location Supervisor and the Rapid Response Team.
5. Appropriate PPE is worn by the visitor as determined by the nature of the visit. For close, direct care they must also wear gloves and any other PPE required, i.e. gowns. This PPE is provided by staff to the visitor. A medical (surgical/procedure) mask must be worn by all visitors at all times during indoor visits. Social distancing is required for indoor visits (6 feet/2 meters).
6. **Outdoor visitors may choose to NOT mask or physical distance if all parties are fully immunized OR choose not to mask while maintaining physical distance regardless of immunization status.**
7. Staff ensure visitors use hand sanitizer upon entry and exit.
8. Visits will be cancelled if there is an outbreak declared at the home, change in health, or another emergency, or inadequate staffing support is available for the visit.
9. Staff will identify the visitation area.
10. Staff must be available to transfer people supported out of and into the visitation area, and remain within visual contact of the visitor and person supported for the full duration of the visit.
11. Any concerns regarding the visit must be documented in an incident report and a call made to the supervisor/on call.
12. For indoor visits, people residing in the home wear masks/face coverings (if they are able to wear one).
13. Brief physical contact is permitted (e.g. a hug) during indoor or outdoor visits, regardless of immunization status.
14. Staff members sanitize the following prior to and upon completion of visit:
  - a. The tablet if used to complete screening,
  - b. The pen used for sign in,
  - c. The visiting area,
  - d. The eye protection, if provided by CLOC.
15. Recommended to limit visitor access to washrooms. (Area must be sanitized before and after use).
16. Access to all other areas of the building is prohibited.

17. Any non-adherence to CLOC's Infectious Diseases/IPAC policies, may be ground for discontinuation of visits.

### **SHORT STAY (SAME DAY) ABSENCES AND OUTINGS (RECREATION)**

- Same day absences in the community are allowed in alignment with the provincial parameters re: activates and social gatherings as outlined in the Roadmap to Reopen. Example: haircut, shopping, outing with friends/family, errands, appointments, work, school and physical exercise.
- Short stay absences and outings may be changed or cancelled, without notice, based on Public Health and/or MCCSS direction.
- People supported are encouraged/reminded to follow proper hand hygiene and respiratory etiquette at all times in the community, and to physically distance and mask in alignment with provincial guidance.

#### **Criteria:**

1. The person supported passes 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.
2. The person supported performs proper hand hygiene upon exit and entry of the residential location and is assisted by staff when support is required.
3. Hand hygiene must be performed (using hand sanitizer regularly including upon entry/exit of building / spaces and after touching objects) while in the community. The person receiving support must be capable of completing this or supports are put in place to ensure this is completed.
4. The person supported can wear a face covering/mask (cloth mask is acceptable) when entering indoor spaces or when they are within 6 feet/2 meters of others in outdoor spaces. Staff assist the person supported to obtain a face covering/mask and facilitate how to use the mask during the short-stay absence. Note: if one of the exceptions for masking outlined in regulations under Reopening Ontario (A Flexible Approach to COVID-19) Act, 2020, applies to the person supported, they are not required to wear a mask.
5. The person supported is encouraged to adhere to physical distancing practice as much as possible as well as adhere to any current local Public Health Unit advice related to local conditions and requirements.
6. 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.
7. 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.
8. The family/friend must read, and agree to follow CLOC's Visitors Guidelines and the Infectious Diseases/IPAC procedures outlined.

## OVERNIGHT ABSENCES

- People supported residentially are permitted to leave congregate living settings for an essential overnight absence at all times (considered necessary to maintain the health, wellness and safety, or any applicable legal rights of a resident).
- People supported residentially are permitted to leave the congregate living setting for general (non-essential) overnight absences in alignment with relevant provincial parameters as outline in the Roadmap to Reopen.
- In order to organize for a successful and safe overnight absence, CLOC requests all visits to be planned 48 hours in advance. These plans are documented on the COVID-19 Overnight Absence Plan.
- These plans are reviewed by Supervisor and Operations Manager to ensure appropriate safeguards are in place. Any questions or concerns will be directed to the Pandemic Team.

### Criteria

1. The family/friend must read, and agree to follow CLOC's Visitors Guidelines and the Infectious Diseases/IPAC procedures outlined.
2. When people receiving supports and services through CLOC are away, they are encouraged to follow these protocols:
  - a. Practice good hand hygiene and respiratory etiquette,
  - b. Wear a face covering when not able to maintain physical distancing of 6 feet/2 meters, or as required by law. (CLOC will supply/make available, disposable masks.)
  - c. Avoid crowded indoor/outdoor interactions with others, while away from home,
  - d. Continue following physical distancing measures,
3. People receiving supports and services through CLOC must 'screen out' before leaving for the overnight absence.
4. Overnight absences may be changed or cancelled, without notice, based on Public Health and/or MCCSS direction.

### SCREENING UPON RETURN:

This includes same day and overnight absences.

1. A person receiving residential supports within a congregate living setting, returning from a same day or overnight absence, goes through active screening for COVID-19.
  - a. If the person supported isn't fully immunized, they must follow additional precautions upon return until they receive a negative result on a COVID-19 PCR test or 14 days has passed:
    - i. Monitor for symptoms.
    - ii. Avoid using common areas however, if a common area cannot be avoided, the person supported must use a surgical/procedure mask if tolerated.
    - iii. Limit contact with other people supported within the home.



- iv. Only participate in group activities if physical distancing is maintained and a surgical/procedure mask is used for the duration of the activity.
  - v. Practice proper hand hygiene by washing their hands often using soap and water or alcohol-based hand sanitizer
  - vi. Adhere to respiratory etiquette.
2. If the person supported is fully immunized, and they pass the active screening upon return, they do not need to follow the additional precautions.
- a. Leaving the location for a short stay absence/outing will not reset the 14-day time period. However, another overnight stay during the same 14-day time period will reset the 14-day period.
  - b. When a person receiving residential supports within a congregate living setting, who is returning from an absence, doesn't pass screening, the site will follow section below (**Managing a COVID-19 suspected/positive case**).

## MANAGING A COVID-19 SUSPECTED/POSITIVE CASE

This includes visits, same day and overnight absences. Where there is a suspected, presumed or confirmed case of COVID-19 of a person supported, or staff, in addition to Public Health guidance for isolation and/or visitor restrictions, the following precautions are implemented:

- Reporting to Ministry, including status updates for confirmed positive cases,
- Serious Occurrence Reporting for confirmed positive cases,
- Usage of full PPE when providing direct physical care,
- Enhanced cleaning and disinfection,
- Restriction on new admissions or involvement, and contact Public Health Unit to consult if admission is possible,
- Seek out support of Public Health Unit to assess need for testing of all people supported in the location and staff who may have been exposed,
- Limit staffing mobility to this site only.

For person supported:

1. Avoid group activities in the setting and encourage physical distancing for non-infected people within the residence as much as possible.
2. Other people supported in the location should avoid leaving the location as much as possible and respect specific guidance from local Public Health to not attend work or school, or to isolate in the setting.
3. All people supported in the location should only exit for essential reasons and must wear a mask.
4. Wherever possible, infection or close contact status should be disclosed prior to the appointment or absence in order to provide additional discretion.
5. All non-essential visits, including outdoor visits, are prohibited.
6. Essential and general overnight visits are prohibited.

7. Strict adherence to essential visitors and use of virtual methods for visits as much as possible. Essential visitors who meet the requirements for visitation must wear full PPE required for outbreak conditions.
8. These precautions are to remain in place until Public Health deems the precautions/outbreak protocols are no longer needed.
9. Practice proper hand hygiene, respiratory etiquette, and 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. If using public transportation, user must follow the recommended public transit protocols; including wearing a mask at all times. CLOC vehicles are fogged and disinfected by staff after each use.

## **STAFF RESPONSIBILITIES**

All upcoming visits are documented in the Communication Book to be accompanied with the COVID-19 Short Term Absence Visit Plan or Overnight Absence Plan form. All visits must follow the visitor guidelines and be in line with the Roadmap to Reopening maximum gathering numbers.

Staff complete the COVID-19 Short Term Absence Visit Plan or Overnight Absence Plan form and identify responsibilities for planning, and overseeing the visit.

Staff is required to monitor the person supported, after visits, short stay absences or Overnight Absences, for any development of symptoms. If symptoms develop, staff will follow the reporting protocol.

Follow all IPAC measures including universal masking, and eye protection during direct care within 6 feet/2 metres.

## APPENDIX A



### COVID-19 SHORT TERM ABSENCE and VISIT PLAN Ongoing visit/outing ☐

**PERSON SUPPORTED/LOCATION:** \_\_\_\_\_

**VISITOR NAME/CONTACT INFO:** \_\_\_\_\_

**RELATIONSHIP to PERSON:** \_\_\_\_\_

**Start and End Date/time:** \_\_\_\_\_

**Submitted by:** \_\_\_\_\_

Request and Rationale:		
Short Term Absence or Visit Plan:		
Location Team Recommendation:		
<b>APPROVAL/DECLINE</b>	<b>Approve</b>	<b>Decline</b>
<b>Supervisor:</b>  Signature: _____ Date: _____ Comments: _____	<input type="checkbox"/>	<input type="checkbox"/>
<b>Operations Manager:</b>  Signature: _____ Date: _____ Comments: _____	<input type="checkbox"/>	<input type="checkbox"/>
(when required) <b>Pandemic Team Consultation Recommendation:</b>	<input type="checkbox"/>	<input type="checkbox"/>

COVID-19 SHORT TERM ABSENCE and VISIT PLAN CHECKLIST		
Pre-Visit Checklist		
	DATE:	SIGNATURE:
Send CLOC Screening – Health Q link to visitors to complete		
Ensure visitor receives and agrees to CLOC’s Visitor Guidelines		
Ensure staff who are on shift at time of visit are made aware of the details		
What type of visit is this: Essential indoor Outdoor Overnight (separate form <b>COVID-19 OVERNIGHT VISIT PLAN</b> )		
Identified risks: Can the person wear a mask? ..... Social distance? ..... Physical distance? ..... Perform required hand hygiene? ..... Describe supports required and environmental supports needed to ensure health and safety related to COVID-19.	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"/>	
Are the needs of the people residing in the home taken into consideration? ..... What are the impacts?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
What environmental (including space) and support needs are required for this visit/outing?		
Are there risks that can’t be reduced? Please identify areas of concern. ....	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Recommendations for risk reduction: <i>Share all the information with the visitor</i> <ul style="list-style-type: none"> <li>- Location of visit (if not taking place at group home)</li> <li>- CLOC staff may transport the person supported to and from visits away from their group-living location if &amp; when necessary-</li> <li>- Visitor need to wear a surgical mask provided by CLOC and appropriate eye protection. Please verify that they have their own eye protection, otherwise one will be provided for them.</li> </ul> <i>For visits on CLOC site;</i> <ul style="list-style-type: none"> <li>- outdoor visits will have to be rescheduled if the weather does not permit and all visits will be cancelled if there is an outbreak or presumptive case of COVID-19.</li> <li>- Physical distance (of 6 feet/2 meters) must be maintained as per visitor guideline.</li> <li>- The visitor will need to complete the CLOC-screening Health Q prior to arriving for their visit or utilized the tablet kiosk on site.</li> </ul>		
Day of Visit Checklist		
Ensure no visit occurs if there is an outbreak or presumptive case of COVID-19 unless absolutely essential and approved by the Pandemic Team.		
Disinfection of sign-in area (pen, tablet has occurred prior to use and after use? .....	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Disinfection of visiting area has occurred if onsite visit?.....	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Has the visitor passed the screening process outlined above? .....	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<b>If the answer is “No”, do not proceed with the visit.</b>		
Was visitor temperature taken - as outlined above & documented?.....	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Did you ensure visitor used hand sanitizer? .....	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Did you provide the visitor(s) with surgical mask (and appropriate eye protection as required) – to be worn during the visit.....	Yes <input type="checkbox"/> No <input type="checkbox"/>	
..... St		
aff will schedule their day so that break is not happening during this family visit.	Yes <input type="checkbox"/> No <input type="checkbox"/>	
..... D		
id staff escort visitor to the designated visiting area as appropriate?.....	Yes <input type="checkbox"/> No <input type="checkbox"/>	

..... D	Yes <input type="checkbox"/> No <input type="checkbox"/>	
id staff provide visit supervision and ensure social distancing and IPAC policies followed?.....	Yes <input type="checkbox"/> No <input type="checkbox"/>	
..... If		
no to above was Supervisor contacted and an - Incident Report completed? .....		
..... W		
as hand hygiene-is-completed by person supported at beginning of the visit?.....		

## APPENDIX B



**COVID-19 OVERNIGHT ABSENCE PLAN**      **Ongoing visit/outing** ☐

**PERSON SUPPORTED/LOCATION:** \_\_\_\_\_

**VISITOR NAME/CONTACT INFO:** \_\_\_\_\_

**RELATIONSHIP to PERSON:** \_\_\_\_\_

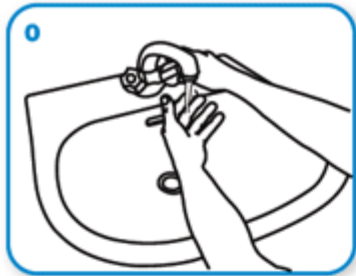
**Start and End Date/time:** \_\_\_\_\_

**Submitted by:** \_\_\_\_\_

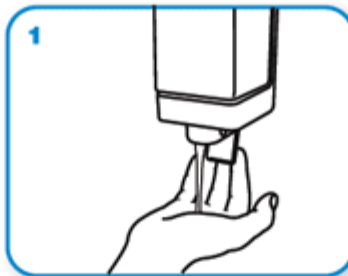
Request and Rationale:	
Overnight Absence Plan:	
Location Team Recommendation:	
<b>APPROVAL/DECLINE</b>	<b>Approve      Decline</b>
Supervisor:  Signature: _____ Date: _____ Comments:	<input type="checkbox"/> <input type="checkbox"/>
Operations Manager:  Signature: _____ Date: _____ Comments:	<input type="checkbox"/> <input type="checkbox"/>
(when required) Pandemic Team:  Signature: _____ Date: _____ Comments:	<input type="checkbox"/> <input type="checkbox"/>

COVID-19 OVERNIGHT ABSENCE PLAN CHECKLIST		
<b>Pre-Visit Checklist</b>		
	<b>DATE:</b>	<b>SIGNATURE:</b>
Send CLOC Screening – Health Q link to visitors to complete		
Ensure visitor receives and agrees to CLOC’s Visitor Guidelines		
Ensure staff who are on shift at times of departure and return are made aware of details		
What type of visit is this: Essential overnight Non-Essential overnight		
Identified risks: Can the person wear a mask? ..... Social distance? ..... Physical distance? ..... Perform required hand hygiene? ..... Describe supports required and environmental supports needed to ensure health, reduce risk and ensure safety related to COVID-19 (I.E. PPE, limited interactions):	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"/>	
Recommendations for risk reduction:  <ul style="list-style-type: none"> <li>- Location of visit:</li> <li>- CLOC staff may transport the person supported to and from visits away from their group-living location if &amp; when necessary-</li> <li>- Family members need to wear a surgical mask provided by CLOC and appropriate eye protection. Please verify that they have their own eye protection, otherwise one will be provided for them.</li> </ul>		
<b>Day of Absence Checklist</b>		
<b>Ensure no visit occurs if there is an outbreak or presumptive case of COVID-19 unless absolutely essential and approved by the Pandemic Team.</b> <i>Disinfection of area as appropriate, (pen, tablet has occurred prior to use and after use?</i> <i>Has the visitor and person supported passed the screening process outlined above? .....</i> <b>If the answer is “No”, do not proceed with the visit.</b> <i>Was visitor temperature taken - as outlined above &amp; documented?.....</i> <i>Did you ensure visitor used hand sanitizer if attending site? .....</i> <i>Did you provide the visitor(s) with surgical mask (and appropriate eye protection as required) – if they attended on site .....</i> ..... If <i>no to above was Supervisor contacted and an - Incident Report completed? .....</i> ..... W <i>as hand hygiene-completed by person supported prior to absence? .....</i>	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"/>	

## PROPER HANDWASHING TECHNIQUE



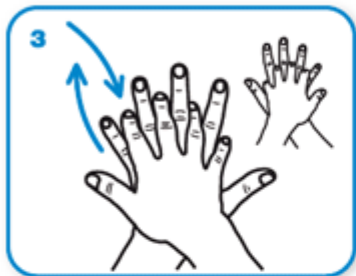
Wet hands with water



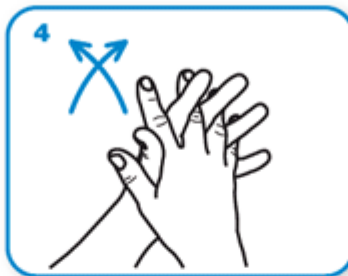
apply enough soap to cover all hand surfaces.



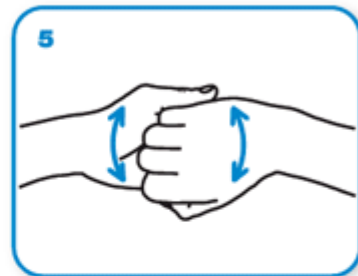
Rub hands palm to palm



right palm over left dorsum  
with interlaced fingers  
and vice versa



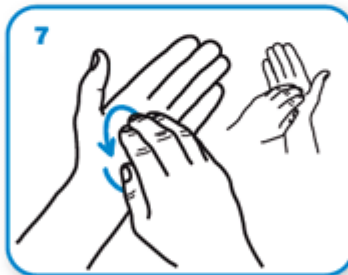
palm to palm with fingers  
interlaced



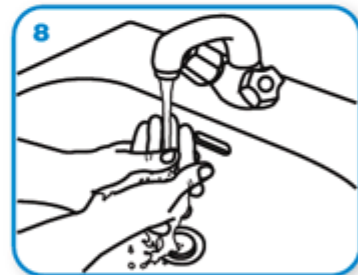
backs of fingers to opposing  
palms with fingers interlocked



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



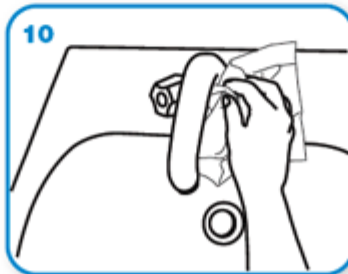
rotational rubbing, backwards  
and forwards with clasped  
fingers of right hand in left  
palm and vice versa.



Rinse hands with water



dry thoroughly with a single  
use towel



use towel to turn off faucet



...and your hands are safe.





# Help prevent the spread of COVID-19

## Practise Physical Distancing



**When possible, maintain at least a 2 metre (6 feet) distance from others.**

Durham Health Connection Line | 905-668-2020 or 1-800-841-2729

**[durham.ca/novelcoronavirus](https://durham.ca/novelcoronavirus)**

If you require this information in an accessible format, contact 1-800-841-2729.



April 2020

## COVER YOUR COUGH

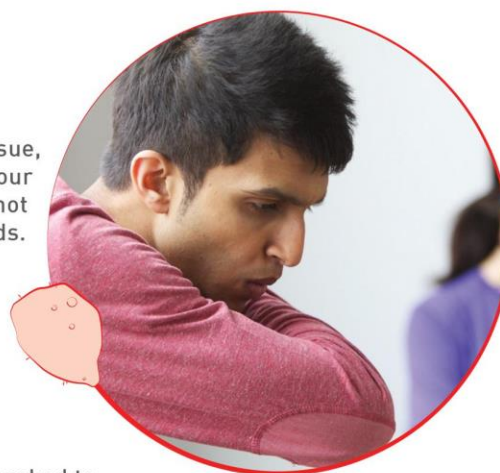
Stop the spread of **germs** that can make you and others sick!



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.



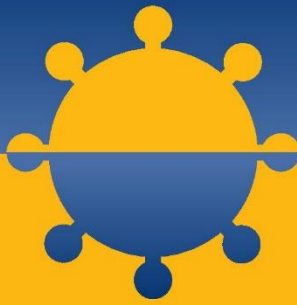
You may be asked to put on a facemask to protect others.



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](mailto:ipac@oahpp.ca) or visit [www.publichealthontario.ca](http://www.publichealthontario.ca)



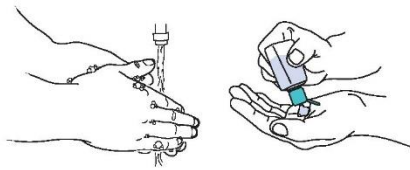
# Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



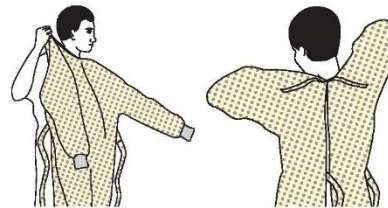
## The 5 steps to Don (put on) Personal protective equipment (PPE)

### 1 Hand hygiene



Clean all surfaces of hands and wrists

### 2 Gown



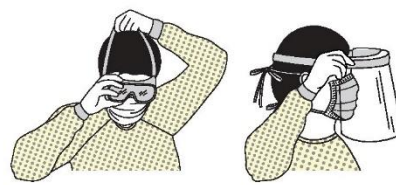
Cover torso and wrap around back, fasten in back of neck and waist

### 3 Surgical/procedure mask



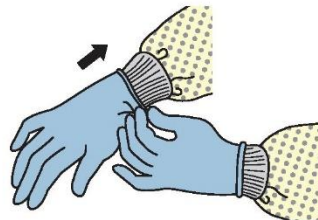
Secure ties at middle of head and neck, fit nose band to your nose and pull bottom down to completely cover chin

### 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

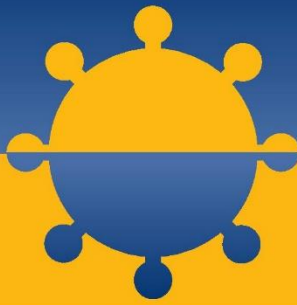


BC Centre for Disease Control

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**

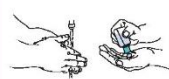
!

### 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



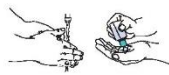
Clean all surfaces of hands and wrists.

### 3 Gown



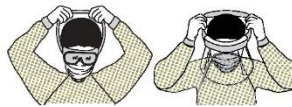
Unfasten ties, pull gown away from neck and shoulders, touching ONLY the inside of the gown. Turn gown inside out and roll into a bundle. Discard in regular waste or soiled linen cart.

### 4 Perform Hand hygiene



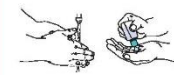
Clean all surfaces of hands and wrists.

### 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



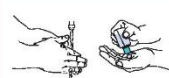
Clean all surfaces of hands and wrists.

### 7 Mask or N95 Respirator



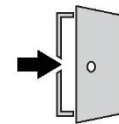
Grasp ties or elastics at back and remove WITHOUT touching the front. Discard in regular waste or in receptacle for reprocessing.

### 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

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



## APPENDIX D

### SUMMARY OF GUIDANCE BY KEY AREA

Key Area		Requirements
Masking	Staff	Medical (surgical/procedure) mask at all times indoors and outdoors.
	Residents	Where possible and appropriate, non-immunized residents are encouraged to wear surgical/procedure masks when they are not alone in their residential space.
Visits	Essential Visitors	<p>Permitted.</p> <ul style="list-style-type: none"> <li>• <b>Unscheduled. (CLOC requires scheduling of all visitors).</b></li> <li>• Unsupervised.</li> <li>• Actively screened.</li> <li>• Medical (surgical/procedure mask).</li> <li>• Brief physical contact permitted (i.e. a hug).</li> <li>• Choice not to mask &amp; physical distance outdoors if all parties are fully immunized.</li> </ul>
	Non-essential Visitors	<p>Permitted.</p> <ul style="list-style-type: none"> <li>• <b>Scheduled.</b></li> <li>• Supervised.</li> <li>• Actively screened.</li> <li>• Medical (surgical/procedure) mask.</li> <li>• Physical distancing.</li> <li>• Brief physical contact permitted (i.e. a hug).</li> <li>• Choice not to mask &amp; physical distance outdoors if all parties are fully immunized.</li> <li>• Max # visitors in line with social gathering limits in Roadmap to Reopen (dependent on the Step).</li> </ul>
Short stay absence (essential and recreational)		<p>Permitted in line with activities and social gathering parameters (#s, IPAC in Roadmap to Reopen).</p> <p>Active screening upon return to the setting.</p>
Overnight absence	Essential	<p>Permitted.</p> <p><b>If fully immunized active screening only upon return.</b></p> <p>If partially or non-immunized 14-day precautions or until negative PCR test is received PCR testing is optional for resident.</p>
	General	<p>Permitted in line with social gathering parameters in Roadmap to Reopen.</p> <p>If partially or non-immunized 14-day precautions or until negative PCR test is received. PCR testing is optional for resident.</p>

## ROADMAP TO REOPEN ONTARIO



The Ontario government, in consultation with the Chief Medical Officer of Health, has released its Roadmap to Reopen, a three-step plan to safely and cautiously reopen amenities, with restrictions in place, effective May 22, 2021 at 12:01 a.m.

The Roadmap to Reopen is guided by the following principles:

**Step One** An initial focus on resuming outdoor activities with smaller crowds where the risk of transmission is lower

**Step Two** Further expanding outdoor activities and resuming limited indoor services with small numbers of people where face coverings are worn.

**Step Three** Expanding access to indoor settings, with restrictions, including where there are larger numbers of people and where face coverings can't always be worn.

The province will remain in each step for at least 21 days. At the end of the 21 days, the following vaccination thresholds will have to be met for the province to advance to the next step.

**Step 1:** 60 per cent of adults vaccinated with one dose.

**Step 2:** 70 per cent of adults vaccinated with one dose and 20 per cent vaccinated with two doses.

**Step 3:** 70 to 80 per cent of adults vaccinated with one dose and 25 per cent vaccinated with two doses.

## APPENDIX E

### **BRIEF PHYSICAL CONTACT WITH VISITOR**

Residents and visitors, are permitted to engage in brief physical contact (e.g. a hug) during indoor or outdoor visits. This includes essential and non-essential visitors. Infection prevention and control requirements remain in place regarding masking, social distancing etc., depending on type of visitor, indoor/outdoor visit and vaccination status. Please see APPENDEX D “Summary of Guidance by Key Area”.