

COVID-19 Health policies and guidelines for Fernwood NRG

* As of June 10th 2020 – this document will be continually updated as required

* Updated August 14, 2020

*Updated October 28, 2020

*Updated November 20 2020

*March 17, 2021

Organizational Procedures:

Building Access:

- Before entering the building you must complete a health check with your supervisor, these forms will be printed at the front desk (Addition November 20 2020);
- All people entering the building must be wearing a mask (Addition November 20 2020);
- Upon arrival, WASH YOUR HANDS, this is one of the best ways to minimize the spread of the virus.
- At this time the building is still closed to the public. Please lock the door after you.

Cough and sneeze etiquette: Cough and sneeze into arm or tissue. Immediately throw away tissue into garbage and wash your hands.

Six steps to proper handwashing:

1. Wet hands with warm running water.
2. Apply a small amount of liquid soap. Antibacterial soap is not required.
3. Rub hands together **for at least 20 seconds** (sing the ABC's). Rub palms, backs of hands, between fingers and under nails and creating a lather.
4. Rinse off all soap with running water.
5. Dry hands with a clean, disposable towel.
6. Discard the used towel in the waste container.

* Hand washing signs are to be posted in all bathrooms.

- Hand sanitizer is available to everyone as they enter the building, please ensure you are using this if unable to wash your hands;
- Please see the posted signage indicating that employees, contractors, or visitors exhibiting COVID-like symptoms will not enter the office building.
- Do not enter the kitchen, for requests and drop offs go to pass through (addition as of August 14 2020)

Staff Screening

To ensure the health and wellness of everyone accessing the Community Centre staff, children and the families in our care will complete a daily health assessment; see attached Appendix A.

- **No person who is sick is permitted to enter the facility for any reason**, this includes Child, Parent or Staff.
- Children and staff need to stay home and call 811 or primary health care provider when **new symptoms** of illness develop, such as:
 - Fever
 - Chills
 - Cough or worsening of chronic cough
 - Breathing difficulties breathing (breathing fast or working hard to breathe)
 - Loss of sense of smell or taste
 - Diarrhea
 - Nausea and vomiting
- **For mild symptoms without fever**, children and staff members need to stay home and monitor symptoms for 24 hours. If symptoms improve the child/staff member feels well enough, they can return to care without further assessment or doctor's note.
- **If symptoms last for more than 24 hours or get worse**, seek a health assessment by calling 811 or your primary Health care provider. If a COVID-19 test is recommended, please follow the following:
 - **If the COVID-19 test is positive**, continue to self isolate and follow the direction of public health
 - **If the COVID-19 test is negative**, return to care when clear of symptoms and well enough to participate.
 - **If a COVID-19 test is recommended but not done**, self isolate for 10 days after the onset of symptoms and return to care when clear of symptoms and well enough to participate.
- **If you are unsure, call 8-1-1 for advice.** You can also use the BC assessment tool at <https://bc.thrive.health/>



- If a COVID-19 test is not recommended, staff and children may return to care when symptom free and well enough to participate.
- Staff and children need to stay at home if anyone in your house has been advised to Self isolate and you are awaiting a COVID-19 test.
- If you have seasonal allergies please advise your Team Lead and Director, so we can create a baseline of symptoms. You will be sent home if their baseline symptoms worsen.

Illness while in care Policy

If a staff member starts showing symptoms of common cold, influenza or COVID-19 during care we will:

- Staff must **immediately** leave the building. Please be follow the protocols above for when to return to work.
- We will have a separate and supervised area where you can separate yourself from others if you need to stay to let people know you are leaving. Any staff showing symptoms will be sent home right away.

Communal Spaces and Deliveries:

- Masks are required in all communal spaces, this includes: hallways, front office, studio office, gym. (addition as of August 14 2020)
- We have limited number of workers allowed in common areas at any one time, ensure you are up to date on the capacity limits and have signed up on the form provided;
- Please continue to work from home, unless required to be in the centre, we **need** to limit the number of people in the centre at one time;
- Please keep communal doors to remain open throughout the workday to reduce contact with door handles;
- Please use your own equipment, such as pens, staplers, headsets, and computers;
- If it is not possible to use your own equipment, please ensure you are cleaning and disinfecting shared equipment after each use;
- Our delivery zone is clearly identified (at the front desk). If receiving an order please ask the delivery person places the item in the zone;
- We have arranged for suppliers and/or delivery persons to drop off goods at building entrance to avoid searching for business within the premises.

Outside Visitors to the Building:

- We required to keep a record of visitors to the centre, please have all visitors sign in at the front desk (including: name, email and phone number);
- We have posted signage to inform everyone of the measures in place;



- When booking appointments, visitors should be reminded to reschedule if they experience symptoms typical of COVID-19 or are placed on self-isolation;
- Please minimize non-essential in-person interaction between workers and visitors (e.g., use of virtual meeting tools, email, or telephone);
- Visitors should attend appointments alone and minimize time spent in waiting area before their appointments (e.g., request visitors to wait in vehicles and text message or call when ready);
- Beverages (coffee, tea, water) should not be offered at this time;
- Please remind visitors to use hand sanitizer;
- All visitors are required to wear a mask when entering the building (addition as of August 14 2020)

Physical Distancing and Mask Usage:

- Keep physical distancing is required as much as possible, especially with other staff;
- Wearing masks in shared spaces in addition to physical distancing is mandatory (addition as of August 14 2020);
- Masks are not required at meal time, but physical distancing is required (addition as of August 14 2020)
- Have the meetings outside, in well ventilated areas or over video calling;
- Ensure you have good ventilation in the centre by opening windows if possible;
- Although you may have co-workers in your “bubble” outside of work, you are required to maintain physical distance while at work;
- Staff should maintain physical distancing from one another;
 - This means: 6ft/2metres
- Avoid close greetings (e.g., hugs, and handshakes).

Health Policies:

No person who is sick is permitted to enter the facility—any staff with symptoms of illness should not enter.

If a staff member starts showing symptoms of what could be COVID-19, it is important to:

- go to first aid attendant or manager;
- wash and sanitize their hands;
- be asked go home right away;
- For mild symptoms without fever staff members need to stay home and monitor symptoms for 24 hours. If symptoms improve the staff member feels well



enough, they can return to work without further assessment or doctor's note (addition October 2020);

- If symptoms last for more than 24 hours or get worse, seek a health assessment by calling 811 or your primary Health care provider. If a COVID-19 test is recommended, please follow the following:
 - If the COVID-19 test is positive, continue to self isolate and follow the direction of public health (addition October 2020);
 - If the COVID-19 test is negative, return to work when clear of symptoms and well enough to participate (addition October 2020);
 - If symptoms increase and a COVID-19 test is recommended but not done, self isolate for 10 days after the onset of symptoms and return to work when clear of symptoms and well enough to participate (addition October 2020);
- Once the ill worker has gone home please clean and disinfect any surfaces at the ill worker has come in contact with;
- Once the health care professional has cleared you please contact Erin or Jenna to discuss returning to work;
- Continue to practice good hand hygiene and respiratory hygiene such as coughing in elbows instead of hands and throwing tissues out immediately after use.

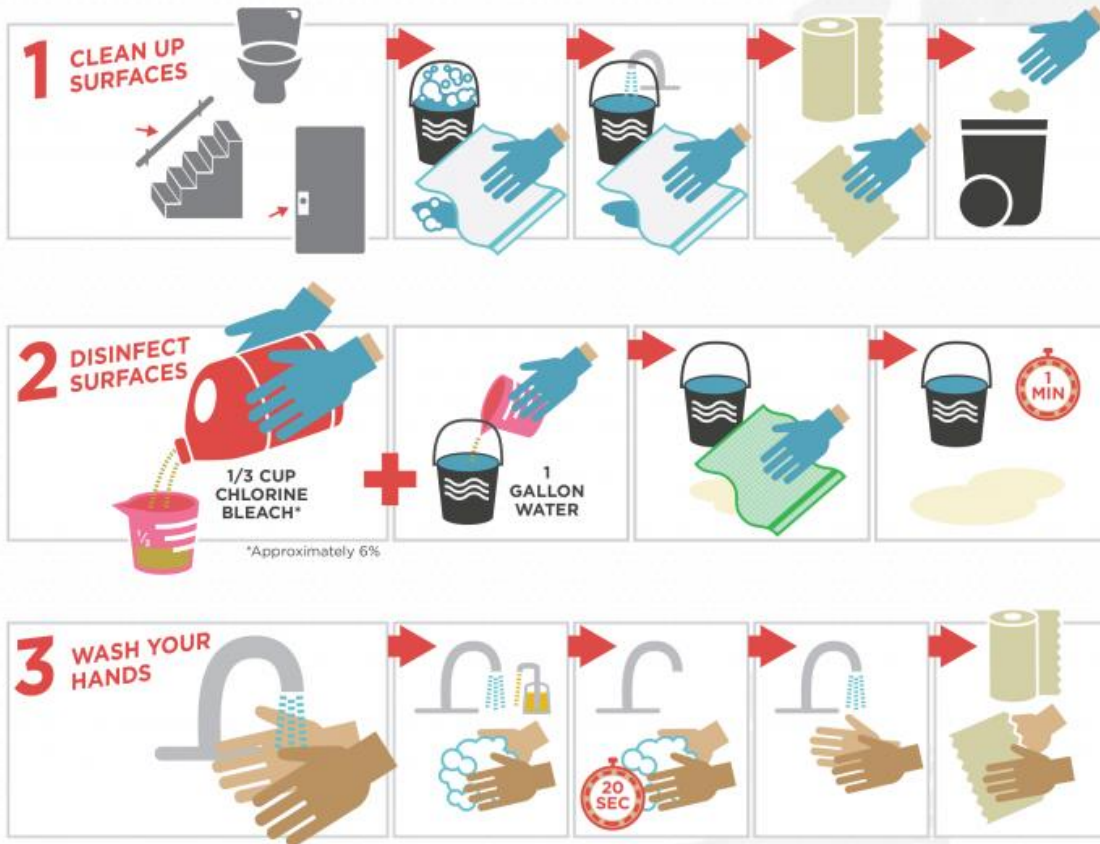
Cleaning and Disinfecting:

COVID-19 is a respiratory illness and is transmitted in the same fashion as influenza. Make sure you are well-stocked with hand washing, cleaning and disinfecting supplies at all times (i.e., soap, clean towels, paper towels, bleach, laundry soap, multi purpose cleaner and, if needed, 70% alcohol-based hand sanitizer).



Help Prevent the Spread of **COVID-19*** ("novel coronavirus")

Clean surfaces that
are touched a lot.



Please let Erin or Jenna know when you are running low, so that we can order.

- We will be using a bleach solution to disinfect. The solution needs to be re-made each day.
Bleach dilution instructions:

1/3 cup of bleach per 4.5 Liters of cold water

Or

10mL into 990mL of cold water (for smaller batches and general cleaning)



- Clean and disinfect tables before and after use and especially before eating.
- General cleaning and disinfecting of the centre should occur at least once a day;
- After each bathroom use every employee must disinfect the following:
 - Toilet Seat
 - Flusher handle
 - Light switch
 - Faucet's
 - Door Knobs (addition as of August 14 2020)
- Frequently-touched surfaces should be cleaned and disinfected at least twice a day
These include:
 - door knobs
 - light switches
 - faucet handles
 - table counters
 - chairs
 - electronic devices
 - tables
 - phones
- Clean and disinfect any surface that is visibly dirty;

Office Cleaning Requirements:

Who ever is **last to leave** the office area is required to wash and sanitize all high touch surfaces, such as:

- door handles
- phones
- cell phones
- light switches
- pens
- tables/desks

Please communicate with administrative staff if you require any other custodian support for the main community centre building.

Appendix A: Daily Health Check



Please remember, if you think your ill, please stay at home.

1. Key Symptoms of Illness	Do you, or your child, have any of the following symptoms:	Circle One:	
	Fever	Yes	No
	Chills	Yes	No
	Cough or worsening of chronic cough	Yes	No
	Breathing difficulties (breathing fast or working hard to breathe)	Yes	No
	Diarrhea	Yes	No
	Nausea and vomiting	Yes	No
	Mild symptoms (stuffy or runny nose or sore throat)	Yes	No
2. International Travel	Have you or anyone in your household, travelled outside of Canada within the last 14 days or been in close contact with someone who has?	Yes	No
3. Confirmed contact	Are you a confirmed contact of a person confirmed to have COVID-19?	Yes	No
4. Self Isolation	Has anyone in your household been advised to self isolate?	Yes	No
5. Awaiting COVID testing	Are you or anyone in your household awaiting COVID testing and results?	Yes	No

