



**Re-opening Plan  
for  
SIGN Services and Programs**

## ***Introduction***

COVID-19 has changed the way that SIGN, along with all other businesses and organizations, operates in our communities. Prior to COVID-19, SIGN provided services to individuals and families primarily through face-to-face interactions. That all changed in March.

The provincial government has released *Re-Open Saskatchewan*, a five-phase approach to opening businesses and workplaces. The SIGN plan will coincide with government announcements of phases.

The re-opening of SIGN programs and services will be a methodical and phased-in approach, coordinated with provincial Public Health measures and guidance.

Throughout the re-opening phases, SIGN will continue preventive measures, such as handwashing, regular cleaning of workspaces, and use of personal protective equipment (PPE).

On April 9, 2020, SIGN was deemed a critical public service under community services and has continued to operate its programs, providing supports, services and programs virtually and by telephone.

For programs such as the Adolescent Group Home, Senior Mobility and the SIGN Early Learning Centre, where personal interactions needed to continue, measures were taken to check for symptoms daily, daily screening, wearing appropriate PPE when needed and enhanced sanitization measures.

*Revised 21 May 2020*

## **Phase One**

**Effective May 4, 2020**

This phase includes re-opening of some medical services, the resumption of low-risk outdoor recreational activities, and maintaining a maximum size of 10 people for public and private gatherings.

SIGN will continue to provide supports (virtual, telephone and continued, restricted and preventative supports) at the **Adolescent Group Home**, **Senior Mobility** and the **Early Learning Centre**.

**In-home supports** will continue to be done over telephone and virtually when possible. When not possible, staff are instructed to do a visit outside and follow proper physical distancing guidelines and regular hand hygiene practises. Staff are encouraged to wear a mouth covering if they are in public for work purposes.

**All SIGN facilities** will remain closed to the public.

- With public access to medical services being reinstated on May 4, 2020, **SIGN Senior Mobility** may see an increase in seniors going to medical appointments. Senior Mobility staff will continue to screen all clients prior to providing service, sanitize the interior of the vehicle before and after every ride and wear a mouth covering during all shifts.
- With some parents returning to work, the **Early Learning Centre** may see an increase of children attending. The Early Learning Centre will continue to screen staff and children, prior to them entering the centre. Provincial guidelines (8 children per room) will remain until further direction from the provincial government. Enhanced sanitization processes will remain in effect.
- The **Adolescent Group Home** will continue to screen staff before every shift. Youth in the home will be screened daily. Regular hand hygiene practices will be in effect. Shared washrooms will be sanitized after each use. If a positive COVID-19 test appears in the Group Home, staff will consult with the public health practitioner to ensure proper isolation practices and use of PPE are being observed.

## **Phase Two**

**Effective May 19, 2020**

The second phase of the Government of Saskatchewan's Plan includes the re-opening of retail businesses and select personal services that were previously not deemed allowable. The size restrictions of public and private gatherings remain at a maximum of 10 people.

SIGN will continue to provide the same supports (virtual, telephone and continued, restricted and preventative supports) at the **Adolescent Group Home**, **Senior Mobility** and the **Early Learning Centre**.

**In-home supports** will continue to be done over telephone and virtually when possible. When not possible, staff are instructed to do a visit outside and follow proper physical distancing guidelines and regular hand hygiene practises. Staff are encouraged to wear a mouth covering if they are in public for work purposes.

**All SIGN facilities** will remain closed to the public.

- With retail services being reinstated on May 19, 2020, **SIGN Senior Mobility** may see an increase in seniors going to retail establishments. Senior Mobility staff will continue to screen all clients prior to providing service, sanitize the interior of the vehicle before and after every ride and wear a mask during all shifts. Seniors will also be provided a mask when riding in the car.
- With some more parents returning to work in the retail sector, the **Early Learning Centre** may see an increase of children attending. The Early Learning Centre will continue to screen staff and children, prior to them entering the centre. Provincial guidelines (8 children per room) will remain until further direction from the provincial government. Enhanced sanitization processes will remain in effect.
- The **Adolescent Group Home** will continue to screen staff before every shift. Youth in the home will be screened daily. Regular hand hygiene practices will be in effect. Shared washrooms will be sanitized after each use. If a positive COVID-19 test appears in the Group Home, staff will consult with the public health practitioner to ensure proper isolation practices and use of PPE are being observed.

### ***Phase Three***

***Effective June 8, 2020***

The third phase of the Government of Saskatchewan's Plan includes the re-opening of remaining personal services, along with the re-opening of restaurants, gyms, licensed establishments and childcare facilities. Other than in allowable businesses, the size of public and private gatherings will increase to a maximum of 15 people indoors *or 30 people outdoors (new; announced May 21)*.

**SIGN on Broadway** and the **Elton Davidge Building** on North Street will remain closed for public meetings and will not accept bookings.

**SIGN will begin methodically implementing the re-opening of services.** Staff that can still work from home effectively, should continue working from home.

- If a staff member needs to work in the office for a brief amount of time, they will be asked to come in and do their work that cannot be done from home and return to their home office once complete. Physical distancing must be maintained whether a staff member is working in the office or in the public. Waiting areas in all SIGN facilities will have chairs placed at least 6 feet apart.
- Staff must stay at home if they are sick or if they demonstrate or report COVID-19 symptoms. Screening of all clients prior to providing services will continue. Regular practice of hand hygiene techniques must continue. Enhanced sanitization of workspaces will continue.
- Shared washrooms will be cleaned on a regular and consistent basis.
- If staff are seeing clients in the workplace, there must be physical distancing for staff and clients, regular cleaning and sanitization of offices, frequent handwashing and sanitizing when entering or leaving the facility and before and after seeing a client. Staff are encouraged to wear PPE when appropriate.

## **Phase Four**

### ***Effective date to be determined***

The fourth phase of the Government of Saskatchewan's Plan will include the re-opening of indoor and outdoor recreational and entertainment facilities. All businesses and customers are expected to maintain physical distancing practices, guidelines and recommendations. The size of public and private gatherings will increase to a maximum of 30 people.

**SIGN on Broadway** and the **Elton Davidge Building on North Street** will open for public meetings with a maximum 30 attendees. Meeting spaces will be set up to ensure appropriate physical distancing measures. Enhanced sanitization measures will be taken before and after all public meetings.

**SIGN staff** that can still work from home effectively should continue working from home.

- Physical distancing must be maintained whether a staff member is working in the office or in the public. Waiting areas in all SIGN facilities will have chairs placed at least 6 feet apart.
- Staff must stay at home if they are sick or if they demonstrate or report COVID-19 symptoms. Screening of all clients prior to providing services will continue. Regular practice of hand hygiene techniques must continue. Enhanced sanitization of workspaces will continue.
- If staff are seeing clients in the workplace, there must be physical distancing for staff and clients, regular cleaning and sanitization of offices, frequent handwashing and sanitizing when entering or leaving the facility and before and after seeing a client. Staff are encouraged to wear PPE when appropriate.
- Shared washrooms will be cleaned on a regular and consistent basis.

## ***Phase Five***

### ***Effective date to be determined***

The fifth phase of the Government of Saskatchewan's Plan will include the consideration of lifting long-term restrictions.

At that point, all **SIGN services will resume** as operated prior to the COVID-19 pandemic with the following notable additions:

- Hand hygiene stations will be available at all entrances of SIGN facilities and all staff and visitors will be expected to use them. Hand hygiene posters will remain in all public washrooms.
- If a staff member is sick, she/he is expected to stay home. SIGN staff have sick leave provisions in place which must be followed at all times.
- SIGN will follow the Government of Saskatchewan's guidance on size limits on public gatherings.

**Throughout all phases, SIGN will be following guidelines and orders of Public Health.**

**Based on transmissions of COVID-19 or outbreaks within communities, SIGN may need to again close facilities or reduce services.**

**If that becomes necessary, look for complete and detailed information:**

- On the SIGN website at ***www.signyorkton.ca***
- On social media at ***www.facebook.com/signyorkton*** and ***Instagram @signyorkton***.