

# **SPRINGBOARD CENTRE COVID-19 GUIDELINES**

## **COMMUNICATION RELATED TO COVID 19**

- Staff are encouraged to remain up to date with developments related to COVID 19 and measures to reduce the spread
- Staff will be reminded about available social and mental health supports
- Stakeholders will be notified of the steps SBC undertakes to prevent the risk of transmission of infection and the importance of their roles.

## **VACCINATION**

- Mandatory Vaccination Policy for all employees of Springboard Centre has been implemented.

## **ISOLATION / QUARANTINE REQUIREMENTS**

<https://www.albertahealthservices.ca/topics/Page17239.aspx>

(This is posted in all rooms)

## **VISITOR RESTRICTIONS**

- Non-essential visitors are not allowed entry at SBC
- Calgary Access Drivers who require to use the SBC washroom may only enter through the SBC main door but will have to undergo a health screening and temperature screening before they are allowed access. They are required to wear masks and show proof of vaccination. They can only use the assisted washroom in Room 4. Room 4 staff will have to sanitize the washroom after every use.

## **PHYSICAL/SOCIAL DISTANCING**

- All individuals at Springboard Centre are to maintain a 6 ft distance from each other except when assisting clients requiring toileting support.
- The number of people in each room is dependent on the size of the room that can safely accommodate individuals at a 6 feet distance from one another.
- More than one program or service can be offered per room as separation between program rooms is maintained (separate entrance/exit, washrooms)
- Desks and workstations will be separated to maintain a 6 feet distance from every individual.

## **HEALTH ASSESSMENT SCREENING AND TEMPERATURE MONITORING**

- All staff are required to have answered “NO” to all the questions in the self-assessment questions posted on the entry doors before being allowed entry to SBC premises. A second health assessment will be done by all staff during lunch break.
- Temperature scanning will be done by the respective Room Supervisors upon entry of staff and clients and during lunch breaks.
- Room supervisor will sign the health monitoring sheet to document compliance of the health assessment.

## **NOTIFICATION/DISCLOSURE**

- Staff must immediately notify SBC if they are ill, have worked in the last 14 days, or are currently working at a site where there is a confirmed COVID-19 outbreak.
- Staff must immediately notify their supervisor if an individual is or appears ill.
- Any staff developing symptoms while at work, must notify their supervisor and immediately leave to self-isolate.

## **MASKING GUIDELINES**

- All staff must wear masks at all times except when eating during their lunch break.

## **PERSONAL PROTECTIVE EQUIPMENT**

- PPE will be modified accordingly to what is available at SBC. This includes: mask, face shield, gloves and gown or apron.
- Staff /s who are in close contact with the client and potentially exposed to body fluids (e.g. toileting) will wear a PPE.
- Staff assisting clients with their harnesses for transportation will wear the following as an added protection for being in close contact with the client: mask, face shield, apron and gloves. A gown is not necessary for this undertaking.

## **SHARED SPACES**

- All clients will have permanent room assignments and will not be allowed to move from their room to another room.
- All individuals and staff upon entry to their respective rooms will have to sanitize their hands. Hand sanitizers will be available near the respective entrance doors.

- Each room has an assigned entrance and exit door, and washroom. Staff and clients are not allowed to use washrooms other than that assigned to them.
- All tables, workstations, equipment and program items will be sanitized for a minimum of 3x per day
- All rooms will have posters regarding physical distancing, hand hygiene, PPE wearing and information about limiting the spread of COVID-19.
- Dining Protocols:
  1. Ensure that all individuals and staff wash their hands before and after handling food and eating
  2. Reduce the number of individuals eating at a table to a maximum of 2
  3. Remove shared food containers from dining areas (e.g. coffee, water)
  4. Provide single serve packets only (e.g. sugar, ketchup)
  5. Remove any self-serve food item.

### **PROGRAM PLANNING**

- As per physical distancing requirements, activities that require group transportation will not occur.
- SBC in-house programs will consist of activities that will allow and maintain the 6-foot physical distancing among individuals.

### **EMPLOYMENT STANDARDS**

- SBC shall ensure, as far as it is reasonably practicable to do so, the health and safety and welfare of each staff.
- SBC will ensure that staff who may be required to use safety equipment and personal protective equipment are competent in the application, care, use, maintenance and limitations of the equipment.