

SPRINGBOARD CENTRE COVID-19 GUIDELINES

(Based on AHS Guidance for Disability Services Providers)

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

ISOLATION REQUIREMENTS

If a client tests positive for COVID:

1. Guardians / Caregivers are to notify SBC immediately. Guardian / Caregiver will provide the test date, onset of signs and symptoms and expected date of return.
2. Client will isolate for 10 days from the start of symptoms, or until symptoms resolve, whichever takes longer.
3. SBC Manager will review health monitoring attendance for contact tracing.
4. SBC Manager will inform and require staff (identified in the tracker as close contact) to quarantine for 14 days, to call 811 and to follow AHS guidelines including undergoing a COVID Testing if required.

If a client has a known exposure to COVID but tested negative:

1. Client is required to quarantine for 14 days, to call 811 and to follow AHS guidelines.
2. Guardians / Caregivers will notify SBC immediately.
3. SBC Manager will follow-up with the guardians/caregivers to determine the day of client's return to program.

If a client has signs and symptoms, tested negative and no known exposure to COVID:

1. Guardian / Caregiver will inform SBC.
2. Client will stay home until symptoms resolve.

If a staff tests positive for COVID:

1. Staff will notify SBC manager immediately by phone or email at any time of the day. Staff will provide the following info to SBC: test date, onset of signs and symptoms.
2. Staff will isolate for 10 days from the start of symptoms, or until symptoms resolve, whichever takes longer.
3. SBC Manager will review the health monitoring attendance for contact tracing.
4. SBC Manager will inform guardians/caregivers and require all clients (who are identified in the tracker as close contact) to quarantine for 14 days, call 811 and follow AHS guidelines including undergoing a COVID testing.
5. SBC Manager will follow-up with the staff to determine the day of staff's return to program.

If a Staff has a known exposure to COVID but tested negative:

1. Staff is required to quarantine for 14 days.
2. Staff will notify SBC immediately.
3. SBC Manager will determine the day of staff's return to work.

If a Staff has signs and symptoms, tested negative and no known exposure to COVID:

1. Staff will inform SBC manager.
2. Staff will stay home until symptoms resolve.

If a staff is exposed to an individual having signs and symptoms of COVID who has not had COVID testing and lives in the same household:

1. Staff will inform SBC ASAP
2. Staff will stay home until the COVID test result is back for the individual manifesting signs and symptoms of COVID.
3. The staff is required to forward the email confirmation of the COVID testing date for the individual manifesting signs and symptoms of COVID.
4. The staff is required to inform SBC of the COVID test result immediately. If the result is positive, staff will follow protocols for COVID positive exposure. If negative, staff can report back to work on the following workday.
5. The staff is required to update SBC regularly regarding the household member's condition.
6. The staff's entitlements will not be affected.

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. 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)
- All clients will be staffed with a minimum of 1 staff per client.
- 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 including staff doing virtual programming.

PERSONAL PROTECTIVE EQUIPMENT

- PPE will be modified accordingly to what is available at SBC. This includes: mask, face shield, gloves and gown or apron. In the absence of gown, the apron will be used as a substitute instead.
- 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 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.
- 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.