

SBC Relaunch General Procedures

STAFF

- Staff will do a self-test / assessment before coming to SBC everyday
- Staff will enter through the following doors:
 - Room 1 staff – Room 1 door
 - Room 2 staff – Back hallway door
 - Room 3 staff – Room 3 door
 - Room 4 staff – Room 4 door
- Staff will be thermo-scanned by the AMs and CDSPs upon entering their respective rooms and during lunch time. Staff whose temperature is 37.8 C or higher will be sent home immediately and will perform to do the COVID self-test and call 811 health link.
- Staff will maintain a minimum 6-foot distance from everyone else except when doing personal care
- Each staff member is required to be on the same room throughout the day with his/her client
- Staff will wear a mask throughout the day at SBC
- Mask, face shield and gloves are always to be worn when doing personal care
- Frequent and thorough handwashing for a minimum of 20 seconds each time is mandatory
- Each program room will be assigned a specific washroom in the building
- Staff will stay home when sick and having symptoms of fever (37.8C or higher), cough, shortness of breath/difficulty breathing, sore throat, and runny nose. Staff must complete the COVID self-test and call 811 for further instructions.
- 14-day Isolation is required of any person returning from international travel or was in close contact with a person confirmed with COVID-19
- Staff that tested positive can only return to work after testing negative twice for COVID
- All staff entering and re-entering the site will complete a health assessment questionnaire. Results of health assessment screening information will be recorded in each staff member's file
- Daily records of anyone entering or attending the site (e.g. staff working each day, individuals) will be monitored. Records must be kept up-to-date and available to facilitate contact tracing in the event of an outbreak.
- Staff will be advised to complete 2x daily self-checks. (once immediately prior to attending work). If staff becomes ill on site, he/she must be sent home immediately with a mask. If staff takes public transport, he/she should be sent home in a taxi with a mask.
- If there is a new confirmed outbreak of COVID-19, public health will provide direction for control measures for all staff and individuals on the affected site. Symptomatic staff and individuals are required to go home immediately and to isolate.
- Staff must immediately inform their supervisor if they are ill or are currently working at a site where there is a confirmed COVID-19 outbreak.
- Staff must immediately inform their supervisor if an individual is or appears ill. Call 811 when a suspected/probable/confirmed COVID-19 is identified for the first time.
- All staff will complete the AHS COVID assessment tool every day. Any unwell staff member is required to stay home, inform SBC, and must call 811
- Staff will disinfect his/her assigned room at least 3x a day

CLIENTS

- All clients will be thermo-scanned upon entry to SBC
- Clients will enter only through their assigned doors based on their room assignment
- Clients will be assigned to specific rooms where they are to stay throughout the day
- Clients requiring the adjustable table for personal care are to be assigned in Room 4
- Clients who can wear masks can do so at their own discretion. Clients will not be forced to wear masks
- Wandering clients who cannot maintain a 6 ft distance from others will be assigned to Room 4

AGENCY

- All doors will have AHS reminders posted and a list of the names of clients and staff entering through the doors
- There should be no non-essential visitors to SBC
- Maintaining a 2 metre/6 feet separation between individuals is required as much as possible
- The number of staff and clients will be restricted for each room taking into consideration the 6 feet physical distance and the maximum number of people allowed in a grouping
- Separation between desks and workstations will be marked and implemented.
- Staff will have their lunch only in their room assignment and with their clients
- All staff and clients will bring bagged lunches that do not require refrigeration or microwave, this includes bringing own utensils and water bottles
- Chairs and floor spaces will be marked for easier visual cues to maintain 6- foot physical distance
- A new wall will separate the sensory hallway from the med room. Room 4 interior door will be closed. Access to Room 4 will be from the Sensory Room and from the Room 4 emergency exit.
- Virtual Programming will continue to be provided and will be done at the SBC Annex. A few clients and staff will be assigned to the SBC Annex and will be separated from the Virtual Programmers. Individuals who are able to use the stairs and can maintain physical distancing with others will be assigned to the SBC Annex. Entrance to the SBC Annex is through a separate door with staircase that is adjacent to the reception office.
- Washroom Assignments:

Room 1 – Ladies washroom

Room 2 – Men's washroom

Room 3 – Stop and Go and Assisted Washroom 2

Room 4 – Assisted Washroom 1

SBC Annex – Common 2nd floor Washroom