

## **COVID-19 AND OUR COMMUNITY INCLUSION PROGRAM**

### **WECONNECT EMPLOYER RESPONSIBILITIES:**

- Ensure materials (gloves, alcohol-based hand rubs) and other resources such as worker training materials required to implement and maintain the control plan are readily available where and when they are required.
- Post appropriate signage as required.
- Ensure staff are educated and trained to an acceptable level of competency. Assess the risk(s) related to COVID-19 for the positions under their management and ensure employees are adequately instructed on the controls for the hazards.
- Ensure staff use appropriate personal protective equipment – for example, gloves, gowns, masks, if required.
- Ensure awareness and information resources are shared with staff and that they have been trained in the use of any PPE if required.
- Continue to work with parents and clients regarding program scheduling.

### **STAFF RESPONSIBILITIES:**

- Maintain physical distancing.
- Know the hazards of the workplace/client homeplace.
- Follow established work procedures.
- Use any required PPE as instructed.
- Report any unsafe conditions or acts to the Manager.
- Understand how exposure can occur and when to report exposure incidents.
- Report COVID-19 symptoms, complete the BC self-assessment tool and do not come to work if symptomatic.
- Be aware of surface contact as surfaces can become contaminated when droplets carrying COVID-19 deposit on them or when touched by a person who is infected. Surface contact involves a staff touching a contaminated object such as a table, doorknob, telephone, or computer keyboard or tool, and then touching their eyes, nose, or mouth. Surface contact is important to consider because COVID-19 can persist for several days on surfaces.

## Working with Individuals

The following guidance applies universally when working with individual clients. Employees must be familiar with and adhere to the procedures outlined. Procedures ensure the safety and well-being of the clients and staff in our programs.

- Assess staff for symptoms/self-assess prior to supporting the person (regardless of location of support or other exposure control). Staff must not come to work if they are symptomatic, required to self-isolate, or have any reason to think that they might be contagious.
- Ensure clear hand hygiene, cleaning, and other exposure control and safety protocols are in place and are followed.
- Identify options to minimize touching high contact surfaces or coming in proximity with others.
- Plan safe ways to support individuals to get outside the home
- Consider the health and safety of not just the individual but also their family, caregivers and/or house mates when planning support.
- If physical distancing is not possible, use other exposure control methods.
- Minimize the number of staff that work with an individual to keep their “bubble” of exposure small.
- Encourage staff who work with an individual have a small “bubble” to minimize the individual’s potential exposure.
- Avoid having staff at high risk for severe illness from COVID-19 supporting individuals where there is a heightened risk of spreading COVID-19 from person to staff due to inability to maintain physical distancing, and/or lack of other exposure control measures.
- Assess and make use of the safest transportation option(s) to reduce risks associated with travel.
- Work with the individual and their network as necessary to ensure that any health and mental health needs continue to be met.
- Consider the individual’s communication needs and behavioural support needs in developing strategies.
- Test support and exposure control strategies with the individual in safer situations prior before being in situations with higher risk of transmission.
- Provide support in ways and at times that will work best for the individual, and that keeps the safety of the individual, staff, and community members as priorities.
- Avoid community settings where physical distancing is not possible, or it is likely that physical distancing would be compromised for the person or members of the community due to the individual’s support needs.
- Wherever possible look to outdoor spaces where physical distancing is possible to gather safely.

#### SAFE PRACTICES:

• Practice hand hygiene. Hand washing is one of the best ways to minimize the risk of infection. Wash your hands well and often for at least 20 seconds. If soap and water is not available use an alcoholic-based hand sanitizer until you can access soap and water. Clean hands:

- On arriving and leaving a work area.
- Before and after handling materials, tools, or equipment.
- Before, during and after you prepare food and eat.
- Avoid touching your eyes, nose, or mouth with unwashed hands.

•Cough/sneeze Etiquette.

•Use of masks.

•Physical distancing

•Use of PPE equipment as required.

WeCONNECT is committed to providing a safe and healthy workspace for all our employees. A combination of preventative measures will be used to minimize the risk of the coronavirus transmission and illness. All information we provide will be working documents and may change as processes or regulations permit us to change. We will continue to follow direction and controls as specified by the BCCDC, the BC Ministry of Health, WSBC and the Provincial or Interior Health Medical Health Officer.