



## COVID-19 Safety Plan

### Company Details

Business name: Silverheights Neighbourhood Association

Division/group: Community Centre

Date completed: July 2021

Date distributed: July 2021

Revision date: July 2021

Developed by: Executive Director

Others consulted: Board of Directors

[COVID-19 website](#) for up-to-date information.

## For Staff

- All staff must wear masks, wash their hands, or use hand sanitizer, and social distance to prevent the spread of COVID.
- Additional cleaning is being provided by the cleaning staff and air purifiers have been added to program space.
- Signage is posted. Entrance and exit flow are limited. Plexiglass has been installed at the administrative desks. Surplus furniture has been removed.
- If an employee has symptoms:
  - Stay home, self-isolate, complete the Ministry of Health (MOH) Self-Assessment <https://covid-19.ontario.ca/self-assessment/> and go get tested as recommended.
  - If test is negative, self-isolate until you have been symptom free for at least 24 hours.
- If an employee has had an exposure:
  - stay home, self-isolate, complete the Ministry of Health (MOH) Self-Assessment <https://covid-19.ontario.ca/self-assessment/> and go get tested as recommended.
  - self-isolate until testing results come back – Public health will follow up with anyone with an exposure.
- Subject to the nature of your symptoms, you can work from home or take sick days until you recover and know the outcome of your test.

## For Participants and Volunteers

All participants, guardians and volunteers complete a screening online prior to their in-person visit. For those who come in the building, they are asked to complete the screening. All visitors must wear masks, wash their hands, or use hand sanitizer, and maintain a 6 foot/2 metre distance between others to prevent the spread of COVID.

- Any participant or volunteer that is visiting in person is required to wear a mask unless exempt.

## What if a SNA staff, volunteer, partner, visitor, or participant test positive?

- If a staff member has tested positive, Public Health will interview the person to determine if they were contagious while on site and subsequently determine who PH will notify and advise regarding potential exposure risk.
- SNA will only be included should Public Health require further assistance with contact information of those at increased risk.
- SNA or Public Health cannot share who has tested positive with other employees. That is confidential information.
- If Public Health contacts you directly, please follow their instructions.
- Public health must clear the individual who has tested positive before returning to work.

## What Defines an Outbreak?

- An outbreak is declared when two or more confirmed COVID-19 cases with an epidemiological link in the workplace. This means the same work area, same shift within a 14-day period where both cases could have reasonably acquired their infection in the workplace.
- If an outbreak has been confirmed through contact tracing by Public Health, SNA will be asked to contain the outbreak by closing the site and will ask people to work at home.

## What is SNA's Role during an Outbreak?

- Take all precautions reasonable for the protection of the employee.
- Continue with prevention measures recommended by public health such as self-screening, wearing a mask, hand washing, PPE and cleaning practices.
- Communicate with staff and other stakeholders as needed when there is an outbreak.
- Comply with the recommendations set forth by Public Health.
- Stagger or adjust working hours to reduce the number of staff on site.

- Potential voluntary temporary closures to facilitate self- isolating of staff, testing of staff, contact tracing in response to large exposures.
- Report to the Ministry of Labour, Training and Skills Development and Workplace Safety and Insurance Board (WSIB) if one of our employees has tested positive due to exposure at the workplace.

## What Is My Role as a Staff Member?

We all have a role in preventing the transmission of COVID by following the measures as described above:

- If you have no symptoms, please try not to panic, and encourage others to remain calm as well.
- If a person has tested positive, please respect their privacy by not guessing, speculating, or chatting about who tested positive.
- Have confidence that you have been washing your hands, keeping adequate distance, and wearing your mask at work and in public to help prevent the spread.
- At any time, you may talk to your supervisor about a workplace accommodation.
- Consider downloading the COVID Alert mobile app on your phone.

### Physical distancing and separation

- Physical distancing and separation by a plexiglass area available in all areas of the facility. These defined areas were determined based on physical distancing measures.

### Cleaning

- SNA maintains commonly touched surfaces are disinfected before and after there has been a program in the facility.
- Waterloo Catholic District School Board maintains the custodial cleaning daily.

Silverheights Neighbourhood Association (SNA) ensures:

- Appropriate PPE is available to staff, volunteers, visitors, and participants
- Commonly touched surfaces are sanitized frequently
- Everyone who enters the facility will complete a Daily Covid Screen (available online)
- SNA monitors Public Health regulations and maintains in person programming that is within the guidelines and is monitored closely.
- Encourage visitors to download the covid app to avoid high risk contact exposure

SNA communicates to the SNA community:

- Greeting and communicate updates at upon entry
- Large print posters throughout facility
- Registered in person programs receive communication through email and e-newsletter.

## Behaviour Expectations

We cannot stress this enough. For the health and safety of all participants, staff, and families, please ensure your child can follow the behaviour expectations regarding staying in their own group and social distancing. If they are unable to meet these expectations, we will have no option but to release them from program. We will give them another opportunity to try in hopes that they will be successful. However, there will be no refunds in this circumstance.

Please note at any given moment, governing bodies may determine that program may have to shut down. In this event, we would offer refunds for those affected, as this would be beyond all our control.



### **UPDATE: SNA's COVID-19 response**

#### **Return to in person programming:**

Masks are mandatory unless exempt. If someone is unable to wear a mask, SNA strongly suggests a shield. Every attempt will be made to maintain 6ft apart from one another while in program. In each program space, a max occupancy is 10 people, regardless of our large square footage.

**Screening:** Staff and participants will be required to submit the SNA Covid-19 screen prior to entering the facility. Confirmation of screening continues to be required for all staff and our volunteers. The change is that the new provincial direction requires that staff, participants, and volunteers with any new or worsening symptom of COVID-19, as indicated in the screen form, even those with only one symptom, must stay home until:

- They receive a negative COVID-19 test result.
- They receive an alternative diagnosis by a health care professional, or
- It has been 10 days since their symptom onset, and they are feeling better.

#### **COVID-19 Isolation requirements:**

Further – all asymptomatic household contacts (siblings, parents, grandparents) of symptomatic individuals are required to quarantine until the symptomatic household member:

- receives a negative COVID-19 test result, or
- receives an alternative diagnosis by a health care professional.

If the symptomatic individual tests positive or is not tested and does not receive an alternative diagnosis from a health care professional, the symptomatic individual must isolate (including from household members) for 10 days from symptom onset, and all household contacts must isolate until 14 days from their last contact with the symptomatic individual. We realize this is a significant change and requirement for a family. This is by provincial order and does not just apply to the education sector, but everyone in the province. SNA may have to close if too many staff are affected by this new requirement. We will make every effort to avoid this reality.

Thank you for your continued support.

If you have any questions or concerns, please direct them to Lori Da Cunha, Executive Director through email at [lorid@silverheightsneighbourhood.com](mailto:lorid@silverheightsneighbourhood.com).