



General Health and Safety Requirements

Screening:

- All staff will be trained on screening processes and requirements
- Screening will take place before participants are admitted into the program area
- Temperature checks will take place at pick up time
- Staff will remain physically distant and wear the proper personal protective equipment while screening participants
- Any person entering the building will be screened
- Program participants who are ill will not be permitted into the program
- Non-essential people will not be permitted in the program area
- Entry will be denied to anyone showing any COVID-19 symptoms or who has come into contact with someone experiencing symptoms or who has tested positive for COVID-19
- All screenings will be guided by and documented daily utilizing Wellington Public Health guidelines
- COVID-19 Reference Document for Symptoms will be available to help staff identify symptoms

Reporting illness:

- In the event that a participant is denied entry or becomes ill during program time, staff will immediately isolate the individual in an isolation room and contact caregivers for pick up
- Caregivers will be provided with information on the nearest COVID testing centre and be encouraged to get tested
- Caregivers of cohorts in the ill individuals' group will be notified to monitor for symptoms and be encouraged to get tested at the onset of any symptoms

Management of Participants and Staff Suspected of Having COVID-19:

1. Isolation
 - Symptomatic participants will be immediately separated from the rest of the program participants
 - Caregivers must be available to pick up the participants during program time
 - Caregivers will be provided with information on the nearest COVID testing centre and be encouraged to get tested
 - Caregivers of cohorts in the ill individuals' group will be notified to monitor for symptoms and be encouraged to get tested at the onset of any symptoms
 - Program participants and staff who were present when a participant became ill will be identified as a close contact
2. Contact Caregiver
 - Caregivers will be notified immediately if their participant begins to show symptoms and will be asked to come and pick them up immediately
3. Contact Wellington-Dufferin-Guelph Public Health
 - Contact the WDGPH COVID-19 Call Centre at 1-800-7293 to report suspected COVID-19 cases
4. Contact external service providers and agencies
 - For contact tracing purposes, outside agencies (mobility services, Live and Learn, Community of Hearts etc.) will be advised that a Torchlight participant is suspected of having COVID.
5. Serious Occurrence Reporting
 - As per Ministry requirements, any suspected cases of COVID will be documented and submitted in a Serious Occurrence Report

Returning to Program WITHOUT getting a COVID test: Participants may return if ALL of the following conditions are met:

- Self-isolate for 14 days
- A doctor has diagnosed them with another illness
- They do not have a fever (without using medication)
- It has been at least 24 hours since their symptoms started improving

Returning to Program after a NEGATIVE COVID test: Participants may return if ALL of the following conditions are met:

- There is NO fever (without using medication)
- It has been at least 24 hours since their symptoms started improving (if they had symptoms)
- Documented proof of the negative test

Returning to Program after a POSITIVE COVID test: Any participants who test positive for COVID-19 will remain in isolation until 3 conditions have been met

- Self-isolate for 14 days following the day symptoms started (if symptoms are present)
- There is no fever
- The symptoms have been improving for at least 72 hours
- Household member of a positive case MUST isolate for 14 days

Positive COVID test result protocols:

- All program participants will be notified of any positive test results among staff or participants and will be advised to self-monitor
- Deep cleaning of Torchlight Services will occur
- Torchlight will close for a period of 14 days
- Torchlight will connect with public health for any further guidance prior to re-opening
- Serious Occurrence Reporting
- As per Ministry requirements, any suspected cases of COVID will be documented and submitted in a Serious Occurrence Report

Returning to Program after a HOUSEHOLD member or other CLOSE CONTACT is tested for COVID:

- Self-isolate until test results are confirmed
- Monitor for symptoms, seek testing if symptoms develop

If household member tests negative:

- Participant is welcome to return to program

If household member tests positive:

- Participant must self-isolate for 14 days after the date of the test result
- Participant must be symptom free

Participants, Capacity and Group Size:

- Cohorts will not exceed the maximum of 8 participants and 2 staff
- Program space will be large enough to allow physical distancing during program time and lunch breaks
- Only 1 person will be allowed in each washroom at a time to ensure physical distancing
- As per Wellington-Dufferin Public Health, program participants and staff are required to wear masks, if mask wearing is not feasible, face shields may be used as an alternative (except during scheduled meal times)

Drop Off and Pick Up:

- Only program participants from the same household can travel together (except those taking the mobility bus or taxi's)
- Drop off and pick will take place in the designated area ONLY
- Entry door to the screening location will be locked to control the number of individuals in the screening area
- Physical distancing during drop and pick up must be respected
- Only 1 participant will be permitted in the screening area at a time
- Hand sanitizer will be used prior to entry to the program area
- Only program participants, staff and essential workers (ie contractors) will be given access to the program area

Signage Posted:

- Proper handwashing and handwashing reminders
- Infection prevention
- Face covering information
- Symptom information
- Stop signs (utilized to reduce surface contacts)
- Physical distancing markers on the floors

Programming:

- Only materials that can be disinfected will be used
- All single use materials (ie craft materials) will be measured out for each participant and any remaining items will be disposed of after each use
- Hand sanitizer will be made accessible throughout the day and hand washing will be scheduled between activities
- Staff and participants will be physically distanced
- Only necessary personal belongings are allowed into the program area (ie hats)
- Sunscreen will not be applied by staff – participants are encouraged to apply sunscreen prior to attending
- Only individually portioned lunch that do not require preparation are encouraged to minimize surface contacts
- Proper handwashing and hygiene training will be provided

Personal Protective Equipment:

- Face coverings will be worn by program staff during drop off, pick up and during program hours
- Face coverings will be changed if they become visibly soiled, damp or damaged
- Program staff will be educated on the use, limitations and proper care of face coverings
- WDGPH will provide specific advice on what control measures should be implemented to prevent the potential spread and how to monitor for other possible infected staff and program participants

6. Cleaning and Disinfection

- After all program participants have been picked up, proper cleaning and disinfection of the program space and items will take place
- Any items that cannot be properly disinfected will be removed from the program and placed in a sealed container for a minimum of 7 days

7. Exclusion and Self-Isolation

- Program participants awaiting COVID-19 test results will be excluded from the program

Cleaning and Disinfection Practices:

- All single use materials will be disposed of after each cohort
- Cleaning and disinfecting throughout programming and deep clean at the end of each program day
- All surfaces will be cleaned before being disinfected
- Staff will document on a cleaning log after each cleaning and disinfection of the area

Infection Prevention and Control Plan

Definitions:

Clean	Disinfect
Cleaning removes dust, debris and foreign material from a surface by scrubbing, washing and rinsing	Disinfecting destroys or inactivates both the bacteria and viruses identified on a product's label

Objects	Clean	Disinfect
Door handles	X	X
Push plates	X	X
Automatic door plates	X	X
Light switches	X	X
Alarm panel	X	X
Thermostat	X	X
Photocopier	X	X
Table tops	X	X
Chairs	X	X
Drawer handles	X	X
Machinery	X	X
Headsets	X	X
Safety goggles	X	X
Tools	X	X
Counter tops	X	X
Appliances	X	X
Sinks	X	X
Faucets	X	X

Computer keyboard	X	X
Computer mouse	X	X
Cabinet handles	X	X
Bathroom stall handles	X	X
Toilet seats	X	X
Toilet Handles	X	X
Soap Dispenser	X	X
Air freshener	X	X
Paper towel dispenser	X	X
Program materials	X	X

Quarantine:

Items will be quarantined for a period of 7 days if they are unable to be disinfected

General Cleaning Practices

Before cleaning:

- Gather materials required for cleaning
- Follow the manufacturer’s instructions for proper dilution and contact time for cleaning and disinfecting solutions
- Put on appropriate PPE for cleaning
- Remove clutter before cleaning

During cleaning:

- Progress from the least soiled areas to the most soiled areas
- Progress from high surfaces to low surfaces
- Collect waste, handling plastic bags from the top
- Change cloths frequently

After cleaning:

- Clean and disinfect tools used for cleaning
- Dispose of gloves and wash hands

Additional Information

According to WDG Public Health, the best way to reduce the risk of infection is to practice general infection prevention control. This includes:

- Wash your hands often with soap and water or use a an alcohol based hand-sanitizer
- Avoid touching your eyes, nose and mouth with unwashed hands
- Avoid close contact with people who are ill
- Stay at home if you are ill
- Cover your cough or sneeze with a tissue, then immediately through the tissue in the garbage and wash your hands
- Cough and sneeze into your sleeve or arm in you do not have a tissue
- Clean and disinfect frequently touched objects and surfaces like door knobs, light switches etc
- Wipe down phones and computer devices regularly with alcohol wipes
- Self-isolate if you are symptomatic or have been exposed to the virus

Helpful Links

<https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/coronavirus/about-coronavirus-disease-covid-19/about-coronavirus-disease-covid-19-eng.pdf>

<https://www.wdgpulichealth.ca/your-health/covid-19-information-public/about-covid-19>

<https://www.wdgpulichealth.ca/your-health/covid-19-information-public/community-supports-and-contacts>

<https://www.wdgpulichealth.ca/your-health/covid-19-information-public/tracing-testing-and-results>

<https://www.wdgpulichealth.ca/your-health/covid-19-information-public/reliable-information-sources>

<https://www.wdgpulichealth.ca/your-health/covid-19-information-public/self-monitoring-self-isolation-and-physical-distancing>

<https://www.wdgpulichealth.ca/your-health/covid-19-information-public/infection-prevention>

http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_reference_doc_symptoms.pdf

Should you have any questions or concerns regarding Torchlight Services' Health and Safety Requirements please do not hesitate to contact Kim Court, Program Coordinator at 519-822-7600 or email me at kimc@torchlightservices.ca

I look forward to seeing everyone soon and wish you all good health and well-being.

Sincerely,

Kim Court