

# COVID-19 safety plan

## Company details

Business name: Canadian Mental Health Association – Sudbury/Manitoulin

Date completed: 11-Aug-2021

Division/group: N/A

Date distributed: 19-Aug-2021

Revision date: N/A

Developed by: IPAC+

Others consulted: CMHA Management

# 1. How will you ensure all workers know how and are able to keep themselves safe from exposure to COVID-19?

## **Actions:**

- COVID-19 Update link on CMHA-SM portal with links to:
  - CMHA-S/M Return to Workplace Framework document: revised with updates from public health, and other provincial and federal governing bodies.
  - CMHA-S/M PPE Guidance and IPAC Approved PPE documents, updated as required
  - CMHA-S/M developed service delivery assessment tool, updated as required
- Updates sent out from management on COVID-19 protocols and situation reports
- IPAC updates and communication sent out to staff for guidance on best practices for infection prevention and control.
- Daily review of local, provincial, and federal information updates by management.

## 2. How will you screen for COVID-19?

### Actions:

- Follow provincial and federal guidelines for COVID-19 screening measures
- ACTIVE SCREENING: Employees will complete the *COVID-19 Screen & Sign-in for CMHA Sudbury/Manitoulin sites* survey **prior** to entering any CMHA-S/M site. Lists symptoms and possible exposures and requires YES/NO answer. Employees are required to answer “No” in the attestation to physically report to work.
- Screening links and QR code to access the survey are posted on entrances at all CMHA-S/M sites.
- Completion of the COVID-19 screening tool is audited on a weekly basis with cross-reference of employee calendars and staff schedule
- At 111 Elm St. (main site), the administration team will screen all visitors prior to their entry.
- At locations other than 111 Elm St., employees are required to actively screen all visitors using the online screening survey.
- Best efforts are made to screen individuals the day before an in-person appointment.

### 3. How will you control the risk of transmission in your workplace?

#### Actions:

- Use of face masks is expected by all entering CMHA-S/M locations. Masks will be offered for visitors who do not arrive with one.
- Hand sanitizing stations are available throughout the workplace.
- Disinfecting agents (e.g., Oxivir, Certainty Wipes) are available throughout the workplace.
- Directional arrows on the floor guide traffic flow
- Signage posted throughout the workplace on physical distancing, hand washing, donning and doffing PPE, disinfecting reminders, room capacity limits and coughing etiquette.
- Disinfecting high touch surface areas 2x daily
- Staggered interview room bookings to minimize traffic and allow for disinfecting between appointments
- Clear plexiglass at reception desk and on interview room tables
- Partitions between staff workstations
- Virtual appointments available for visitors if in-person delivery is not recommended or permitted
- Biweekly IPAC committee meetings
- Weekly auditing of survey screening tool for staff, residents, and visitors
- Weekly auditing of high touch disinfecting and interview room disinfecting
- Implementation of regular COVID-19 Rapid Antigen Testing for staff and individuals – as appropriate for program/site
- Designated isolation rooms and protocols for congregate settings

#### 4. What will you do if there is a potential case, or suspected exposure to, COVID-19 at your workplace?

**Actions:**

- Local public health unit is **Public Health Sudbury & Districts**: <https://www.phsd.ca/>
  - **Phone number:** 705-522-9200 **Toll Free:** 1-866-522-9200 **Fax:** 705-522-5182
  
- Workplace Plan:
  - If anyone develops symptoms in the workplace, they are to leave and self-isolate immediately. Residents within congregate settings are to follow established isolation protocols for their setting
  - Contact Public Health Sudbury & Districts for additional direction and support
  - Re-take screening tool with current symptoms and notify supervisor immediately
  - Report to the Ministry of Labour
  
- Contact tracing:
  - Work with Public Health Sudbury & Districts to complete contact tracing and inform any workers or individuals who may have been exposed
  - Information can be obtained through the staff screener to identify those staff who attended the workplace when a positive case may have been found. HR has all contact information of staff
  - All visitors to on site locations information is collected and logged at time of screening. Contact information can be found in BCare system.

## 5. How will you manage any new risks caused by changes to the way you operate your business?

### Actions:

- Guidance on step, risk and response levels are found within the CMHA-S/M Return to Workplace Framework.
- The PPE Guidance document can be used to support staff in decision-making on the appropriate PPE to be used in each situation.
- The Service Delivery Assessment Tool can be used to support decision making.
- Significant changes in service delivery are communicated to all staff via email.
- Staff are encouraged to provide feedback to the IPAC committee or their supervisor, at supervisions, all staff meetings or team huddles
- Reminders through email to staff of EFAP and other available social and mental health supports sent out by Health Promotion, HR and others
- Invitations to participate in self-care webinars and mindfulness sessions
- Ongoing participation in local and provincial efforts re: COVID-19 response planning, human resource capacity, and supports for staff wellness.

## 6. How will you make sure your plan is working?

### Actions:

- Management meets regularly to review COVID-19 process/procedures and evaluate plan as needed.
- Feedback, suggestions, and concerns are encouraged to be brought forward by staff to discuss with Coordinators/Managers/IPAC Committee
- IPAC committee meets bi-weekly to review best practices, existing processes and provide recommendations to management
- All changes communicated with staff via email and meetings with Coordinators/Managers/Directors/CEO.

# COVID-19 safety plan – snapshot

This snapshot can be posted in a place where it can be seen easily so your workers, clients and other people entering the workplace will know what actions are being taken.

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## Measures we're taking

How we're ensuring workers know how to keep themselves safe from exposure to COVID-19

- Return to Workplace Framework Document
- IPAC updates
- CEO/Management updates to staff
- COVID-19 Updates on CMHA-SM portal with links to all pertinent public health information

How we're screening for COVID-19

- Survey Monkey Screening Tool
- All visitors are screened prior to entry.
- All residents are screened daily.
- All staff self-screen prior to entering a CMHA-S/M site.

How we're controlling the risk of transmission in our workplace

### Physical distancing and separation

- Signage posted
- Plexiglass installed/barriers in work area as needed
- Room capacity limits and visual aids to mark 2m/6ft distance



## Cleaning

- Twice daily disinfection of high-touch surface areas
- Staff instructed to disinfect interview and meetings rooms and bathrooms prior and after each use
- Checklists and tracking sheets implemented to support auditing process

## Other

- Directional arrows in hallways to control flow
- Capacity limits in high-traffic areas (ex. Photocopier area)

What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace

- Notify leadership immediately, on-call leadership if applicable
- Contact Public Health Sudbury Districts and follow guidance provided

How we're managing any new risks caused by the changes made to the way we operate our business

- Update Return to Workplace Framework document as needed
- Update PPE guidance and IPAC approve PPE documents as needed
- Encourage staff communication with leadership/IPAC committee members

How we're making sure our plan is working

- Feedback from Staff
- Feedback from individuals
- Regular audits supported by the IPAC team
- Participation in local and provincial sharing/knowledge exchange
- Continually pivoting as needed to maintain IPAC standards