

Community Living Windsor COVID-19 Action Plan

Community Living Windsor has been closely monitoring the COVID-19 pandemic and taking the necessary precautions to help prevent the spread of the virus and keep the people we support and employees safe and healthy during this uncertain time. We will continue to follow developments through the Windsor-Essex County Health Unit and other public health authorities.

Taking precautions and planning today can make a big difference in helping to protect everyone in our community. As the situation develops and further information becomes available, we will continue to provide you updates.

Below you'll find Community Living Windsor's Action Plan effective March 13, 2020:

General

A central component to this plan is to ensure that staff members and people supported are not exposed to more than **one** Community Living Windsor team. These measures will help us to limit any exposure to COVID-19 to people we support and to our employees (and their families) and to proactively prevent the spread across the organization, whether or not people are symptomatic. For this reason, we are taking the precautions below:

Travel

Our goal is to minimize potential risk to the people we support, employees and families and to operate with an abundance of caution. It is difficult to be crystal-clear when there is so much changing. However, it is important for you to know what our position is at this time.

We discourage all non-essential travel outside of Canada for all employees. Travel may be disrupted and/or you may be required to be in quarantine in your destination or upon return to Canada.

Effective today, with or without symptoms, all staff who return from travel outside of Canada **MUST** contact Nicole Morassut, Director Human Resources or Rachelle Sereduik Manager, Health and Wellness and also talk to the Windsor Essex Public Health Unit to obtain clearance prior to returning to work.

Downtown Centre & Employment

- Building closed to support staff, drop ins and visitors until further notice
- Skeleton crew will be on hand at the Downtown Center to provide essential supports.
- Staff will not enter large buildings where people live, apartments and long-term care residence unless it is an essential support which will be determined by management.
- Supplies will be provided to staff once they are delivered.
- DTC staff will be prescreening people supported prior to providing essential supports. (Questionnaire will be provided)
- We will be educating people supported on how to protect themselves. (Plain language Information will be provided)
- The rest of the staff will be re-assigned to 24hr supports.
- Employment services are limited to phone support only (no visits to employers for job coaching).

Ventures

- Ventures will be closed until further notice
- Staff will be reassigned to help support in 24hr supports at a specific location

Staff schedules and supports

- All staff members will be assigned to work at one 24hr location **ONLY** in order to avoid cross contamination. Anyone who has already been scheduled shifts outside the home location will be able to still work those shifts up to and including March 28, 2020 unless otherwise informed by their manager.
- The ability to indicate availability (or lack thereof) is temporarily suspended during this pandemic. Employees must work with Managers and others in order to make schedules work. Managers will make every attempt to respect peoples' life circumstances while scheduling.
- Employees will be called or scheduled for shifts within the home location **ONLY**. Employees can work together to make changes, switch shifts, and help each other out.
- Movement is frozen effective March 15, 2020 until further notice, unless notified by the Manager.
- Backfilling of vacation approvals will only be done within the location you are assigned to, until further notice.
- Employees, managers, and teams are going to have to really work together to make all of this work.
- We would like everyone to have a **4-week** stock of supplies, in accordance with our Pandemic Supply requirements (updated from 2-weeks to 4-weeks).
- Contacting the physician and family immediately should any person we support present symptoms of COVID-19
- Only essential mail should be sent between support locations.
- All trips for people supported are cancelled effective immediately.
- Limit outings to essential or low risk activities; ensure proper hand washing/sanitizing before, during, and after.
- No high-risk activities are permitted. Example: large group settings, movies, sporting events, malls, grocery stores, libraries, restaurants, swimming pools, gyms, day programs.

Enterprise Way

- Enterprise Way is closed to all visitors unless it is for an essential reason.
- Screening process for essential visitors
- Supplies and mail will be delivered and picked up at the door at support locations
- All training sessions are postponed until further notice, except First Aid and CPR because the course is an essential requirement.
- Non-essential meetings are cancelled (or re-scheduled using tele/videoconference).

Other items

- The employer is working on getting extra supplies and disinfectant to the support locations. This will be provided as soon as the supplies are available. Please make sure disinfectant instructions are being followed.
- Masks should be worn when providing support within 3 meters of a person.
- Making sure all homes and other work areas are kept clean.
- Ensure all employees are washing their hands thoroughly for at least 20 seconds or using hand sanitizer on a regular basis.
- Any employees who are experiencing any COVID-19 symptoms are to call the Health Unit and stay home.

Please be advised that this plan can change at any time and the employer will be monitoring and updating you when needed.

We will contact you directly by email with further updates regarding our COVID-19 plans and prevention strategy. Please do not hesitate to call us should you have any questions.