



## What we're doing to keep you safe.

<b>Original Date:</b>	January 4, 2021
<b>Revised Date:</b>	March 15, 2021; September 30, 2021
<b>Effective Period:</b>	In force until revoked
<b>Approved By:</b>	Executive Director
<b>Application:</b>	Durham Family Court Clinic at 44 Richmond St. W., Oshawa, ON

### Purpose

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*What we're doing to keep you safe* describes the measures we're taking as an organization to safeguard the health and wellbeing of our Staff Team, young people and their families, and our visitors to prevent the spread of infection. It's based on our Organizational Risk Assessment and Infection Prevention and Control (IPAC) Assessment.

### Measures we're taking

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#### **How we're ensuring DFCC Staff know how to keep themselves safe from exposure to COVID-19:**

- Extensive Infection Prevention and Control training and education
- Regular updates on public health guidelines/requirements for the workplace and in our personal lives
- Daily self-monitoring on/offsite
- Onsite screening on staff arrival and prior to going into the community
- Information signage at entrances and around the office
- Regular check-ins
- Monthly consultations with our Infection Prevention and Control Specialist
- Joint Health and Safety Committee reviews Organizational COVID-19 Assessments, provides feedback, brings forward concerns from Staff and also does COVID-19 Prevention Inspections

#### **How we're screening for COVID-19**

- DFCC Staff Team is required to do a daily self-monitoring for symptoms

- All visitors undergo a pre-screen prior to coming onsite
- Any staff/visitor coming onsite require prior permission prior to entry based on their answers to the pre-screen questions
- On entry, staff/visitors complete an onsite screening attestation and have their temperature taken
- For community meetings, both staff and clients undertake a pre-screen and screening confirmation process

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

#### Physical distancing and separation

- Meeting spaces allow for physical distancing
- Furniture set-up allows for physical distancing
- Reduced staff/visitor numbers onsite
- Restricted access to specific office areas (e.g. Admin area, CDTP area)
- Personal office/meeting spaces are decluttered
- Maximum room capacity is posted, e.g. 1 person at a time in the washrooms
- Visitor designated washrooms
- Signage and floor markings provide visuals of 2 metres
- Individuals maintain physical distance
- Staff screeners wear appropriate PPE (mask, gown, face shield,) when screening visitors
- Enabled aspects of operations/service delivery to operate remotely
- Implementing staged office re-entry based on provincial and local public health direction and guidance
- All disinfectant products are Health Canada approved
- 3<sup>rd</sup> party cleaners do intense cleaning 5 x per week after hours
- Onsite all touch points are wiped at minimum twice per day
- Any meeting spaces are sanitized before and after meetings
- Staff disinfect/clean washrooms after each use and twice daily
- Learner washroom in CDTP area is cleaned hourly
- Washrooms have touchless equipment
- Signage posted to provide reminders for practices

#### Other

- Limited visitor access to DFCC's offices
- Heating/ventilation/system regularly maintained

- Standalone hepafilter units installed in designated areas, including meeting rooms, classrooms
- Radiant heaters used to increase room temperature, rather than fan heaters
- Doors left open in meeting/program areas to enable good airflow
- Meeting spaces set-up to allow for good airflow
- Everyone is required to wear DFCC provided masks on entry and during their time onsite
- Masks and eye protection also worn by staff in certain instances (e.g. coming within 2 metres; all the time in the classroom program)
- Health Canada approved hand sanitizer available at regular intervals throughout offices and at entrances
- Disinfectant wipes are readily available
- Garbage bins are lidded to enable safe disposal of contaminated/dirty items
- DFCC Staff Team strictly adhere to onsite IPAC measures and public health guidance/requirements outside of the workplace when working in the community
- Office furniture/equipment/electronic devices designated to individual staff
- Staff respect other co-workers' personal office space
- Information signage posted throughout offices and entrances
- Touchless equipment in washrooms
- Developed protocols to implement infection prevention and control measures, including program specific ones to meet the unique needs of onsite services

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

- Tracking systems set-up which record who's been in our offices and their contact information, as well as for when staff are working in the community
- If individual (staff, visitor, client) advises they have not passed the pre-screen prior to arrival onsite/going into the community, they're provided with instructions on next steps, including contacting Public Health
- If individual (staff or visitor) shows symptoms onsite, they're advised to return home and self-isolate immediately. They're provided with instructions on next steps, including contacting Public Health.
- If the individual requires transportation, they're immediately isolated within the designated health room onsite. If they are very ill, 911 is called
- We'll contact Durham Region Public Health Department and follow their directions

- Provide immediate and regular communication being mindful of individuals' privacy, and as directed by Public Health
- Provide support and guidance to anyone impacted
- If any area is deemed exposed, access prohibited until directed by Public Health
- Shutdown offices if directed by Public Health
- Do enhanced disinfecting in all areas where individual(s) may have been
- Report to Ministry of Labour if staff tested positive for COVID-19 due to exposure at the workplace
- Notify Joint Health and Safety Committee

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

- Organizational Risk Assessment is reviewed and updated regularly
- Ongoing consultation with Infection Prevention and Control (IPAC) Specialist
- Any protocols updated in line with IPAC advice and public health guidelines/requirements
- Any new disinfectant products are checked for Health Canada approval and Safety Data Sheets
- DFCC's Board of Directors is informed of any new risks
- Regular communication to Staff Team on changes or updates to business practices and staged office re-entry plans
- Ongoing support to staff whether onsite, working remotely, working in the community
- Health and wellbeing initiatives implemented on an ongoing basis
- Where staff working remotely or onsite, tools and equipment provided to enable them to work safely and effectively

### **How we're making sure our plan is working**

- Regular check-ins with Staff Team
- Obtaining feedback from Staff Team and any program participants
- Regular communication with Staff Team on organizational changes and infection prevention and control measures
- Regular Joint Health and Safety Committee meetings
- COVID-19 Checklist completed as part of monthly health and safety inspections
- Keeping informed on new public health guidelines/requirements and new information on COVID-19 infection transmission

- Organizational Risk Assessment is reviewed and updated regularly, including consulting with Joint Health and Safety Committee
- Putting in place ways to effectively update and communicate protocol and IPAC measure changes
- Monthly consultations with Infection Prevention and Control consultant

**For any questions, comments, concerns:**

For DFCC Employees - please contact your direct supervisor and/or a Joint Health and Safety Committee member

For Visitors - please contact your primary DFCC contact

**Thank you for helping keep our workplace safe.**