

## PATHWAYS ABILITIES SOCIETY

### **PROCEDURE: PANDEMIC RESPONSE**

**Applies to:** All Personnel, Volunteers, Persons Served, Families, Advocates and Caregivers

**Effective/Revision Date:**

Original Date: April 4, 2022

Effective Date: January 29, 2024

Replaces Procedure Dated: June 23, 2022

### **General**

1. If you are sick and/or have the symptoms of a cold, flu, or communicable disease, you are required to stay at home and keep a safe distance from others until those symptoms have completely disappeared.
2. Wearing a mask is optional, except during flu season in the homes.
3. Social distancing is encouraged.
4. Contact sanitization is practiced.

### **123 Franklyn Road**

1. Staff are assigned to:
  - Spray sanitizer on the individual's hands in the morning and afternoon.
  - Check to ensure the person has their own water and/or beverage. If not, the supervisor is notified, and the person's family or caregiver is contacted and directed to bring the necessary item(s).
  - Direct individuals to proceed to a predesignated room.
2. Upon entering and using any room or service area, staff sanitize and complete the Room Sanitization form. Upon completing the activity or leaving the room, staff conclude the Room Sanitization form and place it in the designated slot.
3. Staff practice, encourage and support individuals to practice safe social distancing.
4. Hands are washed after using the bathroom.
5. Hands are washed before and after supporting someone with personal care.
6. Hands are washed before and after eating lunch. Staff and individuals eat their lunches in their predesignated rooms. Food containers will not be cleaned by staff before they are sent home.
7. Staff and individuals end their days in their predesignated rooms.

### **2476 Main Street**

1. Staff:

- Guide people to wash their hands or spray sanitizer on the individual's hands upon entering the building.
- Check to ensure the person has their own water and/or beverages. If not, the supervisor is notified, and the person's family or caregiver is contacted and directed to bring the necessary item(s).

2. Individuals immediately proceed to a handwashing station and are assisted in washing their hands. The same procedure is applied to each person entering.

3. Staff continually sanitize surfaces daily.

4. Staff practice and encourage individuals to practice safe social distancing.

5. Hands are washed after using the bathroom.

6. Hands are washed before and after supporting someone with personal care.

7. Staff and individuals eat their lunches while practicing social distancing. Food containers will not be cleaned by staff before they are sent home.

8. Staff and individuals take their lunch garbage and recycling home.

### **1216 St. Paul Street**

1. Individuals immediately sanitize their hands.

2. Staff continually sanitize surfaces daily.

3. Support staff practice and encourage individuals to practice safe social distancing.

4. Hands are washed after using the bathroom.

5. Hands are washed before and after eating lunch. Staff and individuals eat their lunches while practicing social distancing.

### **BikeWays**

1. The debit machine, sales area and door handles are disinfected after every customer purchase.

2. All bikes and sales parts are disinfected before being placed on the floor for sale.

3. Any bikes tested by the customer and not purchased are disinfected before being placed back on the sales floor.

### **Columbia Bottle Depot Sorting Area (1936 Kent Road)**

1. Upon arrival, each person's hands are sanitized.

2. Employee daily schedules are pre-determined by the support worker on-site in consultation with the Employment Manager to ensure ample space for social distancing.
3. All workstations are set up to provide six feet of social distancing.
4. All employees must wear work gloves.
5. Employees support and encourage one another to sanitize and wash their hands frequently.
6. Employees rotate their breaks to ensure no more than two people are in the break room at break time.
7. The general public is not permitted inside the sorting center.

### **Homes**

1. Staff continually sanitize surfaces daily.
2. Staff practice and encourage individuals to practice safe social distancing.
3. Hands are washed after using the bathroom.
4. Hands are washed before and after supporting someone with personal care.
5. Hands are washed before and after eating. During meals, staff and individuals practice social distancing.

### **Home Share Visits**

1. Hands are sanitized before and after entering the home share.
2. Cellphones and computer equipment are sanitized before and after entering the home share.
3. Social distancing is adhered to during the visit.
4. No in-person visits will occur if any of the people attending the meeting have any symptoms of illness.

### **Potential Pandemic Exposure and/ or having Communicable Disease Symptoms**

1. Notify the immediate area supervisor.
2. The supervisor notifies the executive director, who consults with the LPN and relevant government agencies.

### **Camp Owaissi**

1. If a person attending is sick or showing symptoms of a cold, flu, or communicable disease while at camp, the person is segregated, and their family or caregiver is contacted to arrange for the person to go home. Notify the supervisor.

2. If a staff is sick or showing symptoms of a cold, flu, or a communicable disease while at camp, the staff is segregated, and they would either go home or arrangements would be made for someone to pick them up. Notify the supervisor.
3. Staff continually sanitize surfaces daily.
4. Staff practice and encourage individuals to practice safe social distancing.
5. Hands are washed after using the bathroom.
6. Hands are washed before and after supporting someone with personal care.
7. Hands are washed before and after eating. During meals, staff and individuals practice social distancing.
8. Spray sanitizer on the individual's hands.

### **Pandemic Drill**

1. The pandemic drill takes place in September.
2. Staff and individuals review the Pandemic Response policy and procedure and have a tabletop discussion.