

## 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

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Replaces Procedure Dated: Not Applicable

### **General**

1. Masks must be worn unless specific circumstances are identified and or as per policy.
2. Social distancing is practiced and paramount.
3. Contact sanitization is practiced and paramount.

### **123 Franklyn Road**

1. If you are sick and or have the symptoms of a cold, flu, or a communicable disease, you are required to stay at home and keep a safe distance from others until those symptoms have completely disappeared.
2. Individuals disembark HandyDART one bus at a time starting at 8:30 am.
3. People not arriving on HandyDART can only be dropped off at Franklyn between 8:45 am and 9:15 am.
4. One person at a time (masks are mandatory) enters the building while practicing social distancing via the auditorium doors.
5. Staff are assigned to:
  - Spray sanitizer on individual's hands upon entering the building.
  - Check to ensure the person has their own water and/or beverage and a mask. 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.
6. Upon entering and using any room or service area, staff sanitize and complete the Room Sanitization form. Upon completion of the activity or leaving the room, staff conclude the Room Sanitization form and place it in the designated slot.
7. Staff practice, encourage and support individuals to practice safe social distancing constantly throughout the day.
8. Hands are washed after using the bathroom.

9. Hands are washed prior to and after supporting someone with personal care. Staff must wear their mask at all times during personal care.

10. Hands are washed prior to and after eating lunch. Staff and individuals eat their lunches in their predesignated room. Food containers will not be cleaned by staff before they are sent home. Staff must wear their mask at all times while assisting individuals with their meal. Staff remove their masks and eat socially distanced.

11. Other than the supply room, interior doors remain open and at the end of the day, the two doors to the front office are closed and locked.

12. Staff and individuals end their days in their predesignated room.

### **2476 Main Street**

1. If you are sick and or have the symptoms of a cold, flu, or a communicable disease, you are required to stay at home and keep a safe distance from others until those symptoms have completely disappeared.

2. Individuals disembark HandyDART one bus at a time at the back of the building.

3. One person enters the building at a time while practicing social distancing.

4. Staff:

- Guide people to wash their hands or spray sanitizer on individual's hands upon entering the building.

- Check to ensure the person has their own water and/or beverages and mask. If not the supervisor is notified and the person's family or caregiver is contacted and directed to bring necessary item(s).

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

6. Staff continually sanitize surfaces daily.

7. Staff practice and encourage individuals to practice safe social distancing constantly throughout the day.

8. Hands are washed after using the bathroom.

9. Hands are washed prior to and after supporting someone with personal care. Staff must wear their mask at all times during personal care.

10. Staff and individuals eat their lunches while practicing social distancing. Food containers will not be cleaned by staff before they are sent home. Staff must wear their mask at all times while assisting individuals with their meal.

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

**1216 St. Paul Street**

1. If you are sick and or have the symptoms of a cold, flu, or a communicable disease you are required to stay at home and keep a safe distance from others until those symptoms have completely disappeared.
2. Staff are assigned check to ensure the person has their own water and/or beverage and mask. If not, the supervisor is notified and the person's family or caregiver is contacted and directed to bring the necessary item(s).
3. Individuals immediately sanitize their hands.
4. Staff continually sanitize surfaces daily.
5. Support staff practice and encourage individuals to practice safe social distancing constantly throughout the day.
6. Hands are washed after using the bathroom.
7. Hands are washed prior to and after eating lunch. Staff and individuals eat their lunches while practicing social distancing.

**BikeWays**

1. Six feet social distancing is maintained at all times including when purchase transactions are being completed.
2. All employees and customers must wear a mask.
3. All employees must wear work gloves.
4. The debit machine, sales area and door handles are disinfected after every customer purchase.
5. All bikes and sales parts are disinfected prior to being placed on the floor for sale.
6. Any bikes tested by the customer and not purchased are disinfected prior to being placed back on the sales floor.

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

1. If you are sick and or have the symptoms of a cold, flu, or a communicable disease, you are required to stay at home and keep a safe distance from others until those symptoms have completely disappeared.
2. Upon arrival, each person's hands are sanitized.
3. 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.
4. All work stations are set-up to provide six feet social distancing.

5. All employees must wear a mask.
6. All employees must wear work gloves.
7. Employees support and encourage one another to sanitize and wash their hands frequently.
8. Employees rotate their breaks to ensure no more than two people are in the break room at break time.
9. The general public is not permitted inside the sorting center.

### **Homes**

1. If you are sick and or have the symptoms of a cold, flu, or a communicable disease, you are required to stay at home and keep a safe distance from others until those symptoms have completely disappeared.
2. Staff are required to wear masks and encourage home members to wear a mask when individuals and others are active and in the homes.
3. Staff continually sanitize surfaces daily.
4. Staff practice and encourage individuals to practice safe social distancing constantly throughout the day.
5. Hands are washed after using the bathroom.
6. Hands are washed prior to and after supporting someone with personal care. Staff must wear their mask at all times during personal care.
7. Hands are washed prior to and after eating. Staff must wear their mask at all times while assisting individuals with their meal. During meals, staff and individuals practice social distancing. Staff remove their masks and eat socially distanced.

### **Home Share Visits**

1. If you are sick and or have the symptoms of a cold, flu, or a communicable disease, you are required to stay at home and keep a safe distance from others until those symptoms have completely disappeared.
2. Hands are sanitized before and after entering the home share.
3. Cellphones and computer equipment is sanitized before and after entering the home share.
4. Home share managers and coordinators wear a mask for the duration of the home visit. It is strongly encouraged that home share providers and anyone else attending the meeting wear masks as well.
5. Social distancing is adhered to during the visit.

6. No in person visits will take place if any of the people attending the meeting have any symptoms of illness.

### **Transporting Individuals**

1. Employees transporting individuals in vehicles must wear masks.
2. People receiving services who are able to wear a mask when being transported must wear a mask.
3. Windows must be rolled down a few inches while driving.
4. High touch surfaces in vehicles are sanitized before and after each use using the provided Lysol wipes.

### **Refusing to Wear a Mask or Practice Social Distancing**

1. Individuals who (are able and understand) refuse to wear a mask or practice social distancing are told they must wear a mask and practice social distancing.
2. Staff document in the person's Notables the date and time the person was told to wear a mask or practice social distancing.
3. If the same person is reminded 3 times in one week, notify the supervisor or manager.
4. The supervisor or manager informs the person and or their supports that their services are suspended for 5 service days.

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

1. Notify the immediate area supervisor.
2. They notify the executive director who consults with the LPN and relevant government agencies.

### **Camp Owaissi**

1. If you have the symptoms of a cold, flu, or a communicable disease, you are required to stay at home.
2. Masks must be worn unless specific circumstances are identified and or as per policy.
3. If a person attending is sick or showing symptoms of a cold, flu, or a 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.
4. If 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.
5. Staff continually sanitizes surfaces daily.

6. Staff practice and encourage individuals to practice safe social distancing constantly throughout the day.

7. Hands are washed after using the bathroom.

8. Hands are washed prior to and after supporting someone with personal care. Staff must wear their mask at all times during personal care.

9. Hands are washed prior to and after eating. Staff must wear their mask at all times while assisting individuals with their meal. During meals, staff and individuals practice social distancing. Staff remove their masks and eat socially distanced.

10. Spray sanitizer on individual's hands constantly.