

WESTWOOD PLACE CO-OPERATIVE HOMES INC.

COVID EMERGENCY SAFETY PLAN

Purpose:

As a provider, it is our duty to keep all staff, maintenance, contractors and subcontractors safe while working at our site.

How will we keep our workers safe?

- Support all our workers.
- Make sure our facility is a place of respect for clients, employees, and visitors.
- Bullying, rudeness or any threat of violence will not be tolerated.
- Ensure all recommendations in this policy are being followed by all households in the community.

How will we ensure all workers on site know how to keep themselves safe from exposure to COVID-19?

- Follow all Niagara Region Health Services, Ministry of Health and area Service Managers recommendations.
- Ensure updated COVID safety notices/posters are posted in the main office and all entry points to facility
- When Niagara Region is in any form of lockdown restriction or if on high alert due to increases of COVID 19 cases, to allow staff to work remotely when applicable.
- In lockdown restricted times set by the Province, maintenance will only be responding to an be completing work on an emergency basis. Maintenance will focus on exterior work, common areas, set by the Board and PM and any vacant units where there will be no person to person interaction.
- Ensure staff are safe in office and make any (**leasehold**) changes necessary to do this, for example installing plexi-glass, intercom or video surveillance systems and ensuring computer workstation is up to date to ensure better security of resident information due to working remotely.
- Encourage all households to pay by E-Transfer. (**Took our tenant pay**)
- Limiting staff interaction with clients to appointment only whenever applicable. This request for appointments will be rarely granted as most issues can be discussed by phone, through email and paperwork can be dropped into the office drop box.
- Keeping common rooms locked and ensure social distancing in outdoor spaces were residents congregate in the summer.
- Ensure clients have staff contact information; email and phone contact to avoid face to face contact when possible.

How will we screen for COVID-19?

Anyone entering the on-site office including staff and volunteers; must complete a COVID 19 screening tool listing the provincial list of COVID-19 symptoms. This includes ALL staff, contractors and all visitors to the main office. If office staff not onsite or available maintenance will conduct COVID 19 Screening on behalf of facility.

- Prior to the completion of any work order repair, maintenance must complete a COVID 19 Screening of household.
- Any contractor entering a unit must complete the same COVID Screening tool prior to entry of unit. Maintenance must complete COVID 19 Screening for both the household and the contractor prior to work being completed.
- All completed Screening Tool documents must be kept onsite in a labeled folder in chronological order.

How will we control the risk of transmission in the workplace and our Housing Community?

- Anyone that is experiencing any symptoms including cold like symptoms will stay home. If their symptoms allow them to; they may work from home.
- All staff are required to wear a mask when entering the facility and when clients enter the office. They may remove it only when they are alone at their work station.
- Staff must sanitize their work station, phone, computer mouse, keyboard when entering and exiting for the day.
- If they answer yes to any of the questions on the COVID 19 Screening questions, they are to notify their supervisor. They will be asked to leave office, go home and self-isolate right away and contact their health care provider or the COVID 19 hotline to seek advice.
- If visitors to onsite offices are unable to wear a mask, they will be requested to just drop information to the onsite box, or email or phone staff.
- Client site common areas will be disinfected daily. Disinfecting times will increase if COVID 19 positive case is confirmed on the property.
- Board meetings will be held over Zoom during an active pandemic.
- Member meetings will be held via Zoom or Bell Teleconferencing or at a facility that is able to follow all Provincial Guidelines when required.
- No members meetings will be held in person during an active pandemic.
- During any lockdown measures, or where COVID 19 cases are on the rise, all Board and member Meetings must be conducted via Zoom or Bell Teleconferencing.
- If visitors to the client on-site offices are unable to wear a mask, they are asked to drop their paperwork in the drop off box or if a conversation is required, that it be done over the phone.
- Board meetings and Member Meetings on client sites are all conducted by Zoom or some other remote access program.

What will we do if there is a potential case, or suspected exposure to COVID-19 on site?

If an employee/maintenance staff or subcontractor is concerned with their self-assessment, public health or their health care provider suggests they self-isolate, or if they start to experience symptoms at work or they have come in contact with someone who tested positive for COVID they are to contact the following:

- Property Manager, Romani Makuloluwa at 905-788-0166 x 256 or romani@nphcr.ca.
- Maintenance Staff are to contact Max Coulthurst at 289-228-1620 or max@nphcr.ca.
- Property Managers must contact Stella Rodgers at 905-788-0166 x 202 or srodgers@nphcr.ca.
- All efforts will be made to fill any office vacancies if possible to prevent disruption to the facility.
- Subcontractors must inform their immediate supervisor.
- Everyone must follow recommendations from Public Health which may include being tested and self-isolating. Encourage them to contact one of the following, their family doctor, Public Health or Telehealth Ontario at 1-866-797-0000 for further directions about testing and self-isolation.
- The Board will ensure that any and all personal information of all workers is kept confidential.

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

- At a minimum, monthly, the Board will check in with staff to discuss how they are doing, what they may need, what is working.
- Enforce the screening tool, proper social distancing and the wearing of face masks, cleaning and disinfecting.


How will we make sure our plan is working?

- Board checks in monthly with staff to ensure all protocols are being followed. Spot checks could be considered to ensure compliance with protocols.
- Board will ensure client needs are being met without disruption.

This Policy has been approved by the Board of Directors at a duly constituted Board Meeting held **May 5, 2022**. This policy will be reviewed every 6 months or as needed.

Signed:


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President
Nicole Gazzellone


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Secretary
Lorena Hebert