

## COVID-PREVENTION

**Intent:** Covid-19 is a contagious illness caused by a virus. People do not have immunity to this virus and its transmission can result in community spread, severe illness and even death. To continue operations while protecting its employees and residents, the MPCC seeks to adopt policies that reduce, and respond to, Covid transmission.

### Policies and Procedures

1. The MPCC shall seek information about Covid-19 from reliable sources such as: Public Health Agency of Canada (PHAC), Ontario Ministry of Health, Ministry of Education, and Ottawa Public Health (OPH).
2. Guidance for operations during the Covid pandemic will be reviewed regularly, and policies, procedures, protocols, and safety plan updated accordingly.
3. The MPCC shall provide information to employees to support their successful adherence to Covid-Prevention Policies, prior to beginning work:
  - a. Symptoms of Covid-19
  - b. Transmission of the disease
  - c. Reliable sources of information
  - d. Prevention
    - i. Proper handwashing
    - ii. Hand sanitizer use
    - iii. Use of masks
    - iv. Physical distancing
    - v. Cough hygiene
    - vi. Cleaning and disinfecting
  - e. Self-assessment and Active Screening Questionnaire
  - f. Notice of Risk
4. Active Screening for employees, program participants and visitors shall be developed and deployed.
  - a. Symptoms shall be updated as required per Ottawa Public Health.
  - b. Active Screening Questionnaire shall be constructed in such a way as to protect the privacy of those responding to it. Only that information which is required for operation of a program shall be retained. Information in the Active Screening Questionnaire shall be released only as required legally and for contact tracing.
  - c. Questionnaire must be completed online prior to each arrival at the MPCC.
    - i. Employees must submit their Active Screening Questionnaire to the supervisor of their primary position, even if they will be entering another work site location.
  - d. Employees unable to complete a 'clear' Active Screening Questionnaire shall be excluded from work, must self-isolate at home, complete a Covid-19 self-assessment (<https://covid-19.ontario.ca/self-assessment/>), follow its instructions to get tested for

- Covid-19, and follow any instructions from Ottawa Public Health (OPH) or Telehealth Ontario or their primary health care provider.
- e. Participants not completing an Active Screening Questionnaire prior to arrival at a program shall be excluded and no credit or refund offered.
  - f. Participants unable to complete a 'clear' Active Screening Questionnaire shall be excluded from the program and required to return home and self-isolate pending instructions from Telehealth Ontario or their primary health care provider. Completion of a Covid-19 self-assessment (<https://covid-19.ontario.ca/self-assessment/>) and Covid-19 testing shall be encouraged.
  - g. Use of Active Screening shall be discontinued upon advice of Ottawa Public Health.
5. Actions will be taken to reduce the potential for transmission of Covid-19:
- a. Only employees, program participants and maintenance personnel shall enter the community centre, Manor Park Public School, or other MPCC programming site.
    - i. An entry log shall be maintained at each site.
    - ii. Active Health screening is required prior to entry.
    - iii. Virtual meetings shall be arranged.
  - b. Hand hygiene shall be exercised.
    - i. Employees and participants shall wash their hands or use hand sanitizer upon arrival.
    - ii. Hand hygiene instructions shall be posted throughout the workplace.
  - c. Physical distancing will be maintained and enforced where possible.
    - i. When possible, employees will be encouraged to work from home.
    - ii. Where possible, entrances and exits shall be directional to minimize mixing of persons.
    - iii. Space shall be designated to specific groups / cohorts / programs.
    - iv. Markings indicating physical distances shall be used as visual aids, where possible.
    - v. Programs shall not permit more participation than can be accommodated in the space under physical distancing requirements / guidance.
  - d. Face coverings, masks, can protect against transmission of Covid-19.
    - i. Employees shall wear masks inside, and are strongly encouraged to wear masks outdoors or when in close contact or dealing with emergency where no Covid symptoms are evident.
    - ii. Employees shall wear full PPE, including masks, when dealing with emergencies where Covid symptoms are evident.
    - iii. Children 2 years of age and older will be strongly encouraged to wear masks indoors.
    - iv. Masks for children 2 years of age and older are optional when outdoors.
    - v. Adult participants are strongly encouraged to wear masks indoors.
    - vi. Masks for adult participants are optional when outdoors.
    - vii. Proper use of masks shall be trained.
  - e. Hand washing can reduce the transmission of Covid-19.

- i. Hand washing with soap and water for a minimum of 20 seconds will be encouraged through training and signage.
      - ii. Hand washing shall be encouraged and added to programming activities.
      - iii. Soap, water and paper towels will be available.
    - f. Cough hygiene can help reduce the spread of viruses.
      - i. If a cough or sneeze is covered with a tissue, the tissue should immediately be tossed into the garbage and one's hands should be washed.
      - ii. If a tissue is unavailable, the cough or sneeze shall be into one's elbow.
      - iii. Cough hygiene shall be taught to child and youth participants.
    - g. Cleaning and disinfecting surfaces can reduce virus and bacteria transmission from contaminated surfaces to one's face.
      - i. High touch surface requiring cleaning attention shall be identified in each programming area.
      - ii. Instructions for use of disinfecting solutions or wipes shall be provided and adhered to.
      - iii. Soiled cleaning or disinfecting materials, ie used disinfecting wipes, shall be disposed in the garbage.
      - iv. A cleaning log shall be maintained.
    - h. Other
      - i. Virtual meetings, electronic communications and registrations shall be encouraged where possible.
      - ii. One-on-one meetings, if required, will be scheduled by appointment.
      - iii. Fee payments in cash or cheque are excluded.
      - iv. Supplies, clothing, food, phones, pens etc. shall not be shared.
        - 1. No 'Lost and Found' shall be maintained.
6. A Response Plan to deal with suspected or confirmed Covid cases when they occur, will guide actions to mitigate community transmission and impact on MPCC operations.
- a. MPCC will follow the advice of Ottawa Public Health on a partial or full closure of a program
  - b. MPCC will follow the advice of Ottawa Public Health on self-isolation.
  - c. MPCC will follow the advice of Ottawa Public Health on communication.
  - d. Employees dealing with a minor child who displays symptoms while in program, shall protect themselves with Personal Protective Equipment (PPE).
  - e. Employee or participant who does not test positive for Covid-19 may return 24-hours after symptoms have been resolved or 48-hours if the symptom is diarrhea in a child.
  - f. Supervisors shall communicate with employees and families.
  - g. Details identifying a person with confirmed or probable Covid-19 shall not be disclosed.