

Our Protocols for Program Operations

Last Updated: June 29, 2023

CLDN is complying with the orders and following the guidelines and recommendations issued by federal, provincial and municipal/regional levels of government.

<p>Screening Updated: June 29, 2023</p>	<p>Stations will be set up at the main entrance to the location. Hand sanitizer and medical masks will be located at the station. Employees will conduct a Passive Screening (signage) prior to entering. Visitors must also conduct the Passive Screening (signage) prior to entry.</p> <hr/> <p>All employees will conduct a Passive Screening (signage) upon arrival to the program. They will only enter the location if they have passed the passive screening and sanitized their hands. If they do not pass the screening, they will not enter and management will immediately be contacted.</p> <p>According to the definition, you are a close contact if you have been exposed to someone that has tested positive for COVID-19 while they were infectious (i.e. 48 hours prior to symptoms starting or the date of positive COVID-19 test collection, whichever came first). Someone who has tested positive for COVID-19 is also known as a “case”.</p> <p>Close contact means:</p> <ul style="list-style-type: none"> • You had direct contact with infectious body fluids of the case (e.g., coughed on or sneezed on), or • You had other close, prolonged, and/or unprotected contact (e.g., contact with a case within 2 metres for more than a few minutes of time particularly if case and/or contact was not masked). <p>Any staff who has had close contact with a person who has tested positive, or lives with a person who has tested positive can enter the workplace if they are asymptomatic. If staff start to develop symptoms, they must notify Management immediately.</p> <hr/> <p>All supported people living in a 24-hour support home will be monitored by staff for any signs or symptoms of COVID-19 once daily.</p> <hr/> <p>Aside from emergency first responders, all visitors prior to entering will conduct a Passive Screening (signage).-They will only enter the location if they have passed the Passive Screening (signage) They must also sanitize their hands. If they do not pass the Passive Screening (signage) they will not enter and management will immediately be contacted.</p>

<p>PPE <i>Updated</i> June 29, 2023</p>	<p>All PPE supplies will be stored in a central location and an up to date inventory will be kept of all available PPE.</p>
	<p>All required PPE will be sent to each program location Bi-weekly. All staff must wear CLDN issued PPE.</p>
	<p>Masks wearing is no longer mandatory in most situations.</p> <ul style="list-style-type: none"> • Staff should “consider” wearing a mask for source control when providing prolonged direct (less than 2 meters and more than 15 minutes) care to supported people who are at high risk of severe outcomes (i.e., immunocompromised). • Medical masks will be provided by CLDN and available to staff who would prefer to wear them while on shift. These masks should be changed every 4 hours or sooner if damp, dirty or contaminated. • Staff who test positive can return to work after their symptoms have been improved for 24 hours and no fever is present (where there were gastrointestinal symptoms, improvement should be noted over 48 hours before returning to work). For a total of 10 days after symptom onset or specimen collection, staff should adhere to workplace measures for reducing risk of transmission (e.g., masking for source control, not removing their masks unless eating or drinking, distancing from others as much as possible) and avoiding, if possible, the provision of care to people who are at the highest risk of severe COVID-19 infection.
	<p>All employees will follow all protocols, and policies outlining what PPE to use depending on the supports required. <i>PPE Protocols can be found on the CLDN website and in the program information binder at each location.</i></p>
	<p>All staff who are working with someone who is suspected or confirmed to have COVID or are working in a location that is suspected or deemed to be in outbreak regardless of vaccination status, will wear a face shield, which is provided by CLDN when providing direct support within 6 feet of the person who has is suspected or confirmed to have COVID.</p> <p>Face shields will be disinfected by each employee prior to donning or re-donning, every four hours when medical mask is changed, at the end of their shift as well as anytime it becomes damp, dirty, or contaminated.</p> <p>CLDN has provided each staff with their own face shield, which can be labelled to easily identify who the face shield belongs to. Each program location also has some extra face shields for staff who pick up a shift at the location.</p> <p>Employees should avoid touching their face shield while it is being worn, if it is touched to adjust employees will immediately perform proper hand hygiene.</p>
	<p>All staff will wear a N95 respirator provided by CLDN in addition to other PPE when supporting any person who is known or suspected to have COVID 19 (within 2 meters/ 6 feet) and with any aerosol generating procedure (ex. CPAP, APAP). If the person who is suspected or confirmed to have COVID is able to self-isolate, employees who are not in the room the person is self-isolating in will wear medical mask. If the person who is suspected or confirmed to have COVID is not able to self-isolate all employees in the location will wear a properly fit tested N95.</p>

	All CLDN employees have been fit tested to determine the appropriately sized respirator and must only wear that size of respirator. <i>The CPAP, APAP PPE Protocol can be found in the program information binder at each location.</i>
Education & Signage <i>Updated April 24, 2023</i>	All employees will complete the training provided on Surge learning for donning , and doffing PPE as well as proper hand hygiene .
	Signs will be posted throughout the location reminding people to maintain physical distance .
	Signs will be posted to remind people of proper hand hygiene .
	Signs will be posted in common areas (Living rooms, kitchens, office spaces) indicating how many people can be in this space at one time.
Physical Distancing <i>Updated June 9, 2022</i>	All employees will maintain at least 2 meters (6 feet) between themselves and their co-workers. *see transportation protocol for exceptions*
	All employees will provide education to the people they are supporting concerning physical distancing.
	All people supported will maintain at least 2 meters (6 feet) apart to the best of their ability and with staff's encouragement.
	When not providing direct personal care support staff will maintain at least 2 meters (6 feet) between themselves and the people they are supporting.
	Extra seating will be removed in all common areas to assist in the maintenance of physical distancing.
	Meal times will be staggered for people supported to maintain safe physical distancing .
	Breaks will be staggered for all employees to maintain safe physical distancing .
Worker / Workplace Hygiene	All employees and people supported will perform proper hand hygiene on a regular basis throughout the day including upon arrival, prior to cooking/ meal prep, prior to cleaning, after cleaning is completed, prior to providing personal support, after providing personal support, whenever hands are visibly dirty, and after washroom use.
	All employees will practice proper coughing / sneezing etiquette and educate the people they are supporting on this etiquette.
Day Programs February 14, 2022	All guidelines for Community Supports will be followed. <i>(See guidelines for Community Supports document)</i>
	Staff working out of the program building (SIL /CHPI) have de-cluttered and removed all communal items that cannot easily be cleaned i.e. papers, magazines, candy bowls
	Floor plans have been reviewed and furniture re-arranged to promote physical distancing .

Respite Updated June 9, 2022	All guidelines for Respite Services will be followed. <i>(See guidelines for Respite Services document)</i>
Disinfecting / Cleaning /*Laundry June 29, 2023	<p>All employees will complete increased disinfecting as outlined on the D3 Program task list following proper disinfecting methods. All high touch areas in program locations and vehicles will be disinfected at least once daily.</p> <p>All employees will ensure they are using a separate spray bottle for each cleaner. Do not mix cleaners or share bottles as this could cause a chemical reaction. Always follow WHMIS, manufacturer’s instructions and SDS sheets.</p> <p>All people’s laundry including bedding and towels will be washed separately from other housemate’s laundry. Staff will assist people to do their laundry using hot water/hot water cycle and soap. Once the wash cycle is completed, staff will assist the person to put their laundry into the dryer and ensure it is completely dried.</p>
Meetings /Activities /Training June 29, 2023	<p>All in person meetings can resume. We should be cognizant of physical distancing and allow for as much space as possible. When it makes sense, meetings/trainings can be held virtually.</p> <p>Fit Testing will still happen for all employees who are about to expire. Appointments will be staggered and will be for one employee at a time, as opposed to group settings, with sanitizing and disinfecting happening between appointments.</p>
Policies / Protocols/ Transportation Updated June 29, 2023	<p>All employees will disinfect agency vehicles on the first trip taken each day. Employees must complete the Vehicle Disinfecting Checklist to document the completion of this task.</p> <p>All employees will follow the policies and procedures as set out by CLDN. All employees will also follow all new protocols that have been implemented as a result of COVID-19. As Provincial restrictions continue to decrease and facilities start to return to operate at limited or full capacity staff are reminded to review and ensure they are following CLDN policies and procedures that have been in place since prior to the pandemic i.e. Policy B-6-6 along with all current protocols that have been put in place due to the COVID 19 pandemic.</p> <p>All employees will disinfect agency vehicles on the first trip taken each day. Employees must complete the Vehicle Disinfecting Checklist to document the completion of this task.</p> <p>Family visits can occur inside and outside on CLDN property including group homes. See Guidelines for Family Visits. Visitors must pass the Covid-19 Passive Screening (signage) posted on the entrance door.</p> <p>See guidelines and expectations for visits In the program information binder.</p>