



**Centretown Community
Health Centre**

**Centre de santé
communautaire du Centre-ville**

COVID-19 Safety Plan: Snapshot

Completed on Jan. 22, 2021.

Measures we're taking

❖ How we're ensuring workers know how to keep themselves safe from exposure to COVID-19

- Regular memos to all staff and updates during team meetings
- Appropriate training and personal protective equipment (PPE) provided to all staff

❖ How we're screening for COVID-19

- Passive and active screening for all people who enter the facility upon entry
- Screening information on our website
- Screening in any workplace other than our facility (e.g. home visits) where service is provided

❖ **How we're controlling the risk of transmission in our workplace**

Physical distancing and separation

- Shifting to remote working arrangements and virtual care where possible
- Rearranging waiting areas, office space and seating
- Staggering breaks and appointment times
- Signage and floor decals

Cleaning

- Disinfection of high touch areas at least twice daily
- Disinfection in clinical areas following each client appointment

Other

- Point of care risk assessments before every client interaction
- Masks are required for all people in the building
- Surgical masks (and other PPE as required) for all onsite staff whenever possible
- Hand hygiene and respiratory etiquette promoted and hand hygiene stations available throughout the facility
- Contact and droplet precautions when interacting in-person with anyone screening positive for COVID-19. N95 respirators available when an aerosol-generating medical procedure is possible
- The property owner maintains the HVAC system according to manufacturer requirements and keeps a maintenance/inspection log that includes inspection at least every six months.

❖ **What we will do if there is a potential case, or suspected exposure to, COVID-19 at our workplace**

- Undertake risk assessment
- Clients screening positive are assessed by provider and directed to get tested or sent home for self-isolation

- Inform Joint Occupational Health & Safety Committee and Ministry of Labour, Training and Skills Development, as appropriate
- Inform OPH of any probable transmission to a staff member and inform other staff who may have been exposed, as appropriate

❖ **How we're managing any new risks caused by the changes made to the way we operate our business**

- Regular check-ins with all staff
- Ensure staff have the appropriate tools and arrangements to do their job safely
- Joint Occupational Health & Safety Committee continues with their mandate to make recommendations to the employer

❖ **How we're making sure our plan is working**

- Regular review of the Safety Plan to ensure it stays updated and monitoring of workflows and work spaces
- Obtain feedback from staff
- Use of incident report forms and recommendations from the Joint Occupational Health & Safety Committee to the employer