**DSP Day Programming**

**Re-Opening Plan Template**

June 29, 2020

This template allows providers of DSP day program supports to outline their plans resuming operations while ensuring the safety of staff and participants. It has been created using the DSP Day Programming Re-Opening Plan Guidelines based on the [Health Protection Act Order](https://novascotia.ca/coronavirus/docs/health-protection-act-order-by-the-medical-officer-of-health.pdf) as well as using input from other jurisdictional best practices, and the disability support sector. Further supporting and recommended activities for each section can be found in the DSP Day Programming Re-Opening Plan Guidelines document.

Organizations are asked to complete the plan and submit to [randy.acker@novascotia.ca](mailto:randy.acker@novascotia.ca). The Department of Community Services will then review the plan and provide approval for providers to begin implementation and eventual resumption of operations.

Name of Organization: Canadian Association for Community Living – Clare Branch (Atelier de Clare)

Address: 1711 Highway 1, Church Point, NS B0W 1M0

Lead Contact: Carolyn Sloan Date: July 17, 2020

Phone: 902-769-8208 Email: csloan@caclclare.ca

Approximate Pre-Covid-19 Participant Capacity: 34

Targeted date for resuming programming: July 31, 2020

**Planning for Participants**

Planning for participants must be completed before operations resume and participants are allowed on-site again. Ensure that programs are offered first for those who are least at risk, in ways that protect and support the participant and staff.

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| **Requirements** | Outline below how you plan to adhere to the mandatory activities and any recommended activities you plan to implement.  The proposed plan for this section must include how you intend to work with participants/families/residential service providers to identify participants who will participate, your planned daily capacity upon reopening, and how you plan to track daily logs of attendance and outings. | |
| **Proposed Plan** | * In June, we developed a draft plan in consultation with family, guardians, participants and staff. We sent this plan to the Department as well. Fortunately, it is in line with the mandated activities. I have attached this plan with this document as well. * Once reopened, our program will run from 9 am to 1:30 pm, giving us time in the morning to screen staff and time in the afternoon to do a thorough job of cleaning and disinfecting for the next day. * Each day of the week, our program will be open to a different group of 6-7 participants. Two staff will be working with the group each day. One administrative staff member will be able to work in the vicinity of this group, though any other staff in the building will keep their distance from any programming taking place, working in other parts of the centre to ensure no more than 10 people are together in a group. Participants will be asked not to enter offices unless there is an emergency. * It is up to participants if and when they want to return. They will continue to receive their weekly stipend regardless of whether or not they return once we reopen. This will be our policy until we are fully reopened. After that, participants must take sick or vacation time if they are absent from work. * We will keep a daily log book of attendance and any outings, though outings will primarily be kept to the local grounds and walking trail next to our centre. * No members of the public will be allowed in the building unless under special circumstances, such as someone maintaining the building or delivering a package. Even in such instances, these individuals will be kept at a distance from the participants and staff working on the floor with the group. | |
| **Person Responsible: Executive Director** | | **Delegate Responsible: All staff will ensure adherence** |

**Prevention and Prescreening**

Ensure that staff, volunteers, support workers, participants, and other stakeholders are healthy and do not pose a risk to others while engaging in programming.

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| **Requirements** | Outline below how you plan to adhere to the mandatory activities and any recommended activities you plan to implement.  The proposed plan for this section must include your approach for daily screening of staff and participants. | |
| **Proposed Plan** | * Staff will be screened with the self-assessment questionnaire as mandated immediately upon arrival to work. Their temperature will also be taken with a forehead thermometer. * Participants will be screened with the self-assessment questionnaire prior to being transported to work, either by the group home staff or by the bus driver. * Anyone with a fever or symptoms will stay home and will only be allowed back at the centre once they have a negative test result. * Staff will wear masks at all times unless in their office. * Staff and participants will distance from each other a minimum of 6 feet unless support needs require closer proximity, such as assistance with toileting * Staff will continually remind participants to distance and wash their hands frequently throughout the day * Anyone who is symptomatic or who answers yes to the questions on the self-assessment questionnaire is to contact 811 for further assessment and education on self-isolation requirements and not enter the day program centre. | |
| **Person Responsible: Executive Director** | | **Delegate Responsible: All staff will ensure adherence** |

**Awareness and Communications**

Ensure that staff, volunteers, support workers, participants, and other stakeholders are informed and understand new procedures.

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| **Requirements** | Outline below how you plan to adhere to the mandatory activities and any recommended activities you plan to implement.  The proposed plan for this section must include your approach to training and communicating the new procedures to staff and participants before activities resume. | |
| **Proposed Plan** | * As mentioned above, staff, participants, families and guardians have all reviewed our plan and had an opportunity to ask questions. * Once we are approved to reopen, we will contact each participant and notify them of the reopening date and review the plan again. * Our staff has been developing a daily Covid-19 course to teach participants about proper hygiene, how to stay safe, and how to observe protocols. Staff will also be responsible for continually reminding participants and one another, if need be, to respect the protocols. Hand washing signage is already posted. | |
| **Person Responsible: Executive Director** | | **Delegate Responsible: All staff** |

**Physical Distancing and Cohorts**

Where and when possible ensure that staff, volunteers, support workers, participants, and other stakeholders maintain a 2m distance. Individuals may gather together in cohorts of up to10 persons per group, with physical distancing maintained between groups. The total number of persons who can be present is based on the space available to ensure cohorts can remain physically distanced.

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| **Requirements** | Outline below how you plan to adhere to the mandatory activities and any recommended activities you plan to implement.  The proposed plan for this section must include your approach to creating cohorts, how you will support participants who may have difficulty with physical distancing, and how will ensure cohorts can distance from each other. | |
| **Proposed Plan** | * As mentioned above, we had created groups of 6-7 participants to attend a different day of each week. These groups have been formed with a number of factors in mind, but the primary one is to minimize risk as much as possible while allowing for some mixing between households. As such, 4 of the 5 groups only mix residents from the two group homes who have been mostly in isolation from community for some time. The fifth group is a mixture of individuals who live at home or in the community. * We have rearranged the furniture at the centre, removing most of the chairs. The remaining chairs and tables will be spaced so that participants and staff will be seated at least 6 feet apart. We are putting x’s on the floor with tape under each chair so that this distance is maintained. * We have asked parents/guardians to start practicing distancing with participants at home if they haven’t already. * As mentioned above, we will be reminding individuals about distancing as needed as well as offering a course on protocol and Covid-19 so that they better understand the virus, what it is, and how to keep themselves and others safe * All staff will wear masks and maintain distancing from participants/other staff unless under special circumstances, such as assisting with toileting. | |
| **Person Responsible: Executive Director** | | **Delegate Responsible: All staff** |

**Reporting Illness**

Create clear and well understood plans including who to report symptoms to and containment procedures, to reduce the risk of potential spread.

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| **Requirements** | Outline below how you plan to adhere to the mandatory activities and any recommended activities you plan to implement.  The proposed plan for this section must include your approach to ensuring staff and participants adhere to public health requirements related to identifying symptoms and isolating until testing can occur. | |
| **Proposed Plan** | * All staff will be screened prior to coming into contact with participants when they come in at 8:30 am. Participants will arrive at 9 am. A survey will be filled out each morning noting their temperatures and asking if they have any symptoms, as mandated by DCS. These surveys will be reviewed by the Day Program Supervisor prior to the participants arriving to ensure that no one has a fever or symptoms. Any staff who has a fever or symptoms must return home and not return until they can show they have tested negative for Covid-19. * All participants will be screened prior to being transported to work. Our group home will be responsible (Residential Supervisor) for keeping a log of the residents’ temperatures and surveys prior to coming to work. The Transport de Clare, which brings the rest of the participants to the centre, will survey each participant before they get on the bus. If any participant has a fever or symptoms, they must stay home until they can show a negative test result. We will ask guardians and parents to take temperatures of participants living at home each morning and assist in answering the survey if need be. If a participant has to stay home, they will be contacted by the Day Program Supervisor to discuss getting tested and outline the protocol for returning to the day program. * Any individual developing symptom(s) should immediately perform hand hygiene, don a surgical/procedural mask, report to the appropriate member of staff or manager, relocate to a separate area from others with good ventilation, leave as soon as safe to do so, and arrange testing * All staff are responsible to notify the Day Program Supervisor or Executive Director immediately if they have concerns about participant exposure or observe possible symptoms. * Any staff or participant exhibiting symptoms will be asked by the supervisor or director to wash their hands, put on a mask and relocate themselves away from others until they can leave the building. They will also be supported in arranging testing is such support is needed. * The supervisor or director will contact the parents or guardians of any participants exhibiting symptoms and ensure that testing will be arranged. * Any staff or participants who refuse to be tested after displaying or expressing that they have symptoms will not be allowed to return until they can demonstrate that they are negative for Covid-19. | |
| **Person Responsible: Executive Director** | | **Delegate Responsible: Transport de Clare drivers, guardians, parents, group home supervisors, day program supervisor** |

**Cleaning and Disinfecting Procedures**

Ensure that disinfection supplies, frequency, procedures and techniques are accessible, communicated, and understood.

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| **Requirements** | Outline below how you plan to adhere to the mandatory activities and any recommended activities you plan to implement.  The proposed plan for this section must include your approach to ensuring common areas and high touch surfaces will be cleaned regularly, who will be responsible for cleaning, and how you intend to track cleaning efforts. | |
| **Proposed Plan** | * Countertops and common areas will be disinfected at least twice daily with designated staff members and participants responsible for each area * A checklist for disinfecting and cleaning surfaces will be created and staff will share responsibility with participants for ensuring the checklist is completed * The Day Program Supervisor will review checklists and ensure that cleaning protocols are being followed. * High touch surfaces, such as on personal assistive devices and equipment, will be disinfected frequently throughout the day by designated staff and participants, as will doorknobs, light switches and other surfaces that are touched regularly. * Our kitchen will be closed to participants and staff. They will be asked to bring cold lunches and snacks that don’t require reheating as well as their own utensils and water bottles. * The one exception to the kitchen closure is when coffee is served in the morning. Coffee will be prepared and served by one individual each morning who will be wearing gloves and a mask. | |
| **Person Responsible: Day Program Supervisor** | | **Delegate Responsible: All staff and some participants** |

**Personal Hygiene and PPE**

Ensure that staff, volunteers, support workers, participants, and other stakeholders understand proper hand hygiene techniques and supplies are accessible.

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| **Requirements** | Outline below how you plan to adhere to the mandatory activities and any recommended activities you plan to implement.  The proposed plan for this section must include your approach to ensuring proper materials are available to staff and participants, your plan for ensuring participants practice hand hygiene, your planned use of PPE, and your plan to acquire PPE. | |
| **Proposed Plan** | * We have already stocked up on a large quantity of hand sanitizer and 200 disposable masks for staff. * Again, staff will be responsible for reminding and educating participants about proper hygiene and protocols. * We have also a good stock of other basic supplies, such as hand soap and paper towels. * Our day program supervisor will be responsible for ensuring these supplies are continually stocked and do not run out. * Staff must wear a surgical/procedural mask in cases where physical distancing is not possible | |
| **Person Responsible: Day Program Supervisor** | | **Delegate Responsible: Day Program Supervisor** |

**Planning for Public Access**

To move forward with Social Enterprise day programming that includes public access and other interactions with the public, ensure that procedures are in place to minimize risk exposure.

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| **Requirements** | Outline below how you plan to adhere to the mandatory activities and any recommended activities you plan to implement.  The proposed plan for this section must include whether you plan to reopen any social enterprises to the public and how you will ensure the safety of staff, participants and customers. You may choose to initially reopen public facing settings to staff only (prior to this plan being approved), if you are able to follow the Public Health protocols for the relevant sector. | |
| **Proposed Plan** | * Our online auction will continue, though customers will not be allowed to pick up their purchases inside the building. They will be instructed to call the main office when they arrive in their vehicles and a staff person who is not working on the floor and is wearing a mask will bring their items outside to them. Exact change or e-transfer will be the only methods of payments accepted. | |
| **Person Responsible: Day Program Supervisor** | | **Delegate Responsible: Day Program Supervisor and other Staff** |

**Transportation**

Service providers offering participants transportation during programming must follow safe transportation practices.

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| **Requirements** | Outline below how you plan to adhere to the mandatory activities and any recommended activities you plan to implement.  The proposed plan for this section must include whether you plan to offer transportation to participants in the course of delivering programming and how you plan to ensure protocols are followed. | |
| **Proposed Plan** | * Our group home residents will be transported by the residential support staff as usual. * All service provider operated vehicles must be cleaned and disinfected (e.g.   high touch surfaces) between outings by participants   * Drivers of vehicles and all passengers must be masked * Drivers and passengers must sit as far apart as possible, minimizing the number of passengers in the vehicle. * All other participants will be transported either by parents/guardians, in their own vehicles, or by the Transport de Clare. If coming on the Transport, most of the time, participants will be coming from one household only, except for Fridays, where the centre will be open to individuals living at home or in the community. * When possible, they will be asked to distance themselves on the bus. Masks are now required for all passengers on Public Transportation. | |
| **Person Responsible: Day Program Supervisor** | | **Delegate Responsible: Participants, guardians, Transport de Clare** |

**Other**

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| **Requirements** | Use this section to outline any other measures you plan to put in place as part of your reopening plan. | |
| **Proposed Plan** | * ….. * ….. * ….. | |
| **Person Responsible:** | | **Delegate Responsible:** |

**Financials**

In some cases, additional one-time funding may be required to implement approved reopening plans. This may include funding for PPE, equipment, physical barriers or additional cleaning supplies. Please outline any additional funding you would request from DCS in order to implement your proposed reopening plan. Startup funding may also available through the [Nova Scotia Small Business Reopening and Support Grant](https://covid19-small-business-reopening-support-grant.nscrc.ca/).

Additional rows can be added to the below table if required.

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| **Item** | **Rationale** | **Cost** |
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| **Total Cost** | |  |