

# MCCSS - COVID-19 PREPAREDNESS AND PREVENTION CHECKLIST

## Re-opening Day Supports

**Notes:**

The purpose of this tool and the observation process is to support developmental services agencies to follow the required direction in the MCCSS Operational Direction: . DS Compliance Unit Program Advisors are not public health experts. Please contact your regional office if you have specific questions about MCCSS Operational Direction.

**This list is subject to change as new MOH guidance and MCCSS operational direction are provided over time.**

<b>Agency Name:</b> <b>Date of inspection:</b> <b>Previous outbreak? (Y/N)</b> <b>Was Public Health involved? (Y/N) If yes, any recommendations?</b>	
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	<b>Site</b> <b>[address]</b> <b>[date of inspection]</b> <b>Previous outbreak (Y/N)</b> <b>Was Public Health involved? (Y/N) If yes, any recommendations?</b>
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**MAXIMUM GROUP SIZE AND RATIO**

	SOURCE	FULL	PARTIAL	NO	N/A	OBSERVATIONS
1	Establishing an Occupational Health and Safety and Infection Prevention and Control (IPAC) Plan, including • Cleaning and disinfecting of the space, equipment and resources; • How to screen individuals and report illness; • How to ensure physical distancing and hand hygiene; • How shifts will be scheduled to support cohorting, where applicable; and • Limiting the number of participants allowed in groups, rescheduling of group events and/or in-person meetings.					
2	No more than 10 individuals including staff, day program participants, and support staff for day program participants who stay together throughout the day.					

<b>MAXIMUM CAPACITY OF BUILDING</b>							
1	If more than one day supports program is offered per building they are able to maintain a separation of at least 2 metres (six feet) between cohorts and follow all health and safety requirements.	MCCSS Guidelines					
2	No interaction/mixing between the cohorts during pick-ups, drop-offs, mealtimes and outdoor activities.	MCCSS Guidelines					
3	Develop procedures that support physical distancing and separate cohorts as best as possible (i.e., individuals of one cohort enter door A and individuals of another cohort enter door B, or staggered entrance times).	MCCSS Guidelines					
4	Signage/markings on the ground to direct people through the entry steps and define physical distancing requirements.	MCCSS Guidelines					
<b>SPACE SET-UP AND PHYSICAL DISTANCING / EQUIPMENT CLEANING</b>			<b>FULL</b>	<b>PARTIAL</b>	<b>NO</b>	<b>N/A</b>	<b>OBSERVATIONS</b>
1	Physical distancing between people by spreading people out into different areas during meal time.	MCCSS Guidelines					
2	Using visual cues such as tape on the floor to promote physical distancing.	MCCSS Guidelines					
3	Plans should also be made to prevent mixing of cohorts at the same time in washrooms/changerooms and to frequently clean and disinfect shared surfaces in washrooms/changerooms.	MCCSS Guidelines					
4	Equipment should be cleaned and disinfected after each single use.	MCCSS Guidelines					
5	Confirm the agency consulted with public health unit regarding the use of outdoor equipment onsite.	MCCSS Guidelines					
6	If recreational structures (benches, chair swings) are to be used by more than one cohort, the structures can only be used by one cohort at a time and must be cleaned and disinfected before and after each use by each cohort	MCCSS Guidelines					

**GUIDANCE AROUND THE USE OF FACE COVERINGS (Non-Medical Masks) AND PERSONAL PROTECTIVE EQUIPMENT**

			FULL	PARTIAL	NO	N/A	OBSERVATIONS
1	Face Coverings (non-medical masks) should be worn by all people including day program staff, support staff, day program participants and anyone accompanying a person for drop-off/pick-up, in all areas, including in screening areas.	MCCSS Guidelines					
2	Staff, including support staff, must wear a non-medical mask for the duration of their shift/attendance at the day program.	MCCSS Guidelines					
3	Active hand hygiene reminders and visible signage throughout the day supports setting.	MCCSS Guidelines					

**SCREENING FOR SYMPTOMS**

			FULL	PARTIAL	NO	N/A	OBSERVATIONS
1	All people, including staff, must be actively screened each day before entering the day supports setting.	MCCSS Guidelines					
2	Limiting points of entry into the setting to help facilitate screening.	MCCSS Guidelines					
3	Placing a physical barrier (e.g., plexiglass) that staff can be behind in order to conduct screening at entrances to protect from droplets.	MCCSS Guidelines					
4	Spacing and layout at the entrance so that physical distancing can be maintained while staff conduct screenings.	MCCSS Guidelines					
5	Providing alcohol-based hand rub (ABHR), tissue, and lined no-touch waste basket or bin for screening staff.	MCCSS Guidelines					
6	The need for medical (surgical/procedure) masks and eye protection is recommended for staff doing screening if a physical barrier is not present and close contact (within 2 metres of a client) is likely to occur.	MCCSS Guidelines					
7	As part of screening, all participants, staff and any visitors should be advised that if they start to feel unwell, they should immediately notify a designated individual (either staff or a supervisor).	MCCSS Guidelines					
8	All providers must keep daily records of their screening results.	MCCSS Guidelines					
9	Where services are provided through external staff/service providers, agencies and day supports providers should inform all families of this fact, and record attendance for contact tracing purposes.	MCCSS Guidelines					
10	All specific service resources staff must be screened before entering the day supports setting.	MCCSS Guidelines					

<b>ATTENDANCE RECORDS</b>			<b>FULL</b>	<b>PARTIAL</b>	<b>NO</b>	<b>N/A</b>	<b>OBSERVATIONS</b>
1	All day supports providers must keep daily records of everyone entering the facility/home (such as staff, participants, visitors, cleaners, people doing maintenance work, people providing therapeutic supports etc., those delivering food etc.).	MCCSS Guidelines					
2	If participants arrive by public transit, the time and transit route should be logged.	MCCSS Guidelines					
3	Records (e.g., name, contact information, time of arrival/departure, etc.) must be kept up-to-date and available to facilitate contact tracing in the event of a confirmed COVID19 case or outbreak.	MCCSS Guidelines					
<b>AGENCY STAFF BECOMES SICK</b>			<b>FULL</b>	<b>PARTIAL</b>	<b>NO</b>	<b>N/A</b>	<b>OBSERVATIONS</b>
1	Procedures to address illness, including timelines for exclusion.	MCCSS Guidelines					
2	Where a day program participant or a staff member is suspected of having or has a confirmed case of COVID-19, TPRs must report COVID-19-related serious occurrences using the 2019 Ministry of Children, Community and Social Services Serious Occurrence Reporting Guidelines.	MCCSS Guidelines					
3	In addition, where staff is suspected of having or has a confirmed case of COVID-19, agencies must notify the Ministry of Labour, Training and Skills Development Serious Occurrence Reporting.	MCCSS Guidelines					
4	Where a day supports program is required to close due to COVID-19, agencies must report this to the ministry as a serious occurrence.	MCCSS Guidelines					
<b>FOOD PROVISION</b>			<b>FULL</b>	<b>PARTIAL</b>	<b>NO</b>	<b>N/A</b>	<b>OBSERVATIONS</b>
1	Serving utensils should be used to serve food.	MCCSS Guidelines					
2	Meals should be served in individual portions to the clients.	MCCSS Guidelines					
3	There should be no items shared (e.g., serving spoon or salt shaker).	MCCSS Guidelines					
4	Outside food should be limited and clearly labelled to avoid accidental sharing.	MCCSS Guidelines					
5	People receiving services should also practice physical distancing while eating where possible.	MCCSS Guidelines					
6	Monitoring by staff must continue during meal time.	MCCSS Guidelines					

<b>STAFF TRAINING</b>			<b>FULL</b>	<b>PARTIAL</b>	<b>NO</b>	<b>N/A</b>	<b>OBSERVATIONS</b>
1	Ensure that training is provided to all staff on the health, safety and other operational measures outlined in this document plus any additional local requirements in place prior to re-opening (e.g., infection prevention and control (IPAC) and proper use of PPE).	MCCSS Guidelines					
2	Training should also include instructions on how to properly clean the space and equipment, how to safely conduct daily screening, how to ensure proper physical distancing and how to keep daily attendance records, and what to do in the case that someone becomes sick.	MCCSS Guidelines					
<b>Communication with Families/Caregivers</b>			<b>FULL</b>	<b>PARTIAL</b>	<b>NO</b>	<b>N/A</b>	<b>OBSERVATIONS</b>
1	Develop a fact sheet to communicate the enhanced health and safety measures being implemented as well as any new expectations of staff and parents/caregivers as well as other service agencies or guardians.	MCCSS Guidelines					
2	Revise respective policies that are impacted by enhanced health and safety measures due to COVID-19.	MCCSS Guidelines					
3	Consider providing links to helpful information, as well as detailed instructions regarding screening, group/shared transport and pick-up/drop-off procedures, and protocols if a client or staff becomes ill.	MCCSS Guidelines					
4	Priority/waitlist policies may need to be updated to account for limited capacity during re-opening phases. Any changes should be communicated to families/caregivers so they are aware of the changes and the equitable approach undertaken to assess priority for care.	MCCSS Guidelines					

**Definitions:**

Full confirmation - observed implementation or documentation

Partially confirmed - received verbal verification only or meeting the criteria is in progress, partial processes developed and/or implemented

Not confirmed - no observed or verbal/written verification

N/A