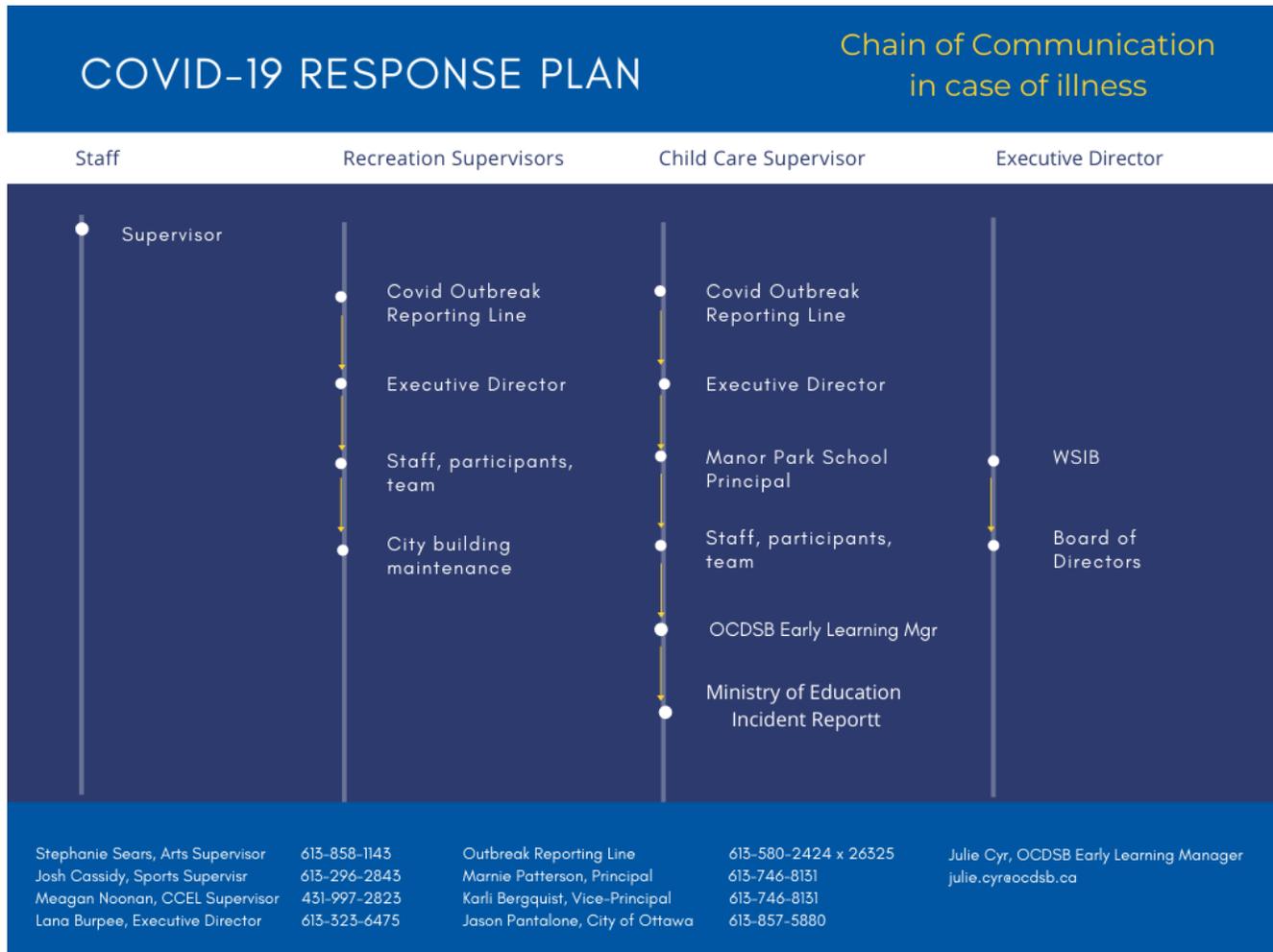


COVID-19 RESPONSE PLAN



ILLNESS OF STAFF in the Workplace:

- Staff will immediately put on a disposable surgical mask, if not already wearing a mask, and remove themselves from their group. If an isolation room is not available, the ill staff shall keep a minimum of 2m distance from others.
- Staff will notify their Supervisor, and in child care also their Floor Lead immediately.
- Staff will return home immediately, transported by a friend or relative, where feasible.
- Staff will complete the Covid Self-Assessment and following instructions for Covid-19 testing.
- Staff will self-isolate until test results are available and known to be negative.
- Staff will follow any instructions from Ottawa Public Health, Telehealth Ontario or their primary healthcare provider.
- Supervisor will send the staff an 'Illness and Symptom Tracking Form' which the employee will complete electronically.
- Supervisor will contact the Covid Outbreak Reporting Line and ask for further guidance.

- Supervisor will notify the Executive Director.
- Supervisor will notify participants or parents / guardians, as applicable. Participants may be asked to return home, complete the Covid Self-Assessment and follow instructions for testing.

ILLNESS OF A PARTICIPANT in the Workplace:

- Staff will take all symptoms presented or reported seriously.
- When illness is suspected or reported, staff will notify their Supervisor.
- The participant will be immediately isolated in an isolation room. If an isolation room is not available, the participant shall keep a minimum 2m distance from others.
- If tolerated, the participant shall wear a surgical mask.
- Where necessary, the Supervisor will contact the participant's family to arrange transportation home.
- Staff will access the Isolation Kit which contains full PPE, hand sanitizer, and tissues.
- Staff supervising the ill participant without a physical barrier (ie glass door), they shall wear full PPE: mask, face shield, gown and gloves.
- Tissues and a plastic lined trash bin should be provided to the participant to support proper respiratory etiquette.
- Staff shall complete an Illness and Symptom Tracking Sheet on behalf of the participant and make it available to their Supervisor once the participant has left for home.
- In the event of serious illness, (ie disorientation, unconsciousness, difficulty breathing, etc) staff shall call 9-1-1 and follow the directions given.
- Upon arrival of family member to pick up an ill participant, the Supervisor shall state that we cannot be certain whether they have Covid-19 or not, and suggest that they be tested. They should be advised of the Ontario Covid Self-Assessment and encouraged to follow its directions. The participant should stay home and isolate while waiting for test results unless otherwise directed by Ottawa Public Health, Telehealth Ontario or their primary healthcare provider.
- Environmental cleaning and disinfecting of the isolation space will be conducted immediately after the participant departs. All items used in the ill participant's cohort should be cleaned and disinfected. Any items that cannot be disinfected should be placed in a sealed container for a minimum of 7 days.
- Supervisor will contact the Outbreak Reporting Line and seek guidance from a public health inspector.
- Determining closure and re-opening of a cohort / program / facility will be done in consultation with the Ottawa Public Health.
- Supervisor will inform the remainder of the cohort that a participant has developed symptoms, has been sent home, and encouraged to undergo testing as needed. The health of ill participant and others in the cohort should be monitored.
- Supervisor will inform the other MPCC Supervisors of the potential outbreak and keep them informed with developments.