

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](#) 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. 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: New Leaf Enterprises

Address: 22 Fielding Avenue, Dartmouth NS B3B 1E2

Lead Contact: Veronica Dale Date: July 21, 2020

Phone: 902-455-9044 ext. 235 Email: v.dale@easterseals.ns.ca

Approximate Pre-Covid-19 Participant Capacity: 33

Targeted date for resuming programming:
ASAP

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.

Requirements	<p>Outline below how you plan to adhere to the mandatory activities and any recommended activities you plan to implement.</p> <p>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.</p>
Proposed Plan	<ul style="list-style-type: none">• In preparation for participants returning to work, the staff team discussed individual health concerns, those at higher risk due to underlying health concerns and age, potential to adhere to public health guidelines including distancing and PPE, what continued isolation may mean to them and their support network, those who require assistance with personal care, transportation considerations and what supports may be needed for participants to successfully return to the centre.• Each participant/family/caregiver was contacted directly to determine which participants feel comfortable returning to the centre, when possible. This will help us determine the number of participants we can support.• We will track daily attendance for staff and participants. Forms are created to

	<p>document this information.</p> <ul style="list-style-type: none"> We will track all visitors to the centre, record their contact information, date and time of visit to assist with contact tracing, if required. Forms are created to document this information. We will use outdoor space for programming whenever possible.
Person Responsible: Executive Director	Delegate Responsible: Staff Team Members

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.

Requirements	<p>Outline below how you plan to adhere to the mandatory activities and any recommended activities you plan to implement.</p> <p>The proposed plan for this section must include your approach for daily screening of staff and participants.</p>
Proposed Plan	<ul style="list-style-type: none"> All staff will be screened upon entering the premises, prior to any interactions with participants. Screening will include a non-contact temperature check and completion of a self-assessment questionnaire. A questionnaire has been created. All participants will be screened upon entering the premises. Screening will include a non-contact temperature check and a self-assessment questionnaire. Participants may require assistance to complete the questionnaire. A questionnaire has been created. A staff person will be responsible for ensuring everyone who enters the building has a temperature check, completes a questionnaire and uses hand sanitizer. Any staff or participant who reports or exhibits symptoms, who has travelled outside of the Atlantic provinces, has been in contact with an individual who has symptoms, has tested positive or awaiting test results, or been told to self-isolate will not be permitted on the premises. Any staff member who is denied access will be instructed to return home and contact 811 for further assessment and instructions. Any participant who is denied access will wait in a separate area until transportation home can be arranged. They will be instructed to contact 811 for further assessment and instructions.
Person Responsible: Executive Director	Delegate Responsible: Staff on rotating schedule

Awareness and Communications

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

	<p>Outline below how you plan to adhere to the mandatory activities and any recommended activities you plan to implement.</p> <p>The proposed plan for this section must include your approach to training and communicating the new procedures to staff and participants before activities resume.</p>
Proposed Plan	<ul style="list-style-type: none"> All staff will receive a copy and be responsible to read and understand the procedures and requirements related to the safe operation of our centre. We will have an orientation to the procedures for all staff to ensure they understand and are comfortable with the procedures. All staff will be expected to sign a document confirming their understanding of the approved procedures. A detailed communication outlining all procedures and expectations will be sent to

	<p>participants/families/caregivers in advance of them returning to the centre. It will be clearly stated that they must comply with the required safety procedures in order to return to the centre.</p> <ul style="list-style-type: none"> • All participants/families/caregivers will be required to sign a document confirming they understand and are willing to follow the procedures prior to returning to the centre. • We will have an orientation with each participant group as they return to review the procedures and ensure everyone clearly understands the expectations of them in order to be able to participate in the centre’s programs. • We developed a comprehensive and clear guide specifically for participants that summarizes the expectations for their safe return to the centre. The guide will be reviewed during the orientation and each participant will receive a copy. • The plan will be available to all staff, participants, visitors, customers, government and Public Health representatives and will be updated in response to changes in public health protocols. • Procedures and plans for safe operation will be available through our website and social media. • We have signage on the floor ensuring social distancing (2 meters or 6 feet) and posters on doors, and in key areas outlining guidelines, health protocols and who to contact in case of suspected illness. • We have posters outlining proper hand washing techniques by all sinks throughout the centre.
Person Responsible: Executive Director	Delegate Responsible: ED and Supervisor

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 to 10 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.

Requirements	<p>Outline below how you plan to adhere to the mandatory activities and any recommended activities you plan to implement.</p> <p>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.</p>
Proposed Plan	<ul style="list-style-type: none"> • Along with the signage of maintaining 2m social distance staff will remind/ monitor individuals who may get too close. • We will create cohorts of up to 10 (including participants and staff) while following social distancing guidelines and keep each of the cohorts separated from one another. • Markings on the floor will assist in ensuring cohorts remain in their specified area and limit potential for any contact between cohorts. • Use of the lunchroom area will be on a rotating schedule to ensure there is only one cohort using the area at any time. • A staff member will be designated to ensure proper sanitizing and cleaning in the lunch area between cohorts.
Person Responsible: Executive Director	Delegate Responsible: Staff Team Members

Reporting Illness

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

Requirements	<p>Outline below how you plan to adhere to the mandatory activities and any recommended activities you plan to implement.</p> <p>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.</p>
Proposed Plan	<ul style="list-style-type: none"> • Health and symptom screening, including temperature check, for staff and participants will occur at the beginning of each day that they are in the centre. • Any cases of people showing symptoms or a temperature of 38 degrees Celsius / 100.4 degrees F or higher will be reported to the Executive Director or designate. • The person showing symptoms or fever will immediately wear a mask, perform proper hand hygiene, go to a separate area with good ventilation (outside if possible), leave the centre as soon as possible, contact 811 and arrange to have Covid-19 testing done. • A staff member who is not feeling well will be expected to stay home and report their symptoms to the Executive Director or designate. • Any staff or participant who has shown symptoms will be expected to self-isolate until test results are received. • In the event that a participant is showing symptoms but refuses to follow the procedures listed, we will presume they are a positive Covid-19 case until the situation is resolved by their family/caregiver/physician. • We will follow all Public Health advice with regard to contact tracing and isolation to reduce risk of transmission.
<p>Person Responsible: Executive Director Delegate Responsible: Staff Team Members</p>	

Cleaning and Disinfecting Procedures

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

Requirements	<p>Outline below how you plan to adhere to the mandatory activities and any recommended activities you plan to implement.</p> <p>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.</p>
Proposed Plan	<ul style="list-style-type: none"> • We are using cleaning products that have a DIN (Drug Identification Number) and are approved by the Public Health Agency of Canada for cleaning and disinfecting. • Common areas are cleaned twice a day, or more often if required. Forms are created to document this information. • All items such as countertops, chairs (including below the front of the seat), door knobs, light switches, washrooms, kitchen equipment and furniture will be disinfected throughout the day. Forms are created to document this information. • Any equipment that is shared will be cleaned and disinfected before and after use. • All areas will be cleared of clutter, unnecessary items will be removed to enhance our ability to ensure thorough cleaning and sanitizing. • Disposable gloves and mask (if required) will be worn during cleaning. • Staff members will share responsibility for cleaning and disinfecting on a rotating daily basis to reduce risk. • A staff member will be assigned the responsibility to monitor and ensure cleaning

	and sanitizing is done according to the procedures. Forms are created to document this information.
Person Responsible: Executive Director	Delegate Responsible: Staff Team Members

Personal Hygiene and PPE

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

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	<ul style="list-style-type: none"> • Hand washing signage is posted at each sink and in key areas encouraging frequent and thorough hand washing and outlining proper techniques. • During orientation we will review appropriate hand washing procedures and the importance of good personal hygiene. • We have secured a supply of liquid hand soap, paper towel and alcohol based hand sanitizer and will continue to restock as necessary. • We have secured a supply of masks, face shields and disposable gloves and will continue to restock as necessary. • Staff will wear a surgical/procedural mask to provide personal care support and for situations when physical distancing is not possible or cannot be maintained effectively.
Person Responsible: Executive Director	Delegate Responsible: Staff Team Members

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.

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	<ul style="list-style-type: none"> • There is alcohol based hand sanitizer available and customers will be encouraged to sanitize upon arrival. • We have signage directing customers NOT to enter our premises if they are feeling unwell or have any symptoms of Covid-19. • We have written procedures for the operation of our onsite New Leaf Café that adheres to the requirements for the restaurant industry. • Tables in the New Leaf Café have been reduced to ensure physical distancing is maintained. • We have signage enforcing physical distancing, frequent hand washing and indicating the maximum number of people allowed in the New Leaf Café. • We have floor markings directing customer flow and indicating proper waiting areas.

	<ul style="list-style-type: none"> We worked with a local company to develop an online ordering system with the option for online payment and curbside pickup. Contact-less payment will be encouraged. All areas will be disinfected before and after each customer. Only participants who are able to follow the procedures will work in the New Leaf Café at this time.
Person Responsible: Executive Director	Delegate Responsible: ED and Supervisor

Transportation

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

Requirements	<p>Outline below how you plan to adhere to the mandatory activities and any recommended activities you plan to implement.</p> <p>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.</p>
Proposed Plan	<ul style="list-style-type: none"> The transporting of participants will only be done when absolutely necessary and when direct transportation is not possible. When New Leaf Enterprises vehicles are used to transport participants during program delivery, all high touch surfaces will be cleaned and disinfected between uses. The driver and all passengers will wear a mask during vehicle use, including loading and unloading. The driver and passengers will sit as far apart as possible, minimizing the number of passengers in the vehicle at any time. We will work closely with Access-a-Bus and other transportation providers to reduce the risk of transmission during transport to and from our centre.
Person Responsible: Executive Director	Delegate Responsible: Staff Team Members

Other

Requirements	Use this section to outline any other measures you plan to put in place as part of your reopening plan.
Proposed Plan	<ul style="list-style-type: none">
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 be available through the [Nova Scotia Small Business Reopening and Support Grant](#).

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

Item	Rationale	Cost
------	-----------	------

Personal Protective Equipment		\$2,162.00
Hand Sanitizer		\$509.16
Hand Sanitizer Dispensers		\$480.00
Cleaning Products		\$420.05
Non-contact thermometers		\$370.00
Signage, floor decals		\$205.65
Total Cost		\$3666.86