



Covid-19 Safety Plan Policy

Marpole Oakridge has instituted a Communicable Disease safety plan as recommended by the government and provincial health requirements for businesses in Step 3. Therefore, this document is considered a working file as we proceed towards Step 4 of our BC reopening plan.

We will facilitate in person programming from 9 am to 12 pm daily including Circle Time sessions from 11:30 am to 12:00 pm in the drop-in room at our HUB location (8188 Lord Street). MOFP will continually monitor and update this plan as necessary.

PROCEDURES FOR Drop In:

1. Families MUST attend Drop In with masks on. Our facilitators will also have masks on throughout the program duration
2. Families will enter one group at a time and will be guided to the sink to wash their hands/sanitize on entering. The sanitized Family washroom will be available if visitors and participants need it.

When Drop In ends, the families can wash their hands again or use the provided hand sanitizer on their way out. Once all families have left the building, the space will be cleaned and disinfected.

* Staff members are instructed to move with care and to make sure they are maintaining a 2m distance from other people. They will also instruct/remind the families to do the same.

ASSESSING THE RISKS AT MOFP:

MOFP has always had in place a protocol of cleaning and disinfecting of all areas that have been frequented after the programs have ended for each day. This includes the kitchen, eating, seating and play area along with all high touch areas such as handles, light switches, chairs and tables. Washroom facilities and office will now be included in the daily cleaning and disinfecting.

The high traffic areas for the general public are:

- P1 and main floor lobbies
- outdoor enclosed area
- elevator
- washrooms
- Drop-in room and multi-purpose room where our programs will take place

The high traffic areas for the staff are:

- office
- washroom
- kitchen
- eating area

HOW TO MANAGE SOCIAL DISTANCING IN THE FOLLOWING SPACES:

Entry Way between staff and staff:

Staff will enter and exit the building separately maintaining 2m of social distance. Between staff and families: Staff will stay out of the entry way while families are entering MOFP. They will facilitate Circle Time in the middle of the room maintaining 2m of social distance. Between families and families: Families will be asked to enter the building separately maintain 2m of social distance.

Family Washroom

Family washroom will be restricted to one family at a time. Staff will have the use of separate washrooms.

Enclosed Outdoor Area: The enclosed outdoor area will be limited to families and staff gaining access into and out of the Multi-purpose room.

Kitchen

The kitchen will be limited to staff members at one time while maintaining 2m social distance. Staff members will maintain a 2m social distance while in the kitchen. Kitchen will be off limits to families in September.

Office

The office areas are only intended for staff use.

HYGIENE

Hand washing

Hand washing is the best way to avoid cross contamination of personal droplets. All families and staff will be asked to wash their hands as soon as they enter MOFP. A portable hand sanitizer station will also be made available to families and staff in the multi-purpose room and on the sign-in table. The families are encouraged to use the hand sanitizer or wash their hands before they leave MOFP.

Work Stations

Each staff is responsible for cleaning and disinfecting their work stations after each daily use. Cleaning Schedule. Please see Appendix A for cleaning schedule. PPE Masks must be worn by staff during the Drop-In session.

CLEANING AND DISINFECTING PROCEDURES

Staff will wear their own designated rubber gloves when cleaning and disinfecting.

SIGNAGE:

We have posted signage

- on effective hygiene practices at all sink areas
- at the entrances indicating who is restricted from entering the premises including visitors and staff with symptoms.

WORKING REMOTELY:

We have a work from home policy in place to encourage staff to work remotely in order to reduce the risk of person-to-person transmission.

TRAINING

MOFP will provide staff training as to proper hand washing technique, use of face mask, social distancing, cleaning and disinfecting of spaces.

Outbreak Response

MOFP is committed to the following process in the event of a communicable disease Outbreak.

1. If a case or outbreak is reported, Tracy Beshara will be the main point of contact for all parties. Tracy Beshara has the authority to modify, restrict, postpone, or cancel any or all of MOFP activities.
 - a. Email: ed@mofp.org
 - b. Phone: 604 263 1405
2. In the event of a suspected case or outbreak of influenza-like illness, Tracy Beshara will immediately report and discuss the suspected outbreak with the Medical Health Officer (or delegate) at the local health authority. The MOFP Illness Policy will be implemented. If MOFP is contacted by a medical health officer in the course of contact tracing, all individuals associated with MOFP must cooperate with health authorities.

SICK STAFF / FAMILIES

If any staff or families exhibit any symptoms of COVID-19 or any other communicable diseases, they will be asked to go home and call 811 for further guidance related to testing and self-isolation. Staff exhibiting symptoms while at work must inform Carol Chu and /or Tracy Beshara immediately.

If any staff and or participants have tested positive or are awaiting results for any communicable disease, they will not be permitted to MOFP UNTIL THEY RECEIVE NEGATIVE TEST RESULTS FOR THEIR CONDITION. The areas that they could have potentially infected/touched will be closed off, cleaned and disinfected immediately.

The symptoms may include but not limited to:

- fever
- chills

- new or worsening cough
- shortness of breath
- new muscle aches or headache
- sore throat
- Stuffy or runny nose
- Loss of sense of smell
- Fatigue
- Painful swallowing

Anyone who has travelled outside of Canada within the last 14 days or is a close contact of a person who tested positive for COVID-19 or any other communicable disease will be asked not to come into MOFP. If any staff / families attending the Drop In is sick when they are at the facility, they will be asked to go home and call 811 for further guidance related to testing and self-isolation. If any staff / families attending our program is severely sick, we will call 911 for an ambulance.

Appendix A

CLEANING SCHEDULE –

Time: 12 to 12.30

Multi-purpose room/Drop-in room: Vacuum floor.

Multi-purpose room/Drop-in room: Clean and disinfect sink area, mats, all handles (indoors and outdoors) and light switches.

Family washroom: clean, disinfect and empty garbage can.

High touch surfaces: door handles and light switches.

Kitchen: Clean and disinfect kitchen, including any used appliances, run all used dishes, utensils, pots and pans through the dishwasher.

Public washroom (x3): clean, disinfect and empty garbage can.

High touch surfaces: door handles and light switches.

Office: Everyone is responsible for cleaning and disinfecting their own work station.

Garbage: Dispose garbage and compost in the garbage room in P1.