



Pathways Skill Development
Post-Pandemic
Return to work
Policies and Procedures

June 2020

Pathways is committed to providing a safe workplace with all reasonable mitigating protections for staff and clients as we re-open to staff and ultimately to the public. This document will outline the steps we will take and the protections and Personal Protective Equipment we will provide. These policies have been made in consultation with Pathways' Joint Health and Safety Committee and have received sign off from both worker and Management chairs.

1.0 Measures in place

1.1 Measures for Hygiene

1.11 Hand sanitizer

Hand sanitizer will be available throughout the building, including each entrance and exit, and in all workshop rooms.

1.12 Signage

Signage will be used to encourage appropriate hand sanitizing, sneezing, and coughing protocols.

1.13 Sneeze Guards

Sneeze Guards will be installed on all desktops where direct client contact is made.

1.14 Cleaning and disinfecting procedures

Rooms, washrooms and offices will be disinfected during and at the end of each day. Additionally, all staff will be given disinfection kits for their office to manually disinfect throughout the day.

1.15 Guidelines for distancing, handwashing and sneezing/coughing

Staff and clients will be directed to practice social distancing protocols, and signage for handwashing and proper sneezing/coughing protocols will be prominently posted

1.16 All cloth covered chairs, except for office desk chairs, will be stored temporarily and replaced with plastic chairs for ease of disinfection.

1.2 Measures for distancing

1.21 Reconfiguration of rooms

Pathways will configure workshop rooms to provide distancing to ensure compliance with regulations and safety for clients

1.22 Limitation of numbers

Pathways will limit enrollment numbers to ensure social distancing is possible.

1.23 Signage and floor markings

Signage and floor markings will be put up to direct clients to appropriate distance from one another.

1.3 Measures for screening

1.31 Signage

Signs will be installed asking that anyone who has been symptomatic, with someone who has been symptomatic, or who has been outside of Canada in the past 14 days to not enter the building.

1.32 Entrances

Entry to the building will be limited to the main entrance until such time as it is decided that screening need not continue

1.33 Availability of infrared thermometers

Infrared thermometers will be available for use by authorized staff if a client or staff member appears symptomatic and requests a temperature check

1.4 Available Personal Protective equipment

1.41 Masks

1.42 Face shields

1.43 Hand sanitizer

1.44 Office sneeze guards

1.45 Nitrile gloves

2.0 Protocols and Practices

If you are sick you are asked to

2.1 Stay away from the building

2.2 Visit an assessment centre for testing and stay home until you receive clearance

2.3 If you have had contact with others who are sick or who are/have been diagnosed with any infectious virus /disease you must inform Pathways Leadership Team

3.0 Enforcement

3.1 Staff and clients will be asked to maintain social distancing and appropriate hygiene with respect to handwashing and coughing/sneezing on site at Pathways

3.2 Clients who fail to maintain social distancing or appropriate sneezing/coughing protocols will be verbally warned twice and then asked to leave the building for the day. Upon return the next instance of failure to follow protocols will result in their being disallowed from entering the building.

3.3 Staff are asked to both model and follow the appropriate protocols and measures related to distancing, hygiene, utilization of PPE and reporting.

Approved by Joint Health & Safety Committee, June 10, 2020

Signed by

Date

Christopher Goss, Worker Chair

June 10, 2020

Jerry Colwell, Management Chair

June 10, 2020