

COVID-19: Human resources to support nonprofits and charities

Guidelines for organizations to open/reopen and operate under COVID-19

Public Services Health and Safety Association (PSHSA)

June 2020

The **Public Services Health and Safety Association (PSHSA)** has provided some specific guidance links to assist various non-profit sector participants with opening/reopening enclosed in this document.

This resource was collected and edited as part of a joint project between the Ontario Nonprofit Network and Toronto Neighbourhood Centres to develop human resources materials to help Ontario nonprofits address the challenges posed by COVID-19. The resource has been reviewed by a committee of leaders working in the sector to ensure its relevance. Thanks to HR Transformations for researching and compiling this information.



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- Specific to PPE- go to [Ministry of Health](#)
- PSHSA information comes from generic health and safety documents (MOL, Public Health Ontario) and PSHSA creates docs from that: <https://www.pshsa.ca/covid-19>

Tip: PSHSA guidance documents titled for specific sectors, BUT are applicable more broadly; depends on what organizations DO so consider activities of your organization, not just follow by document title

Arts and culture- e.g. performing centres, workshop spaces [Entertainment, museum and gallery](#); [Library](#)

Childcare: [Childcare centres](#)

Community services, social services- may cover shared spaces and hubs (may also want to use social and community services)

- [Home care and community services](#)
- [Social and community services](#)
- **Video for community care or congregate care focused organizations:**
<https://www.pshsa.ca/training/free-training/oasis-occupational-health-and-safety-during-covid-19-webinar-group-homes>

Faith-based: [Faith spaces](#)

Nonprofit housing

E.g. Consider congregate setting, scheduling shared amenities; office serving residents

- [Home care and community services](#)
- [Social and community services](#)

Shared spaces/community hubs (e.g. not public facing but different organizations in one building; rent space for meetings)- office settings one, social and community services- [Allied Health document](#) (people coming in and getting a type of service- although not registered body such as massage therapist, but still the same considerations)

Sports- indoor and outdoor- look at [Parks & Rec](#) (municipal guidelines may be helpful; to be released shortly)

Approach to reopening

Reopening assessment forms:

1. Needs assessment
2. Readiness assessment
3. Return to Work Roadmap
4. [Guidance documents](#)
5. [Duty to report](#)

Other resources

Guidance documents from Ministry of Labour by industry:

http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/2019_guidance.aspx

Workplace inspections for Health and Safety:

Sample reporting form for illness- [Occupational Illness: Infectious Disease Reporting Form](#)

Short Youtube videos on **using masks and hand hygiene** from Public Health Ontario

<https://www.publichealthontario.ca/en/videos/ipac-fullppe-on>

<https://www.publichealthontario.ca/en/videos/ipac-fullppe-off>

Resources for nonprofit workers

For employee focused documents: many of documents above link out from employer document to workers (e.g. Internal response system)

[Social and community services worker](#)

[Healthy worker resources](#)