

**PANDEMIC PLAN FRAMEWORK**

**Checklists for Group Homes**

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**Checklist 1: Managers and Supervisors**

**Physical and Mental Wellness**

* Do I know where to go for support for myself during the pandemic?
* Do I know where to go for support for the staff or family during the pandemic?
* Has the organization developed ways to keep those vulnerable individuals I support safe?
* Does the organization have a plan to minimize anxiety and safety concerns for residents and family?
* Have leadership and staff developed a plan to support the potential anxiety of some residents and their family if it is necessary for the residents to be transferred to another health care facility?

**Information and Training on Infection Prevention and Control (IPAC)**

* Do I know the difference between self-monitoring, self-isolation and isolation for COVID-19?
* Have residents, families, staff and volunteers been provided with pertinent information concerning:
  + Hand hygiene and why this is so important?
  + How to cough and sneeze safely?
  + What it means to maintain an appropriate physical distance?
  + How to put on and take off PPE?
* Have I had adequate training in proper handwashing?
* Have I received up-to-date information and training as how to clean and disinfect and the difference between the two?
* Is the information and guidance presented in the different languages that our residents, families and staff speak and understand best?
* Is the information available in a visual format to guide me through the necessary training procedures?
* Are all necessary materials and information available and easily accessible to those visiting the home?

**Mitigating High Risk Activities**

* Is my organization following the most current evidence-based guidelines to decrease the spread of COVID-19?
* Do I know where to find the evidence-based guidelines on decreasing the spread of COVID-19?
* Have I identified any high-risk activities in my organization during the pandemic?
* Have the staff been trained on how to perform those high-risk activities safely?
* Have staff been trained on how to safely handle, store and dispose of waste, such as used PPE?
* Do our workplace health and safety policies follow the appropriate guidelines?
* Does the organization have a plan in place to promptly identify and respond to residents, family members and staff with COVID-19 symptoms in the work environment?
* Are the staff trained in ensuring client privacy and confidentiality at this time?

**Checklist 1: Managers and Supervisors (cont.)**

**Physical Space**

* Has the physical space been reorganized to make sure people can distance themselves physically?
* Do you feel there are optimal conditions practiced and maintained in the physical environment?

*For example: cleaning and disinfecting, keeping the area uncluttered, using laminated posters to help with IPAC as they can be cleaned.*

* Are areas of the physical environment categorized based on risk of infection to determine frequency of cleaning and level of disinfection?

*For example: level of client/community traffic (staff break area, elevators, mobile equipment, eating areas, washrooms); type of activity performed (clinical or administrative); type of client served (those with an infectious disease or compromised immune system)?*

* Are you ensuring high-touch surfaces are being disinfected according to Public Health guidelines?

*For example: telephones, keyboards, doorknobs, light switches.*

**Checklist 2: For Staff (self-administered)**

**Physical and Mental Well-being**

* Am I able to access resources for my physical health during the pandemic?
* Am I engaging in activities that promote my self-care? (e.g., healthy eating, getting enough sleep, exercise or other physical activity or non-physical activity such as meditation)?
* Am I able to access mental health supports or counseling if I require it?
* Do I have people I can speak with when I have encountered difficult situations during the pandemic?

**Hand Hygiene**

* Have we been given the resources, knowledge and training about the most up-to-date handwashing and hand sanitizing practices?
* Am I able to access hand hygiene educational materials?
* Are there enough hand sanitizing stations with adequate supplies within the home?
* Am I able to access adequate hand sanitizer to cover all situations where I am not able to use soap and water?

**Personal Protective Equipment (PPE): Disposable Face masks, face shields/goggles, disposable gloves, and disposable gowns**

* Do I complete a COVID-19self-screening tool prior to entering the group home?
* Do I know what PPE means and which items are considered PPE?
* Do I feel I have been adequately trained in how to use the PPE, including how to put on and take off the PPE?
* Do I know which PPE items to use for day-to-day activities at the home during COVID-19?
* Do I know which PPE items to use when we have a COVID-19 outbreak at the home?
* Do I have access to the appropriate PPE to clean and disinfect the group home?
* Do I know where to find information and instructions as how to put on and take off PPE safely?
* Do I know where to safely dispose of used (non-reusable) PPE?
* Are there adequate quantities of PPE for all staff?
* If I must use an N95 mask have I been properly fitted?
* Do I know where I can find the proper N95 mask in the group home?
* Do I know what PPE materials to use when someone has a diagnosis of COVID-19?
* Is PPE accessible to staff as required?
* Do we have the PPE materials to keep the residents with COVID-19 and us safe?
* Do I have appropriate information and support to ensure that caregivers know how to use face masks appropriately while visiting?
* Do we have a supply of face masks at the entrance for visitors who do not have their own?
* If I have questions about PPE, do I know who to ask?

**Checklist 2: For Staff (cont.)**

**Physical Environment**

* Has the group home been set up in a way to allow for physical distancing?
* Does the staff meal break room or designated area allow for physical distancing?
* Do I know who is responsible for cleaning and disinfecting the physical environment?
* Do I know where to find the guidelines and advice in place when supporting someone who is positive for COVID-19?
* Do I know what to do when someone is **not able to follow the guidelines**(such as wearing a mask)?
* Do I know where to go for support when someone is **not following the guidelines**?

**Checklist 3: For Group Home Residents (interview format)**

**In-home Prevention, Screening and Testing**

* Do you know what COVID-19 is?
* Do you know how COVID-19 could affect you and others if you don’t protect yourself?
* Do you know what you can do to protect yourself from COVID-19?
* Do you feel supported to protect yourself from COVID-19 in your home?
* Do you understand how to keep a safe distance?
* Do you know how to cough or sneeze into your sleeve or into a tissue?
* Do you know what a COVID-19 test is?
* Do youknow how to get a COVID-19test?
* If you need a COVID-19 test, will your support staff help you get one?
* Do you know what happens during a COVID-19 test?
* Do you feel safe from COVID-19 in your home?

**Hand hygiene: Hand washing and sanitizing**

**Hand washing**

* Do you know **how** to wash your hands?
* Do you know **when** you should wash your hands?
* If you need help washing your hands, do your support staff help you?
* Are there **posters** to show you how to wash your hands?
* Do you know **where** the posters are?
* Are there **enough paper towels and soap** to wash your hands?

**Hand sanitizing**

* Do you know **how** to sanitize your hands?
* Do you know **when** you should sanitize your hands?
* If you need help sanitizing your hands, do your support staff help you?
* Are there **posters** to show you how to sanitize your hands?
* Do you know **where** the posters are?
* Do you know **where** to find the hand sanitizer in the house?
* If you are not at home, do you carry hand sanitizer with you?
* If youarenot at home, do you know **when** to use hand sanitizer?

**Personal Protective Equipment (PPE):Disposable Masks and Disposable Gloves**

**Masks: Does the person wear a disposable mask or a face shield?“Where possible, it is important to desensitize a person to wearing adisposable mask.”**

* Does the person wear a mask or face shield?

**Checklist 3: For Group Home Residents (cont.)**

\* *If the person being interviewed uses a* ***face shield rather than a mask, substitute the word “face shield” for “mask“in the following questions***

* Do you understand **why** you must wear a mask?
* Do you know **where to find a mask** in your home?
* Are there **signs or posters** to show you where the masks are?
* Do you know **when** you **need to** wear a mask?
* **If you’re not sure when to wear a mask**, do your support staff tell you?
* Do you know **how to put on** a face mask?
* If you **need help putting your mask on**, do your support staff help you?
* Do you know **when** you can **take the mask off**?
* Do you know **how to take off**your mask safely?
* Do you know **where to throw yourdisposable mask away**?
* Are there **signs or posters** to show you where to throw the disposable mask away?
* **If you’re not sure where to throw thedisposable mask away**, do your support staff tell you?

**Disposable Gloves:**

* Do you understand **why** you must wear disposable gloves?
* Do you know **when** you **need to** wear disposable gloves?
* **If you’re not sure when to wear disposable gloves**, do your support staff tell you?
* If you go to the doctor or hospital, do you wear disposable gloves?
* Do you know when you need to change your disposable gloves?
* If you don’t know when you need to change your disposable gloves, do your support staff tell you?
* Do you know **where** to find the disposable gloves in your home?
* Are there **signs or posters** to show you where the disposable gloves are?
* If you **need help with disposable gloves**, do your support staff help you?
* Do you know **when** you can take the disposable gloves off?
* Do you know **how to take off** your disposable gloves safely?
* Do you know **where to throw your disposable gloves away**?
* Are there **signs or posters** to show you where to throw the gloves away?
* **If you’re not sure where to throw thedisposable gloves away**, do your support staff tell you?

**Health and Wellness**

**Items 1 and 2 would only apply if visits are allowed**

* Are you able to see your friends that don’t live with you in person?
* Are you able to see your family in person?
* Do you understand why you can’t always visit withyour friends and family in person?
* Are you able to speak with your family on the phone or the computer?
* Are you able to speak with your friends on the phone or the computer?
* Do you have activities to do during the day that make you happy and are good for you?
* Do you have someone you can talk to about how you’re feeling?
* Are you able to see your health care provider by phone or on the computerwhen you need to?
* Do you ever go outside?
  + Every day
  + 2 to 3 times per week
  + 5 to 6 times per week
  + Never

**Guidelines:**

Public Health Ontario for care of individuals with suspect or confirmed COVID-19)

PHAC (Public Health Agency of Canada) and Public Health Ontario

*Ontario.ca How to develop your COVID-19 safety plan- Guide for Workplace*

**Educational materials for both staff and residents:**

[Wearing a mask: dos and don’ts](https://www.toronto.ca/wp-content/uploads/2020/06/96ac-038_COVID19_sign_safe-mask-wear_letter.pdf)

[Hand washing](https://www.toronto.ca/wp-content/uploads/2017/11/9975-tph-handwashing_poster_eng_Dec_2012_aoda.pdf)

[Hand sanitizing](https://www.toronto.ca/wp-content/uploads/2017/11/9984-tph-handsanitizing_poster_eng_Dec_2012_aoda.pdf)

[Cover Your Cough](https://www.toronto.ca/wp-content/uploads/2017/11/9929-tph-coveryourcough_poster_eng_Dec-2012_aoda.pdf)

[Wearing gloves](https://paautism.org/resource/wearing-gloves-social-story/)

**Social stories created by SPPI**

[If I become sick with Coronavirus](https://connectability.ca/wp-content/uploads/2020/04/COVID-19-If-I-Become-Sick-Social-Story.pdf)

[What I need to know about COVID-19 and the COVID-19 vaccine](https://realxchange.communitylivingessex.org/communications-plain-language/)

[Coronavirus Social Story](https://connectability.ca/wp-content/uploads/2020/12/Coronavirus-Social-Story-PDF.pdf)