

2020 Enumeration COVID-19 Safety Protocol: In person meeting

Screening for COVID-19

- Set up a table for hand sanitizer, masks, small garbage can beside table and the COVID-19 Screening Questionnaire.
- Fill out the questionnaire to prevent any use of the pen by a client. Client will be required to use the hand sanitizer when entering the office.
- Any other staff/personnel that enters the office will also be required to complete the COVID-19 Screening Questionnaire EACH time they enter the office.

Controlling the risk of transmission in your workplace

- Post all required signage (as per the Simcoe Muskoka District Health Unit) on the front door of the office.
- Masks are required (until you are seated in the common space sitting at a proper social distance). Ensure that there will be more hand sanitizer in the common space.
- Screening questionnaire must be completed prior to commencing. ALL questionnaires should be kept on file and are to be completed after each survey to ensure the continued safety of staff and client.

COVID-19 Safety Plan

- All these procedures will be discussed with the clients prior to the survey to ensure that there is no confusion and that all questions are answered clearly.
- Only 2 people should be in the office at the same time to limit social distancing issues and privacy issues.
- Limit the number of **ONE** 1:1 session if possible, to provide enough time to follow proper cleaning protocols.
- A cleaning schedule should be posted and signed each time a client has been in the office. There should be a thorough and proper cleaning of the office after each use.
- Maintain regular housekeeping practices, including routine cleaning and disinfecting of high touch surfaces, equipment, and other elements, example: doorknobs, light switches, desk surfaces, counters, touch screen surfaces and keypads.



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- It would be ideal to have at least a 15 min between each person coming for office visits to allow for cleaning of those touch points. This break will also allow the interviewer time to get ready as well.
- Surveys should take place in a room that will accommodate required social distancing.
- No outside food or drink should be permitted into the office.

Ensuring COVID-19 Safety Protocols

- Proper Signage posted on entrance to office
- Only 2 people in the office at a time to ensure safe social distancing
- Masks to be worn when social distancing is not possible
- No outside food or drink

Screening for COVID-19

- Every visit requires a COVID-19 Screening Questionnaire

Controlling the risk of transmission

- Hand sanitizer when you enter office
- Ensuring that everyone is consistent with a COVID-19 Safety Plan
- There will be no sharing of materials during visits. Any required materials will be prepared in advance and provided to client upon arrival.
- Once a meeting has begun it will remain in designated room.
- A schedule will be kept of when people have entered the office to ensure that all safety protocols have been followed. This should include a cleaning schedule.

Cleaning

- Thorough cleaning of entire office upon arrival.
- Thorough cleaning after every scheduled visit.
- Thorough cleaning after every staff visit.
- Staff to wears gloves **always** when cleaning and dispose of in garbage.
- Any garbage is to be removed the same day.



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