



Day Program Guidelines

During COVID-19

Mississauga Location

Section 1: Welcome Back

We've missed you!

The last several months have been a unique and challenging time for everyone. At Mind Forward, we've done our best to continue supporting our clients through one-on-one virtual calls and wellness checks, virtual psychosocial and peer support groups, and virtual day program group activities. We've even partnered with ABI agencies across the province to offer a wider range of groups and events for you to enjoy! Behind the scenes, we've also worked hard to prepare for a modified re-opening of our Mississauga Day Program, as well as our satellite programs in Central West and Halton. Our priority is to keep you safe and ensure we are following all Ministry of Health and Public Health Ontario safety protocols in anticipation of your return. For this reason, we will be using a phased approach in our re-opening plans.

For the initial phase (Phase 1) of re-opening, we will be offering a limited number of in-person groups per day with a maximum capacity of 7 participants per group to allow for safe social distancing. All groups will require you to complete and submit the waiver below and register with Day Program staff in order to participate. Drop-in services will not be available until further notice. We are also requesting that all Day Program participants provide proof of vaccination status during Phase 1.

We have renovated our Day Program to create a space that is warm and inviting for you to participate in meaningful activities. We've also added signs on the walls and floor markings to encourage social distancing and provide reminders on maintaining a safe environment.

Our goal is to share information that will help you make an informed decision as to how and when to return to our Day Program in person. While we don't have all of the answers; and the protocols and programs will likely change as we adapt to the changing environment, know that we are doing our best to implement modifications and measures to support you and our staff during these uncertain times. We will expand in-person services only when we believe we can do so as safely as possible for everyone and in the meantime, we will continue to offer a robust calendar of virtual groups.

The entire Day Services team is looking forward to welcoming you back to in-person programs. We are excited to incorporate new and unique groups and schedules to provide the best service possible with you in mind.

We look forward to seeing you!

Andrea Ure
Senior Program Manager, Community Services

Section 2: Creating a Safe Environment

Some characteristics of our Day Program - such as frequent social activities, group dining facilities, communal spaces, and shared transportation - may increase the risk of COVID-19 spread. Our Day Program staff are committed to ensuring that our staff and clients are in as safe an environment as we can reasonably provide at this time to participate in programs.

To meet this goal, we are limiting the number of clients attending the program on a daily basis and ensuring that our daily attendance schedules for both clients and staff are up to date.

Infection Prevention and Control

We are following the advice of Public Health Ontario and Peel Public Health in preventing the spread of COVID-19 and maintaining a clean, safe space for our staff and clients.

This includes but is not limited to:

- Actively screening all staff and clients prior to entering our day program space
- Cleaning high touch surfaces at least twice per day (doorknobs, electronic devices, light switches, etc.)
- Cleaning bathrooms after each use
- Providing clients with approved non-medical masks and other personal protective equipment (PPE)
- Providing clients with personalized activity kits
- Cleaning and disinfecting low touch surfaces daily (any surface at a location that has minimal contact with hands e.g., window ledges, doors, sides of furnishings)
- Carpets are vacuumed and floor are washed daily
- Keeping personal belongings in a designated area
- Cleaning recreational supplies after each use
- Furnishings being positioned to provide the appropriate physical distancing wherever possible
- Using Trillium Health Partners (THP) IPAC Hub's Checklist and Guidance for IPAC/COVID-19 Preparedness in Adult Day Services (ADS) as a guideline for reopening.

A. Screening/Rapid Antigen Testing

We will be screening clients using the following procedure when arriving at the day program:

- Screening tool adapted from Peel Public Health
- Temperature will be taken using an infrared thermometer
- Staff to administer Rapid Antigen tests to all participants upon arrival at the Day Program.

What is screening and why is it important?

Screening for COVID-19 is a series of questions asked to help in reducing the risk of spread of infection. The screening questions are not intended for the diagnosis or treatment of disease, including COVID-19. They include questions about symptoms, travel history in recent weeks, and exposure to someone who has been confirmed to have COVID-19. Ensuring that you are being truthful and honest when providing answers to the questions will help work towards the goal of creating a safe environment for our staff and clients.

This screening is **NOT** a COVID-19 test. The screening tool we use is adapted from Peel Public Health and may change in response to the pandemic.

Rapid antigen tests are easy to administer and produce results in as little as 15 minutes. They are most effective at identifying those with high viral load and high transmission potential.

B. Masking

Universal masking is required for all our staff while working with our clients. Clients are strongly encouraged to wear a mask or face covering. The Ministry of Long-Term Care Directive #3 allows masks in vulnerable populations, only if tolerated.

Upon entry to our programs, or attending mobile programming, Mind Forward will supply disposable masks for use by clients, if tolerated.

We will not be allowing masks that have been supplied by clients to be worn while participating in programming.

C. Personal Belongings

We would like to minimize the number of personal items being brought into our day program. Coats and boots will be safely stored separately to reduce transmission of infection.

While every effort is being made to minimize personal belongings at the program, please ensure that necessary assistive devices such as canes, walkers or transport wheelchairs are brought to the program. Personal belongings will not be stored overnight at the program.

D. Illness in the program

We are taking all possible measures to prevent COVID-19 and other illnesses from entering our day program. However, in the event that a client becomes ill while attending the program, staff will:

- Assess the client
- Isolate the client in a designated space, if needed
- Don additional Personal Protective Equipment, if needed
- Contact the care provider and **advise that pick up is required within an hour. If the clients uses Transhelp as their primary method of transportation, an emergency backup form of transportation will be arranged.**
- Require the care provider to contact their physician and/or public health for further guidance
- If suspected to be COVID-19, day program staff will contact Peel Public Health and await guidance on next steps

Note: If there is a suspected COVID-19 case among clients or staff, notification will be completed by Peel Public Health. Communication from our day program will follow providing information on the impact to the program.

Section 3: Preparing to Attend in Person - Checklist

Here is a checklist that can be used when preparing to attend in person programming.

- ✓ Review the signed/agreed upon consent form/waiver (see **Appendix II**).
- ✓ Confirm the following information on file is correct:
 - Emergency contact names and phone numbers
 - Power of Attorney
 - Substitute Decision Maker(s)
- ✓ Speak with our staff and provide updates to care or health status. This includes any changes since you last participated in in-person programming.
- ✓ Ensure medication is packaged so that it can be disinfected easily. The container(s) must also be labelled with:
 - the client's name
 - name of the medication
 - the prescription dose (how much to be given)
 - how often and time to be given
 - how the medication should be given (e.g. orally)
 - any special considerations
- ✓ **Arrange for transportation. Have a back-up transportation plan in place in the event of illness. If using a third-party service (i.e. Transhelp), be aware they have a screening process as well.**
- ✓ During Phase One of our reopening plan, we **will not** be providing drop-in. Please leave the building at the end of your group to allow for proper cleaning and disinfecting prior to the start of the next scheduled group. Align your drop-off and pick-up times with the times of your registered programs.

- ✓ Prepare personal items for daily use in a bag that can be transported to and from the day program (e.g. medications, personal care supplies).
- ✓ Ensure that you are not bringing any meals or snacks.

- ✓ Ensure that you do not have any symptoms of COVID-19. If you are unsure, please call Peel Public Health at 905-799-7700 before attending the day program.

- ✓ Be aware that caregivers are not able to go beyond the screening area; and must wear a mask in accordance with municipal by-laws.

- ✓ Prepare to wear a provided mask upon screening, if tolerated.

- ✓ Prepare to follow the physical distancing measures while attending our day program.

- ✓ Prepare to practice cough etiquette and hand hygiene.

Here are some helpful actions you can practice at home before returning to the program.

- ✓ Practice self-monitoring; check yourself each day. This will help you:
 - Identify the signs and symptoms of COVID-19
 - Identify any other changes in health

- ✓ Practice washing your hands. This will help with:
 - Getting used to more frequent hand washing and identifying any challenges
 - If hand washing proves challenging, practice applying hand sanitizer - 70% or higher alcohol content is an alternative to washing hands with soap

- ✓ Practice wearing a mask at home while doing activities of daily living, such as watching TV, reading, playing cards, puzzles. This may help with:
 - The transition to wearing a mask at the day program
 - Getting used to seeing people wearing masks on a regular basis and learning how to communicate while wearing a mask

- Identifying challenges you may have so you are able to communicate to the day program staff ahead of attending the program

Section 4: Day Program Contacts

Name	Title	Contact Information
Shane Stanissa	Mississauga Day Program Group Leader	905-949-4411 ext. 227 Shane.Stanissa@mindforward.org
Barbara Gilchrist	Day Program Coordinator	905-949-4411 ext. 253 Barbara.Gilchrist@mindforward.org
Andrea Ure	Senior Program Manager, Community Services	905-949-4411 ext. 242 Andrea.Ure@mindforward.org

Section 5: COVID-19 Resources

1. For more information from Public Health Ontario on strategies to prevent the spread of COVID-19, [click here](#).
2. Peel Region residents currently eligible to receive the COVID-19 vaccine can book an appointment at a clinic in Peel. Find out who can get the vaccine, and how to make your appointment [here](#).
3. We are following direction from Public Health Ontario and Infection Prevention and Control (IPAC) to maintain a clean, safe environment for staff and clients. IPAC's *Checklist and Guidance for Preparedness in Adult Day Services* was used to develop our Day Program COVID-19 Guidelines and were adapted from the Center for Disease Control and Prevention (CDC). [Click here](#) for more information including links to additional COVID-19 resources.

**Mind Forward COVID-19 Acknowledgement, Assumption of Risk,
Release of Liability, and Indemnity**

PLEASE READ CAREFULLY

I understand and acknowledge that the World Health Organization has classified the novel coronavirus, also known as COVID-19, a global pandemic. I am aware of and **acknowledge the risks** of contracting COVID-19 and specifically, the risk to personal health and adverse health effects or death caused by accepting the Services where there may be an increase in risk of coming into contact with COVID-19.

I, _____ (print name), wish to participate in Mind Forward's day program notwithstanding the COVID-19 global pandemic. By signing this document, I **acknowledge and agree to assume all risks associated with COVID-19** as it relates to my participation in the day program.

I, for myself, and on behalf of my heirs, executors, administrators, agents, and assigns, hereby release Mind Forward, including its employees and all those for whom it is in law responsible, from any and all liabilities, and I **agree to waive the right to bring any and all legal claims against Mind Forward in relation to my participation in programs during COVID-19**, notwithstanding that same may have been caused or contributed to by the negligence of Mind Forward for whom Mind Forward is in law responsible.

I acknowledge that Mind Forward is implementing guidelines directed by Peel Region Infection Prevention and Control (IPAC) to returning to day program during COVID-19, the most recent of which will be made available to me and can be found on the agency's website at:

www.mindforward.org

I acknowledge and agree that I am aware of the guideline and that I **will abide by the guidelines** as they may change from time to time. I acknowledge that the guidelines are subject to federal, provincial and municipal laws, regulations, by-laws and orders that may cause the guidelines to be amended. I **agree to assume all legal responsibility and liability for any loss or damage that may arise in connection with my non-compliance with the guidelines**

and I agree to indemnify and hold harmless Mind Forward for any loss or damage that Mind Forward may incur in connection with my non-compliance with the guidelines.

I understand this COVID-19 ACKNOWLEDGEMENT, ASSUMPTION OF RISK, RELEASE OF LIABILITY, AND INDEMNITY document is binding upon signing below.

Client Signature

Date

Substitute Decision Maker Signature

Date

- Please check here to indicate that you have reviewed the contents of this waiver in its entirety with your Case Manager or alternate Mind Forward representative and have had the opportunity to seek clarification and ask any questions that you may have.

Reviewed with: _____ **(Name of Mind Forward staff - Please Print)**

Mind Forward Staff Signature

Date