

IA COVID-19 UPDATE

For our Families, & other Visitors

Please be sure to wear a mask to cover your mouth

Please enter the building at the exact time for your appointment to avoid having people in our waiting room

Please be sure to wash/sanitize your hands when you arrive at the office and after your appointment

Please respect social distancing of 2meters with others in the office

PHYSICAL DISTANCING

Distancing: Our office will adapt rules for physical distancing between self-advocates, visitors and staff.

Guests: Our office will limit the presence of others accompanying the self-advocate. This may vary depending on the needs of each self-advocate.

Seating: Our office will modify seating in the waiting area / board table so there is appropriate space between seats.

Markings: Our office will have clear markings for physical distancing in the office.

Reminders: Our office will have printed reminders of measures to reduce the spread of COVID-19 posted in the office.

Arrival times: Our office will request that the self advocate, staff, families enter our office at the exact time for their appointment. Our office will also space the arrival times to best of our ability to ensure they can easily remain at a safe distance from each other.

Unnecessary movements: Our office will direct the self-advocate immediately to their designated area to prevent unnecessary movement from one area to another.

Booking: Our office will have email and voice mail options for families and visitors to set aside a time to meet with our staff.

CLEANING AND DISINFECTING

Our office will clean and disinfect all items (i.e. chair, table, etc.) that the self-advocate, support staff, visitors encountered using a surface disinfectant before and after each consultation.

Our office will perform a scheduled office-wide cleaning and disinfecting every 2 hours during opening hours and at the end of the day, in addition to the cleaning and disinfecting mentioned above.

HAND AND RESPIRATORY HYGIENE

Staff must wear appropriate PPE (masks & gloves), and apply the rules to properly don the PPE.

Self-advocates, familie, other visitors will be asked to wear a mask to their appointment. This will be communicated with them at the time of booking and they will be reminded when they enter the office. We will do our best to keep in supply enough masks for those that may forget. Masks can be removed once we can maintain 6ft/2m at the meeting area.

Upon arrival to the office, the self-advocate, family member, or other visitor will be asked to wash their hands with provided hand sanitizer. They will be asked to repeat this routine at the end of their session.

Administrative staff will wash their hands for at least 20 seconds with an alcohol-based disinfectant, or with soap and water in between each self-advocate, family or other visitor encounter if passing paper, pens, etc.

Our office will have disinfectant pumps available at the entrance as well as in all places that require contact with objects (i.e. signing forms, etc.).

Proper hand hygiene / hand washing signs will be posted in the washrooms, as well as at the entrance area.

PRE-SCREENING FOR SYMPTOMS

Self-advocates, family and other visitors will be pre-screened for symptoms at the time of booking an appointment using the "screening questionnaire for COVID-19".

Self-advocates family and other visitors will be screened for symptoms again the day of the appointment using the "screening questionnaire for COVID-19"

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Staff will be screened for symptoms at the beginning of their work day using the "screening questionnaire for COVID-19"

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On the day of the appointment, the office will document the self-advocate's family and other visitors' COVID-19 screen was completed and negative.

Self-advocates, family, other visitors', & staff will abide by the same recommendations as above if they meet even one of the following conditions:

Signs or symptoms such as fever, cough, difficulty breathing, diarrhea, or loss of taste or smell.

Return from a trip outside the Atlantic province within the last 14 days

Positive COVID-19 test within the last month or awaiting the results of a COVID-19 test

Close contact with a confirmed or probable case of COVID-19 within the last 14 days