



FRIENDSHIP • SUPPORT • COMMUNITY

PHASE THREE SAFETY PLAN AND PROTOCOLS

UPDATED JULY 2021

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GENERAL SAFETY

Keeping yourself and others safe

ALL staff and individuals are expected to:

1. Stay home if they are sick. If you are exhibiting any of the following symptoms you **MUST** stay home:

- Fever
- Chills
- New or worsening cough
- Shortness of breath
- Sore throat
- New muscle aches or headache
- Diarrhea

Individuals experiencing illness, must stay home. Lifetime Networks will endeavour to provide you with virtual supports.

Staff experiencing any of the symptoms listed above, please contact your Coordinator or Manager.

Staff experiencing other symptoms of illness not listed above must contact your Coordinator or Manager. You may be required to stay away from work for at least 72 hours.

Please see the attached Infection Control Policy in [Appendix 4](#).

2. Practice Respiratory Etiquette.

- Cover your mouth and nose when coughing or sneezing (use your elbow or a tissue)
- Throw away used tissues
- Wash your hands or use a hand sanitizer every time you touch your mouth or nose

If you are unsure what this means please watch this video:

<https://www.youtube.com/watch?v=J2jbEetZ8G4>

3. Practice regular hand hygiene. This means washing your hands with soap and water or using Alcohol Based Hand Sanitizer:

- **Before, during, and after** preparing food
- **Before** eating food
- **Before** and **after** treating a cut or wound
- **After** using the toilet
- **After** blowing your nose, coughing, or sneezing
- **After** touching an animal, animal feed, or animal waste
- **After** handling pet food or pet treats
- **After** touching garbage

4. Wear a non-medical mask if you have not been more than 14 days since your second dose of COVID-19 vaccine.

OFFICE PROTOCOLS AND MEASURES IN PLACE

Entering

Quadra

If you are NOT 14 days past a second dose of a COVID-19 vaccine you must wear a mask upon entering.

ALL people entering the building at Quadra **must** wash their hands or use hand sanitizer upon entry.

Lambrick House

If you are NOT 14 days past a second dose of a COVID-19 vaccine you must wear a mask upon entering.

ALL people entering the building at Lambrick **must** wash their hands or use hand sanitizer upon entry.

Lambrick Park Church

If you are NOT 14 days past a second dose of a COVID-19 vaccine you must wear a mask upon entering.

ALL people entering the building at Lambrick Park Church **must** and wash their hands or use hand sanitizer upon entry.

Victoria Operatic Society (VOS)

If you are NOT 14 days past a second dose of the COVID-19 vaccine you must wear a mask upon entering.

ALL people entering the building at VOS **must** wash their hands or use hand sanitizer upon entry.

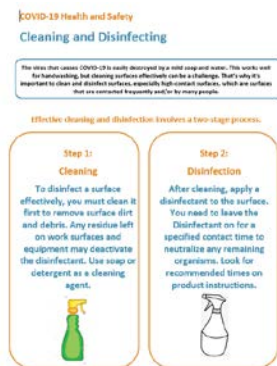
Cleaning and Disinfecting

Quadra

The office at Quadra street is cleaned professionally once per week.

High contact areas in communal spaces are cleaned and disinfected 2 times per day according to the checklist in [Appendix 1](#). The checklists for the office is on a clipboard in the small kitchen. A one pager describing Cleaning and Disinfecting is in [Appendix 3](#).

After use of a communal space, please ensure you clean and disinfect the table and chair you used. Cleaners and disinfectants are in the cupboard in the kitchen. They are located in the cupboard behind the door marked by this sign:



A cleaning schedule is created and adhered to by all in house staff.

Executive and Finance Director Offices are cleaned and disinfected by the Executive Director and the Finance Director.

The cleaners, disinfectants and clean microfiber cloths are located in the cupboard cabinet in the small kitchen.

The procedure for cleaning is as follows:

In order to complete this task properly you will need:

1. All purpose cleaner wipes/spray and paper towel for 'non electronic' surfaces
2. Disinfectant spray and paper towel for 'non electronic' surfaces
3. 2 Lint free microfiber cloths/rags for all electronic surfaces

Please initial upon completion of your cleaning task.

Procedure:

Wash your hands thoroughly.

Thoroughly clean, then disinfect, all areas identified on the below checklist.

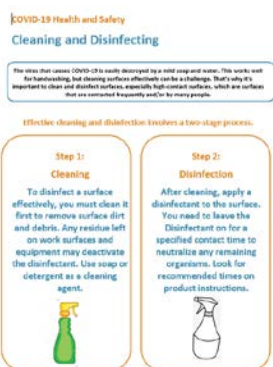
Dispose of used towels into open garbage that will be located in each office space. Used micro fiber goes in laundry hamper in the Laundry room downstairs.

Wash your hands thoroughly upon completion.

Lambrick House:

High contact areas in communal spaces, the Board Room, Gator Room and Dreaming Room are cleaned and disinfected 2 times per day according to the checklist in [Appendix 1](#). The checklists are on a clipboard in the cabinet in the bathroom. A one pager describing Cleaning and Disinfecting is in [Appendix 3](#).

After use of a communal space, please ensure you clean and disinfect the table and chair you used. Cleaners and disinfectants are in the cupboard in bathroom and in each shared space. They are located in the cupboard behind the door marked by this sign:



A cleaning schedule is created and adhered to by all in house staff.

The cleaners, disinfectants and clean microfiber cloths are located in the cabinet in the Bathroom.

The procedure for cleaning is as follows:

In order to complete this task properly you will need:

1. All purpose cleaner wipes/spray and paper towel for 'non electronic' surfaces
2. Disinfectant spray and paper towel for 'non electronic' surfaces
3. 2 Lint free microfiber cloths/rags for all electronic surfaces

Please initial upon completion of your cleaning task.

Procedure:

Wash your hands thoroughly.

Thoroughly clean, then disinfect, all areas identified on the below checklist.

Dispose of used towels into open garbage that will be located in each office space. Used micro fiber goes in laundry hamper on Cactus side sink area near art supplies.

Wash your hands thoroughly upon completion.

Lambrick Park Church

Cleaning and disinfecting occurs 2 times daily according to the checklist in [Appendix 1](#). The checklists are on a clipboard in the cabinet in the bathroom. A one pager describing Cleaning and Disinfecting is in [Appendix 3](#).

A cleaning schedule is created and adhered to by all in-house staff.

The cleaners, disinfectants and clean microfiber cloths are located are in a filing cabinet at LPC in the kids room.

The procedure for cleaning is as follows:

In order to complete this task properly you will need:

1. All purpose cleaner wipes/spray and paper towel for 'non electronic' surfaces
2. Disinfectant spray and paper towel for 'non electronic' surfaces
3. 2 Lint free microfiber cloths/rags for all electronic surfaces

Please initial upon completion of your cleaning task.

Procedure:

Wash your hands thoroughly.

Thoroughly clean, then disinfect, all areas identified on the below checklist.

Dispose of used towels into open garbage that will be located in each office space. Used micro fiber goes in laundry hamper on Cactus side sink area near art supplies.

Wash your hands thoroughly upon completion.

VOS

Cleaning and disinfecting occurs 2 times daily according to the checklist in [Appendix 1](#). The checklists are on a clipboard in the cabinet in the bathroom. A one pager describing Cleaning and Disinfecting is in [Appendix 3](#).

A cleaning schedule is created and adhered to by all in house staff.

The cleaners, disinfectants and clean microfiber cloths are located in the deck boxes owned by Lifetime Networks

The procedure for cleaning is as follows:

Remember – Cleaning and disinfectant supplies can be found in the supply cabinet in the Rhino room.

In order to complete this task properly you will need:

1. All purpose cleaner wipes/spray and paper towel for 'non electronic' surfaces
2. Disinfectant spray and paper towel for 'non electronic' surfaces
3. 2 Lint free microfiber cloths/rags for all electronic surfaces

Please initial upon completion of your cleaning task.

Procedure:

Wash your hands thoroughly.

Thoroughly clean, then disinfect, all areas identified on the below checklist.

Dispose of used towels into open garbage that will be located in each office space. Used micro fiber goes in laundry hamper on Cactus side sink area near art supplies.

Wash your hands thoroughly upon completion.

PERSONAL AND COMPANY VEHICLE PROTOCOLS AND MEASURES IN PLACE

Cleaning and Disinfecting (Lifetime Networks' Vehicles)

Thoroughly clean and disinfect vehicles before and after use. All cleaning equipment is available in the vehicle.

Procedure:

Wash your hands thoroughly when entering the building and before picking up keys.

Upon completion of the exterior safety inspection, you can begin to clean and disinfect the interior vehicle. Put your mask on. Thoroughly clean any common touch points. This can include steering wheel, door handles (inside and outside), seat belt unit, seats, driving log book, touch points on the exterior of the vehicle, and any other surface that may have been touched on the specific route to the seat.

Dispose of used towels in garbage after each use of vehicle.

Use hand sanitizer once completed the clean.

A one pager describing Cleaning and Disinfecting is in [Appendix 3](#).

To complete this task properly you will need:

1. All purpose cleaner wipes
2. Disinfectant spray

Cleaning and Disinfecting (Personal Vehicle)

When transporting a participant in your vehicle, you are recommended to clean and disinfect vehicle before and after use.

Transporting Individuals

It is at the driver's discretion whether passengers who are more than 14 days post their second dose of COVID-19 vaccine are required to wear masks. Passengers and drivers who are not more than 14 days post their second dose of COVID-19 vaccination are required to wear masks when in vehicles.

APPENDICES

Appendix 1- Cleaning Checklists

Quadra

Quadra office COVID Cleaning Task List

Clean and disinfect the following high touch places twice per week day:

- Faucet handles (kitchenette and bathroom)
- Soap dispensers (kitchenette and bathroom)
- Outside of microwave
- Fridge door
- Hand sanitizer dispensers (3)
- Door knobs and door touch points
- Cupboard handles and touch points (kitchenette, office supply cabinets)
- Light switches
- Toilet handle
- Printer touch points
- Blind wands
- Window locks (only if windows are opened throughout the day)
- Kettle handle

Used cloths are stored in the front closet in the orange bucket.

If you see that the bucket is full, please bring the dirty cloths downstairs to the laundry room. There are laundry detergent pods to use in the washing machine when we run low on clean cloths.

Lambrick House

- Table tops
- Chairs
- Light switches
- Door handles
- Communal equipment (games, laptops, instruments)

Lambrick Park Church

- Table tops
- Chairs
- Light switches
- Door handles
- Communal equipment (games, laptops, instruments)

Victoria Operatic Society

Theatre Troupe's Touch-Point Cleaning Checklist:

- Main Entrance by office door knobs
(front and back)

First Bathroom:

- door knobs (front and back)
- light switch
- taps
- toilet flushing handle

Second Bathroom:

- door knobs (front and back)
- light switch
- taps
- toilet flushing handle

- Green Room kitchen sink taps

- Door from Green Room to Rehearsal Hall knobs
(front and back)

- Door from Rehearsal Hall to Back Alley knobs
(front and back)

Appendix 2- Hydrogen Peroxide Safety Data Sheet

HYDROGEN PEROXIDE TOPICAL SOLUTION

3% (10 volume)

Hydrogen Peroxide 3% Topical Solution

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SAFETY DATA SHEET

1. IDENTIFICATION OF SUBSTANCE / MIXTURE AND OF SUPPLIER

Product Identifier: Hydrogen Peroxide 3% Topical Solution
Product Form: Liquid
Other means of identification: Item No. 60080, Hydrogen Peroxide 3%
Product Use: First aid antiseptic, mild oxidizing solution

Supplier Details: maxill inc.
80 Elm St.
St. Thomas, ON
Canada, N5R 6C8

Emergency Contact: maxill inc. 519-631-7370, CANUTEC: 613.996.6666, ChemTel: 1-800-255-3924

2. HAZARDS IDENTIFICATION

GHS Classification for Mixture: Skin corrosion/irritation – Category 2
Eye damage/irritation – Category 2A

GHS Label Elements:



Signal Word: WARNING
Hazard Statements: Causes skin irritation
Causes serious eye irritation
Precautionary Statements: Wash face, hands and any exposed skin thoroughly after handling
Wear protective gloves. Wear eye protection/face protection.
Response: IF ON SKIN: Wash with plenty of soap and water
Specific treatment (see supplemental first aid instructions on this label)
If skin irritation occurs: Get medical advice/attention
Take off contaminated clothing and wash it before reuse.
IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing.
If eye irritation persists: Get medical advice/attention
Storage: None
Disposal: None
Hazards Not Otherwise Classified: None known.

3. COMPOSITION AND INFORMATION ON INGREDIENTS

Mixture

Name	Product Identifier	% (w/w)
Hydrogen peroxide	(CAS) 7722-84-1	1 - 5
Purified Water	(CAS) 7732-18-5	50 - 100

Any concentration shown as a range is to protect confidentiality or is due to batch variation.

HYDROGEN PEROXIDE TOPICAL SOLUTION

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SAFETY DATA SHEET

There are no additional ingredients present which, within the current knowledge of the supplier and in the concentrations applicable, are classified as hazardous to health or the environment and hence require reporting in this section.

Occupational exposure limits, if available, are listed in Section 8.

4. FIRST AID MEASURES

Description of First Aid Measures

Inhalation: Remove to fresh air. Get medical attention immediately if symptoms occur.

Skin Contact: In the case of skin irritation or allergic reactions, wash off immediately with soap and plenty of water for at least 15 minutes. Get medical attention if irritation persists.

Eye Contact: Irrigate copiously with clean water for at least 15 minutes, holding the eyelids apart and seek medical attention.

Ingestion: If swallowed do NOT induce vomiting and obtain immediate medical attention.

Most important symptoms/effects, acute and delayed

Burning sensation

Eyes: Causes serious eye damage.

Skin: Causes severe skin burns and eye damage.

Indication of Any Immediate Medical Attention and Special Treatment Needed

Notes to physician: No information available

See toxicological information (Section 11)

5. FIRE FIGHTING MEASURES

Extinguishing Media

Suitable Extinguishing Media: Use extinguishing measures that are appropriate to local circumstances and the surrounding environment.

Special Hazards Arising from the Substance or Mixture

No information available

Hazardous decomposition: Carbon oxides.

Special protective equipment for fire-fighters: In the event of fire, wear self-contained breathing apparatus.

6. ACCIDENTAL RELEASE MEASURES

Personal Precautions, Protective Equipment and Emergency Procedures

Avoid contact with eyes and clothing. Ensure adequate ventilation. Use personal protective equipment as required.

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HYDROGEN PEROXIDE TOPICAL SOLUTION

3% (10 volume)

Hydrogen Peroxide 3% Topical Solution

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SAFETY DATA SHEET

Environmental precautions:

Refer to protective measures listed in Sections 7 and 8. Prevent further leakage or spillage if safe to do so.

Methods and materials for containment and cleaning up

Prevent further leakage or spillage if safe to do so. Soak up with inert absorbent material. Pick up and transfer to properly labeled containers.

7. HANDLING AND STORAGE

Precautions for Safe Handling

General Procedures:

Handle in accordance with good industrial hygiene and safety practice. Avoid contact with skin, eyes or clothing. Do not eat, drink or smoke when using this product. Take off contaminated clothing and wash before reuse.

Storage:

Keep containers tightly closed in a dry, cool and well-ventilated place. Store locked up. Keep out of the reach of children.

Incompatible Products:

Strong acids. Strong oxidizing agents. Strong bases.

8. EXPOSURE CONTROLS / PERSONAL PROTECTION

Exposure Controls

There is no exposure data pertaining to the Product. This section reflects exposure data pertaining to individual ingredients.

Occupational exposure limits

Ingredient name	Value Type (form of exposure)	Control Parameters/ Permissible concentration	Basis
Hydrogen peroxide	TWA	1 ppm (1.4 mg/m ³)	OSHA
	TWA	1 ppm	ACGIH
	TWA	1 ppm (1.4 mg/m ³)	NIOSH
	IDLH	75 ppm	NIOSH

Appropriate engineering controls

Showers, Eyewash stations, Ventilation systems

Respiratory protection:

No protective equipment is needed under normal use conditions. If exposure limits are exceeded or irritation is experienced, ventilation and evacuation may be required.

Eye protection:

Tight sealing safety goggles.

Skin and body protection:

Wear protective gloves and protective clothing. Long sleeved clothing. Impervious gloves.

Hygiene measures:

Handle in accordance with good industrial hygiene and safety practice. Avoid contact with skin, eyes or clothing. Wear suitable gloves and eye/face protection. Do not eat, drink or smoke when using this product.

9. PHYSICAL AND CHEMICAL PROPERTIES

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**HYDROGEN PEROXIDE
TOPICAL SOLUTION**

3% (10 volume)

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Topical Solution****maxill****SAFETY DATA SHEET**

Appearance (physical state)	Liquid.
Colour	Clear, colourless
Odor	Ozone-like
Initial boiling point	> 100°C
Freezing point	< 0°C
Flash point	Not available
Upper / Lower flammability or explosive limits	Not available
Vapor pressure	Approximately 18 mmHg
Vapor density	0.6 (air = 1)
Specific gravity	1.010
Partition coefficient: n-octanol/water	Not available
Auto-ignition temperature	Not available
Solubility(ies)	Soluble
pH	6.9 – 7.1

10. STABILITY AND REACTIVITY

Reactivity:	No available data
Chemical Stability:	The product is stable.
Conditions to Avoid:	None known based on information supplied
Incompatible Materials:	Strong acids. Strong oxidizing agents. Strong bases.
Hazardous Decomposition Products:	Carbon oxides.

11. TOXICOLOGICAL INFORMATION**Information on Toxicological Effects - Component****Acute Toxicity:**

Ingredient name	LD ₅₀ Oral	Species	LD ₅₀ Dermal	Species	LC ₅₀ Inhalation	Species
Hydrogen peroxide	801 mg/kg	Rat	4060 mg/kg 2000 mg/kg	Rat Rabbit	2 g/m ³ (4h)	Rat

Information on toxicological Effects

May cause skin redness. May cause redness and tearing of the eyes. May cause blindness. Burning.

Irritation/Corrosion Information for Component**Skin corrosion/irritation**

Skin irritation: Remarks: Irritating to skin.

Serious eye damage/eye irritation

Eye irritation: Remarks: Irritating to eyes.

Delayed and immediate effects as well as chronic effects from short and long-term exposure

Sensitization No information available.

Mutagenic Effects No information available.

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SAFETY DATA SHEET

Carcinogenicity	ACGIH (American Conference of Governmental Industrial Hygienists); A3 – Animal Carcinogen IARC (International Agency for Research on Cancer); Group 3 - Not Classifiable as to Carcinogenicity in Humans
Reproductive Toxicity	No information available.
STOT - single exposure	No information available.
STOT - repeated exposure	No information available.
Chronic Toxicity	No known effect based on information supplied.
Target Organ Effects	Respiratory system. Eyes. Skin. Blood. Lungs.
Aspiration Hazard	No information available.

12. ECOLOGICAL INFORMATION

Ecotoxicity information for product: No available data

Ecotoxicity information for Components:

Persistence and degradability:	No available data
Bio-accumulative potential:	No available data
Mobility in soil:	No available data
Other adverse effects:	No available data

13. DISPOSAL CONSIDERATIONS

Disposal methods: Transfer to a suitable container and arrange for collection by specialized disposal company. May be discharged to wastewater treatment installation. Avoid release to soil. Users need to pay attention to the possible existence of regional or national regulations regarding disposal. Disposal, treatment, or recycling of industrial waste must comply with applicable regulations to preserve the environment.

14. TRANSPORT INFORMATION

	DOT Classification	TDG Classification	Mexico Classification	ADR/RID	IMDG	IATA
UN number	Not regulated	Not regulated	Not regulated	Not regulated	Not regulated	Not regulated
Environmental hazards	No.	No.	No.	No.	No.	No.

Special precautions for user: none

15. REGULATORY INFORMATION

Safety, Health and Environmental Regulations for Product

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**HYDROGEN PEROXIDE
TOPICAL SOLUTION**

3% (10 volume)

**Hydrogen Peroxide 3%
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SAFETY DATA SHEET

US Federal Regulations

SARA 313

Section 313 of Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA). This product does not contain any chemicals which are subject to the reporting requirements of the Act and Title 40 of the Code of Federal Regulations, Part 372

SARA 311/312 Hazard Categories

Acute Health Hazard	Yes
Chronic Health Hazard	No
Fire Hazard	No
Sudden release of pressure hazard	No
Reactive Hazard	No

Canadian Regulations

This product is considered a natural health product (NHP) and is exempt of requirements of WHMIS 2015.

NPN 80076884

**16. OTHER INFORMATION:
INCLUDING INFORMATION ON PREPARATION AND REVISION OF THE SDS**

Disclaimer

maxill inc. believes that the information on this SDS was obtained from reliable sources. However, the information is provided without any warranty, expressed or implied, regarding its correctness. Some information presented and conclusions drawn herein are from sources other than direct test data on the substance itself. The conditions or methods of handling, storage, use and disposal of the product are beyond our control and may be beyond our knowledge. For this and other reasons, maxill Inc. does not assume responsibility and expressly disclaims liability for loss, damage, or expense arising out of or in any way connected with handling, storage, use, or disposal of this product. If the product is used as a component in another product, this SDS information may not be applicable. Information is correct to the best of our knowledge at the date of the SDS publication.

Cleaning and Disinfecting

The virus that causes COVID-19 is easily destroyed by a mild soap and water. This works well for handwashing, but cleaning surfaces effectively can be a challenge. That's why it's important to clean and disinfect surfaces, especially high-contact surfaces, which are surfaces that are contacted frequently and/or by many people.

Effective cleaning and disinfection involves a two-stage process.

Step 1:

Cleaning

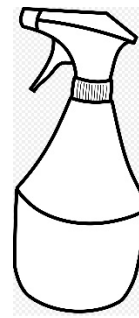
To disinfect a surface effectively, you must clean it first to remove surface dirt and debris. Any residue left on work surfaces and equipment may deactivate the disinfectant. Use soap or detergent as a cleaning agent.



Step 2:

Disinfection

After cleaning, apply a disinfectant to the surface. You need to leave the Disinfectant on for a specified contact time to neutralize any remaining organisms. Look for recommended times on product instructions



Appendix 4- Infection Control Policy

POLICY TYPE: HEALTH AND SAFETY STANDARDS

HSS POLICY TITLE: *INFECTION CONTROL*

PURPOSE

In keeping with a commitment to a healthy and safe environment for individuals, employees and students/volunteers, Lifetime Networks informs employees and the individuals served about communicable disease and universal precautions. The organization also takes steps to prevent the spread of communicable diseases and follows standard (universal) precautions.

DEFINITIONS

Universal Precautions are the steps we should take to protect ourselves when we come in contact with the body fluids of other people. Standard (universal) precautions are intended to stop the spread of infection (e.g. germs and/or viruses) from one person to another. The basic assumption is that all body fluids are potentially infectious. Body fluids include blood, semen, breast milk, urine, feces, vaginal secretions and saliva.

Communicable Diseases are conditions that are caused by, acquired and transmitted through infection or infestation, and that require special precautions to minimize the risk of spreading.

PROCEDURE GENERAL

1. Lifetime Networks provides employees, students/volunteers and individuals with the training needed to safeguard themselves and others from infections while performing job-related duties.
2. Lifetime Networks ensures that appropriate supplies are readily available and accessible within the program facility.
3. Lifetime Networks will ensure appropriate cleaning and disinfecting is occurring at all worksites.
4. As part of the admission to Lifetime Networks and its programs, employees sign a Wellness Declaration.
5. Employees and students/volunteers who support individuals are informed about the inherent risk of communicable diseases and provided with appropriate training on safe care practices.
6. Employees are aware of and follow the requirements regarding standard (universal) precautions.
7. Gloves can be accessed by all employees in the kitchen area or the bathrooms at the Lifetime facilities.
8. Employees who use personal vehicles to transport individuals are provided a personal first-aid kit that contain gloves to be worn in the event that they come in contact with body fluids.

PROCEDURES/REQUIREMENTS: STANDARD (UNIVERSAL) PRECAUTIONS

1. WEARING GLOVES

Gloves are to be worn by employees:

- if the skin on their hands is not intact (cuts, hangnails, eczema, rashes, blister)
- if contact with blood or body fluids is anticipated
- when touching non-intact skin (wounds)
- when cleaning and disinfecting equipment and items soiled with blood and body fluids
- when wiping up body fluids (blood, vomit, stool, urine)

Removing disposable gloves

- Remove gloves as soon as possible if they become damaged or contaminated
- Remove gloves before leaving the work area
- Do not wash and reuse gloves. Use new gloves for each new task
- Follow these steps when removing gloves to ensure there is no contact with blood or body fluids left on the used gloves:
 - With both hands gloved, grab outside of one glove at the top of the wrist.
 - Peel off this glove from the wrist to fingertip while turning it inside out as you pull the glove off and away from you.
 - Hold the glove you have just removed in your gloved hand.
 - With the un-gloved hand, peel off the second glove by inserting your fingers on the inside of the glove at the top of your wrist.
 - Turn the glove inside out while pulling it away from you, leaving the first glove inside the second.
- Dispose of gloves in a plastic bag. Deposit in the garbage.
- Wash your hands thoroughly with soap and warm water for at least 15 seconds as soon as possible after removing gloves and before touching non-contaminated objects and surfaces.

2. HAND WASHING

- Hand washing is the single best way to prevent the spread of germs from one person to another. Wash hands thoroughly with soap and water for at least 15–20 seconds. Always wash hands:
 - before preparing food
 - before mealtimes
 - after using the toilet
 - before and after providing first-aid
 - after contact with body fluids

3. BLOOD SPILLS OR OTHER BODY FLUIDS

- Before touching anything, put on disposable, waterproof gloves
- Wipe up visible material with disposable, absorbent material, such as paper towels

- Place soiled materials in a plastic bag before placing in the garbage; if necessary, change gloves before proceeding to next step
- Clean and decontaminate all affected areas (floors and any surfaces) by using a disinfectant with disposable, absorbent material. Refer to the MSDS sheet stored with the disinfectant for product handling procedures.
- Clean and decontaminate all reusable equipment and supplies using a disinfectant with disposable, absorbent material
- Remove and dispose of gloves as per directions above
- When finished, wash hands thoroughly with soap and hot water for 15-20 seconds.

4. STAYING HOME WHEN ILL

If staff or participants have symptoms of a communicable disease or infection they are to stay home until better or cleared by a doctor to return to services.

PROCEDURES AND GUIDELINES FOR COVID-19

1. People answering yes to any of the following statements are prohibited from Lifetime Network's sites:
 - a. Had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
 - b. Has been directed by Public Health to self-isolate.
 - c. Has arrived from outside Canada or has had contact with a confirmed COVID-19 case must self-isolate for 14 days, monitor for symptoms and check with a Manager before returning to Lifetime sites.
2. All people being supported and those providing supports follow safety procedures. Please see Phase Three Safety Plan and Protocols for requirements.
3. Any person who may start to feel ill during program will:
 - a. Report to their Worker, Manager or Coordinator, even with mild symptoms.
 - b. Be asked and expected to wash or sanitize their hands, don a mask, and isolate.
 - c. Be asked to go straight home. The Manager or Coordinator may call 811 for further guidance related to testing and self-isolation.
4. If a person is severely ill (difficulty breathing, chest pain) the Manager or Coordinator will call 911.
5. All surfaces that the ill participant or worker are in contact with will be cleaned and disinfected.