



FRIENDSHIP • SUPPORT • COMMUNITY

SAFETY PLAN AND PROTOCOLS

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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

If someone in your household begins exhibiting these symptoms, contact your Coordinator or Manager for further direction.

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 7](#).

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

Lifetime Networks will supply 1 bottle of refillable Hand Sanitizer to each employee. Participants and families are expected to provide their own for use during supports.

4. When possible maintain physical distancing (2 meters apart from one another). When physical distancing is not possible non-medical masks must be worn. **Lifetime Networks will supply at least one mask per employee. Participants and families are expected to provide their own.** Use the following video to learn how to safely put on and take off a reusable mask:

https://www.youtube.com/watch?v=AE_4B7yNw_Q

If wearing a mask is not possible for you due to safety reasons, please contact your Program Coordinator or Manager.

5. If participants have travelled out of the country within the last 14 days, they will be asked to stay home, Lifetime Networks will endeavour to provide virtual supports.

OFFICE PROTOCOLS AND MEASURES IN PLACE

Occupancy Limits

Total Occupancy Limit for 2533 Quadra Street: 25 people

- a. Total Occupancy Limit for small Kitchen: 1 people
- b. Total Occupancy Limit for Meeting Room: 5 people
- c. Total Occupancy Limit for Coordinators Office #1 : 4 people
- d. Total Occupancy Limit for Executive Director Office: 6 people
- e. Total Occupancy Limit for Manager's Office: 4 people
- f. Total Occupancy Limit for Coordinators Office #2: 3 people

Total Occupancy Limit for Lambrick House: 28 People

- a. Total Occupancy Limit for Tiger Room: 6 people
- b. Total Occupancy Limit for Hamster Room: 6
- c. Total Occupancy Limit for Kitchen: 1
- d. Total Occupancy Limit for Gator Room: 4 people
- e. Total Occupancy limit for Rabbit Room: 3
- f. Total Occupancy Limit for Citizen/LIFE based office: 3
- g. Total Occupancy Limit for Dreaming room: 2
- h. Total Occupancy Limit for Foyer: 4

Total Occupancy Limit for Lambrick Park Church: 15

- a. Total Occupancy Limit for Kids room: 15 people

Total Occupancy Limit for 42ish media studio: 25

Entering and Exiting

Quadra

ALL PEOPLE entering the building at Quadra must sign in. The sign in sheet will be on a clipboard to the right of the front door as you enter.

ALL people entering the building at Quadra **must** don a mask (unless granted an accommodation) and wash their hands or use hand sanitizer upon entry.

Lambrick House

ALL PEOPLE entering the building at Lambrick House must sign in. The sign in sheet will be on a clipboard to the right of the front door as you enter.

ALL people entering the building at Lambrick **must** don a mask (unless granted an accommodation) and wash their hands or use hand sanitizer upon entry.

Lambrick Park Church

ALL PEOPLE entering the building at Lambrick Park Church must sign in. The sign in sheet will be on a clipboard to the right of the front door as you enter.

ALL people entering the building at Lambrick Park Church **must** don a mask (unless granted an accommodation) and wash their hands or use hand sanitizer upon entry.

42ish media Studio

ALL PEOPLE entering the building at 42ish media Studio must sign in. The sign in sheet will be on a clipboard to the left of the front door as you enter.

ALL people entering the building at 42ish media Studio **must** don a mask (unless granted an accommodation) and wash their hands or use hand sanitizer upon entry.

Communal Spaces

Quadra

High contact areas in communal spaces are cleaned and disinfected 2 times per day. 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:



Please follow Room Occupancy Limits.

Lambrick House

High contact areas in communal spaces, the Board Room, Gator Room and Dreaming Room are cleaned and disinfected 2 times per day. 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:



Please follow Room Occupancy Limits.

Cleaning and Disinfecting

Quadra

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

Cleaning and disinfecting occurs 2 times daily according to the checklist in [Appendix 1](#). The checklists for the office is on a clipboard in the admin area. A one pager describing Cleaning and Disinfecting is in [Appendix 6](#).

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:

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 6](#).

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 6](#).

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.

42ish media Studio

Cleaning and disinfecting occurs 2 times daily according to the checklist in [Appendix 1](#). A one pager describing Cleaning and Disinfecting is in [Appendix 6](#).

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:

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.

Shared Workstations

Where ever possible staff members work at a workstation not shared with others. When sharing is unavoidable, the following procedure is followed:

1. Wash your hands thoroughly.
2. Thoroughly clean, then disinfect, any common touch points. This may include laptop keys, computer mouse, the desk surface, light switches, doorknobs, chair, and chair handles.
3. Dispose of used towels into open garbage bins located in each office space, used micro fiber goes in laundry hamper on Cactus side sink area near art supplies.
4. Wash your hands thoroughly upon completion.

Everyone who **shares** a workstation will do this everyday when working at the office.

Your workstation should be thoroughly cleaned and sanitized **before and after** you use your workspace.

In order to complete this task properly you will need:

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

1) Wash your hands thoroughly.

2) Do not spray any cleaning agent directly onto any electronics. Instead, spray the cleaning agent onto a microfiber cloth then wipe surfaces. Do not use a cloth that is too wet, or it could drip inside the machine. Please ensure to clean all touch points, buttons, screen, and handle.

3) Microfiber cloths go to laundry hamper located in Cactus room by sink near art supplies.

4) Wash your hands thoroughly.

You can wear a mask at your workstation to further limit spread. **Masks must be worn when not at your desk.**

Meetings and Outside Visitors

Meetings should occur outside or virtually whenever possible. If a meeting must occur in the office, please ensure maintain physical distancing and notify visitors of our procedures for entering, physical distancing and monitoring for signs of illness. Meetings must be prearranged staff and the visitor/individual and family. **Staff members welcoming visitors must sign them into the visitor log on the clipboard to the right of entry.** No communal pens are available, please bring your own pen and paper to the meeting. If the visitor has forgotten their pen, please provide them with one they can take home.

Working from Home

If you have identified a need to work from home for part of your week, please fill out an Accommodation Request and forward it to your Manager. Management will work with you to create a plan. Staff members are expected to follow the Work from Home Guidelines found in [Appendix 2](#).

Communal Equipment (Photocopier, Toaster Oven, Microwave, Laptops)

When using communal equipment the following procedures are required:

Photocopier and Microwave Exterior:

1. Clean and disinfect with a microfiber cloth two times daily.
2. The cleaning and disinfecting checklist and procedure is in [Appendix 1](#)

To complete this task properly you will need:

- 2 microfiber cloths
- Cleaner spray
- Disinfectant spray

Electronics and touch screens:

- 1) Wash your hands thoroughly.
- 2) Do not spray any cleaning agent directly onto the machine. Instead, spray the cleaning agent onto a microfiber cloth then wipe surfaces. Do not use a cloth that is too wet, or it could drip inside the machine. Please ensure to clean all touch points, buttons, screen, and handle.
- 3) Microfiber cloths go to laundry hamper located in Cactus room by sink near art supplies.
- 4) Wash your hands thoroughly.

Laptops:

1. All Laptops must be cleaned before and after each use if they are a shared laptop (these laptops are labelled with a white label stating "SHARED")

To complete this task properly you will need:

- 2 microfiber cloths
- Cleaner spray
- Disinfectant spray

Photocopier: to refill, please wash your hands before getting paper from the cupboard and after completion.

Toaster Oven:

- 1) Wash your hands thoroughly.
- 2) Do not spray any cleaning agent directly onto the machine. Instead, spray the cleaning agent onto a paper towel then wipe surfaces. Do not use a cloth that is too wet, or it could drip inside the machine. Please ensure to clean all touch points, buttons and handle.

3) Dispose of used towels into open garbage that will be located in each office space

4) Wash your hands thoroughly.

To complete this task properly you will need:

- Paper towel
- Cleaner spray
- Disinfectant spray

Personal Equipment (Office Supplies, Cutlery, Dishes, Mugs)

Each shared workstation has its own stapler. Staff members do not share pens, pencils or other office supplies with each other without disinfecting them first. Please wash your hands before and after accessing cupboards.

Staff members are encouraged to bring utensils and dishes from home and wash them at home.

Deliveries

Wherever possible, deliveries are contactless. When contact is unavoidable, maintain physical distancing.

PERSONAL AND COMPANY VEHICLE PROTOCOLS AND MEASURES IN PLACE

Occupancy Limits

Each row seats only 1 person and passengers are staggered. See [Appendix 3](#) for a poster of the expectations.

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 6](#).

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 required to clean and disinfect vehicle before and after use. All cleaning equipment is provided. Please use the cleaning equipment only when transporting participants for Lifetime Networks. It is not intended for personal use.

Procedure:

Wash/sanitize using hand sanitizer your hands thoroughly before beginning.

Upon completion of the exterior safety inspection, you can begin to clean and disinfect the interior vehicle. Thoroughly clean any common touch points. This may include door handles (inside and outside), seat belt unit, side of seat where hands have touched, touch points on the exterior of the vehicle, and any other surface that may have been touched on the specific route to the seat. Disinfect same areas using disinfectant spray.

Dispose of used wipes and gloves (if applicable) into garbage after each transport of participant.

Use hand sanitizer once completed the clean.

A one pager describing Cleaning and Disinfecting is found in [Appendix 6](#).

To complete this task properly you will need:

1. All purpose cleaner wipes
2. Disinfectant spray

Transporting Individuals

All people in the vehicle wear a mask when there is more than one person in the vehicle.

Each row seats only 1 person and passengers are staggered. When possible, drive with the windows open and do not use air conditioning. See [Appendix 3](#) for a poster depicting the expectations.

Using Cleaner and Disinfectant Provided for Vehicles

To use the all-purpose cleaner wipes:

One wipe per clean is sufficient. If there is significant soiling use an appropriate amount to clean.

To use Disinfectant:

Lifetime Networks is providing Hydrogen Peroxide 3% to disinfect.

Keep disinfectant out of direct sunlight, in glove box or compartment.

Spray lightly (one or two sprays per contact area). Allow to remain for 3-5 minutes.

The spray should evaporate, there is no need to wipe after spraying. If you have used too much you may need to wipe off excess. Use clean tissue or paper towel to do so along with a glove. Allow the area to dry before getting in the vehicle. Skin irritation can occur if direct contact is made with the solution while it is wet, severe eye irritation can occur if you get it in your eye.

Please see attached Safety Data Sheet for the disinfectant in [Appendix 4](#).

IN PERSON SUPPORT PROTOCOLS AND MEASURES IN PLACE

Maintaining Physical Distancing

All people maintain physical distancing (2 meters from each other). All people wear a mask when physical distancing cannot be maintained. A Manager or Coordinator may grant exemptions. Supports occur in spaces where it is possible to maintain physical distancing between supported individuals, staff and the general public. Please bring concerns about the ability to physical distance to your Program Manager or Coordinator.

Lifetime Networks Program Coordinators and Managers work with each individual and staff to identify meeting locations where physical distancing can be maintained.

Using Public Transit

If Public Transit must be used during a support shift, all people must wear masks and use hand sanitizer before entering the bus and masks must be worn for entirety of the trip. Hand sanitizer must be used upon exiting from the bus.

Washrooms

Before entering a washroom, public or private, please use hand sanitizer. Wash hands thoroughly with soap and water before leaving the washroom and use hand sanitizer upon exiting.

Personal Items (pens, colouring supplies)

All items used in programming will be disinfected between uses using 3% Hydrogen Peroxide. A Safety Data Sheet is available in [Appendix 4](#). All individuals will need to have a mask and hand sanitizer with them for all support shifts.

PRIVATE HOME SUPPORT PROTOCOLS AND MEASURES IN PLACE

Support in Homes

Where virtual or outdoor visits are not appropriate, home visits and outreach visits can be conducted. Prior to entering the home, staff members will conduct a verbal health check of the participant and other individuals whose participation is necessary to the appointment.

Staff participant and other accompanying individuals are to carry out hand hygiene before and after the visit.

Visits should take place in spaces large enough to allow adults from different households to remain 2 metres apart.

At Home Risk Assessment

All individuals who request private in home supports must consent to an At Home Risk Assessment. The Coordinator or Manager completes this Risk Assessment and provides all necessary training to staff members on how to minimize any risks associated. A copy of the Risk Assessment is sent to the Occupational Health and Safety team for review each month. The At Home Risk Assessment is attached in [Appendix 5](#).

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.

42ish media Studio

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

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)

Appendix 2- Working From Home Guidelines

GUIDELINES for TEMPORARY WORK from HOME (TELEWORK) DURING THE COVID-19 CRISIS (April, 2020)	
1. Telework Location	Personal home office/designated work area
2. Schedule	Telework will be considered equivalent to work at the office in that the employee will report to work and be present at the designated home office during regular work hours. Teleworking will not be considered a mobile worker.
3. Employee Status, Benefits and Wages	Employees may be re deployed for the number of hours normally worked. Teleworking will not effect the employee's step on the wage grid.
4. Conditions of Employment, Legislation, Policy and Guidelines	The provisions of all relevant Lifetime Networks Policies and Procedures and Federal and Provincial legislation, will continue to apply. Employees' Job Descriptions remain in place during the COVID-19 pandemic and while working from home.
5. Occupational Health and Safety	<p>The Employee agrees to maintain a comfortable workspace with a table or desk and an upright chair and adhere to a guideline of standing at least two minutes after every thirty minutes of continuous seated work. Employee should consider and implement any ergonomic considerations as required.</p> <p>The Employee agrees to follow safe work practices and to promptly report any work-related accident or injury that occurs at the telework (home) location to the Program Manager.</p> <p>Employees should have a protocol for evacuating from the temporary workplace to a safe location if needed. Emergency contact with the Manager will remain the same during the COVID-19 pandemic.</p> <p>The Employee is required to report to the Manager if they are working alone or in isolation as defined by WSBC <i>"to work in circumstances where assistance would not be readily available"</i></p>

	<p><i>to the worker (a) in case of emergency, or (b) in case the worker is injured or in ill health". A safety plan will be implemented as required.</i></p>
6. Technology, Equipment, Materials and Supports	<p>The Employee and Employer have agreed on what equipment will be used to support the telework arrangement.</p> <p>All software used by the Employee on Employer computers must be legally acquired and licensed by the Employer and installed by appropriate personnel.</p> <p>All the equipment provided for teleworking shall remain the property of the Employer and must be returned should employment or the telework agreement terminate.</p> <p>Equipment and supplies provided by the Employer are to be used only for carrying out the Employer's work – Employer owned equipment shall not be utilized for personal use.</p> <p>The Employee will be responsible for all assets belonging to the Employer and will be responsible for the replacement value of those assets that cannot be accounted for.</p> <p>All applicable Lifetime Networks Policies and Procedures remain in effect.</p>
7. Costs	<p>The cost of any equipment and supplies provided by the Employer will be paid for and maintained by the Employer.</p> <p>Employees are expected to maintain the telework location including items such as homeowner or tenant insurance, heat and hydro. Employees are responsible for maintenance of their own equipment.</p>
8. Confidentiality/Security Standards	<p>Employees will be responsible to secure and protect the property, documents and information belonging to the Employer. The Employee has read and understands Lifetime's HRS Policy: Onboarding – Confidentiality Agreement for Employees, Volunteers and Board Members. Employees are responsible for protecting employee, person served and Lifetime Networks data. Employees are required to continue to</p>

	<p>implement established processes for securing their workspace.</p> <p>Information must be managed and disposed of in accordance with Lifetime Networks policies and procedures.</p> <p>Employees will promptly report to the Manager, any circumstances or incidents that may compromise the confidentiality of any property, documents or personal information in connection with their employment.</p> <p>Employees will continue to conduct all Lifetime Networks business and communication through previously established secure methods.</p> <p>Employees are reminded to conduct telephone, conference or video call in a private room in their home whenever possible. If not possible, then ensure that private information is not shared.</p>
9. Childcare/Family Care	<p>The Employee must ensure that dependent care arrangements are in place and that personal responsibilities are managed in a way that allows them to successfully meet their job responsibilities. Lifetime Networks will work with you to adapt your schedule if necessary.</p>

Appendix 3- Vehicle Safety Guidelines



VEHICLE SAFETY GUIDELINES



1 PRE VISIT CHECKLIST

Ask Covid-19 questions prior to each visit/meeting, and record in Sharvision in the Covid-19 Safety Checklist



2 WEAR A MASK

Wearing a mask (with some exceptions based on a person's needs)



3 SOCIAL DISTANCING

One person per each vehicle row sitting diagonally



4 SANITIZE VEHICLE

Ensure cleaning of the vehicle after each trip - Wipe seats, seatbelts, door handles, and steering wheel (cleaning supplies will be provided)



5 OPEN WINDOWS

When possible open windows. This will ensure that natural air flow is occurring.



Appendix 4- Hydrogen Peroxide Safety Data Sheet

HYDROGEN PEROXIDE TOPICAL SOLUTION

3% (10 volume)

Hydrogen Peroxide 3% Topical Solution

maxill

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.

MP-REF-60080S

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Revision 0: 01 May 2017
Replaces: N/Ap

HYDROGEN PEROXIDE TOPICAL SOLUTION

3% (10 volume)

Hydrogen Peroxide 3% Topical Solution

maxill

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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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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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	LD₅₀ Oral	Species	LD₅₀ Dermal	Species	LC₅₀ 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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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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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.

Appendix 5- At Home Risk Assessment

At Home Risk Assessment

Name: _____ Date: _____
Assessment Conducted _____

SECTION 1: Recommended Precautions

Can the individual and household members adhere to the following precautions:

1. Using appropriate hand hygiene ☐ Yes ☐ No
2. Using appropriate respiratory etiquette ☐ Yes ☐ No
3. Environmental cleaning is occurring regularly ☐ Yes ☐ No
4. Can maintain physical distancing in the home ☐ Yes ☐ No

Please provide details regarding risk, **including any risk of not participating** in the activity/restriction.
(Health, physical, mental, emotional, environmental, etc.).

Safeguard Plan (actions taken to minimize risks)

Person(s) responsible for the actions:

Is the in-home activity consistent with the individual's goals, and outcomes, as defined in the individual's Person Centered Plan or in their support needs? ☐ Yes ☐ No

Please explain:

SECTION 2: PRECAUTIONARY MEASURES

1. When consent for external release of information has been given, has the individual's family been informed of the risk and the steps taken to minimize risk? ☐ Yes ☐ No ☐ N/A
2. Has the staff member responsible for this task (Community Support Worker) been informed of the risk and trained on the steps taken to minimize risk? ☐ Yes ☐ No

SECTION 3: OVERALL RISK CONCLUSION

Based on all information collected, do the benefits of the proposed activity or identified risk outweigh the risks to the individual and/or staff? ☐ Yes ☐ No

Is participation in the activity, or engaging with the identified risk, supported by Lifetime Networks?

☐ Yes ☐ No

Review date: _____ Person responsible: _____

*Must be reviewed annually.

Manager's Signature

Date

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 7- INFECTION CONTROL

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.