



ENCORE EDUCATION CENTRE

B-146 Chevrier Ave
Cornwall, ON K6H 1S1
www.encorecornwall.com
encore@cogeco.net
613-937-1525

COVID-19 Safety Plan

Name: Stormont, Dundas & Glengarry Seniors' Education Centre Inc.
(Aka Encore Seniors' Education Centre, Encore Education Centre)
Within this document – ENCORE.

Address: 146 Chevrier Ave.
(Le Centre Charles-Émile-Claude Building)
Cornwall, ON K6H 1S1

Date Completed: Sept.30, 2021

Revision Date:

Date Distributed: Oct. 14, 2021

Developed by: Winston Smith

Others Consulted: Gord Hogan, Duncan McPhee, Linda Mercer, Adrienne Toews, Murray Barkley, Bill Fry

Approved by: Stormont, Dundas & Glengarry Seniors' Education Centre Inc. Board of Directors, Oct. 6, 2021.

This plan will address concerns for COVID-19 safety for employees, volunteers and members/participants of ENCORE.

Please note that ENCORE rents and occupies one office and one classroom from Le Centre Charles-Émile-Claude, a repurposed school, who takes responsibility for COVID-19 safety in all common areas (entry, hallway, wash rooms). From time to time ENCORE rents additional rooms when more space is required.

For detailed information about ENCORE visit www.encorecornwall.com

A draft of this plan was reviewed by EOHU and their suggestions have been incorporated in this edition.

1. Informing employees, volunteers, members and participants on how they can keep themselves safe from exposure to COVID-19.

- This plan and its appendices will form the primary source of information for employees, volunteers, members and participants. The plan will be updated as required and will be available for easy access to all involved.
- ENCORE's website is an important communication tool. This plan will be made accessible through the website for all to read. The Website will also feature a "Popup" that alerts users to current COVID-19 safety procedures. www.encorecornwall.com
- This plan will include links to applicable Ministry of Health and EOHU instructions.
- Employees, volunteers and members were informed of special COVID-19 safety conditions that will apply to programs presented starting in October, 2021 by mail and email. **See Appendix A.**
- Employees and volunteers will be informed of this plan and how they can read and download it.

2. Screening for COVID-19.

- **See Appendix A** for an example of the **COVID-19 Self-Screening Questionnaire** that is used to screen participants in ENCORE presentations.
- Frequent reference must be made to the Website <https://covid-19.ontario.ca/download-covid-19-screenings#worker-and-employee-screening> where updates to screening requirements are posted. The Customer Screening Tool applies to our operation. The **Appendix B** Screener's Duties must be updated regularly to reflect new information.
- Employees & volunteers are expected to practise continuous self-screening and to advise the Program Coordinator or the COVID-19 Recovery Safety Director/Co-Director should they fail the COVID-19 Self-Screening Questionnaire. They are to confirm this with the office staff each time they visit the facility. They will also advise ENCORE how and when they will follow Provincial Protocols to eventually safely resume their duties. The Program Coordinator will maintain an attendance sheet for staff and volunteers that records individuals' presence in the office by date and indicates that self-screening has occurred.

3. Controlling the risk of transmission in the workplace and classrooms.

- When more than one person is in the office or classroom, masks will be worn and social distancing will be observed. This does not apply to situations where only 2 people are involved and they are from the same household.
- In the classroom, chairs are located at least 2 M from each other and participants remain masked during all activities. Participants are advised they must remain in seats. **See Appendix A** for specific instructions provided to participants before attending.
- The classroom is equipped with a medical-grade HEPPA air filter which will operate before, during and after each presentation. The filter is a HealthPro Compact model. Coverage is up to 1240 sq. ft., about twice the size of our classroom. We understand that its virus filtration efficiency exceeds that of equipment used in provincial classrooms.
- Screening participants: **See Appendix B** for instructions to the Screener.
- Coffee, water and snack provisions have been removed from the classroom for the duration of the pandemic. Participants are encouraged to bring their own water.
- Whenever the Program Coordinator introduces a Presenter to the class, he will repeat safety warnings about masks, remaining in seats and socializing.
- Coat hangers have been removed from the classroom. Participants should keep coats and boots with them at their place.
- Hand sanitation during the occupation and movement around the facility is required and facilitated.
- Volunteer Presenters have a particular role in controlling the risk of transmission in the classroom. **See Appendix D** for instructions to Presenters.

- Sanitation instructions and procedures have been documented and staff and volunteers are instructed to follow this protocol. **See Appendix C.**
- Board of Directors have appointed a COVID-19 Recovery Safety Director and Co-Director who have responsibilities including the maintenance and enforcement of this plan and the monitoring of any changes to Health Authority, EOHU regulations and direction.
- Employees, volunteers and members are encouraged to bring forward issues or improvements regarding this plan so that positive improvements can be made.

4. If there is a suspected case or suspected exposure to COVID-19 within ENCORE's area within Le Centre Charles-Émile-Claude building the details will be forwarded to the Eastern Ontario Health unit.

EOHU Contacts: Phone 613-933-1375 1 800 267-7120

info@eohu.ca (Emails are monitored Monday to Friday during regular office hours. Please provide a phone number where you can be reached during the day).

Use the contact form.

Website: [Homepage](#) | [EOHU](#) | [Public Health](#)

- All participants of ENCORE programs are Members.
- ENCORE maintains membership lists containing contact information
- Participants at each presentation session are recorded on an attendance sheet.
- Health assessment and Proof of Vaccination confirmation is recorded on attendance sheets.
- Instructions received from EOHU regarding exposures will be followed.
- The Program Coordinator with the COVID-19 Recovery Safety Director or Co-Director is responsible for the reporting and coordination of any responses to COVI-19 exposures.
- The Program Coordinator is responsible to keep a record of all program attendees and Presenters, the attendance sheets showing the verification of vaccination status and health assesments for each presentation along with a ready link to participant's contact information. Attendance sheets are normally kept for 7 years.

5. Managing new risks resulting from changes to our operations.

- The Program Coordinator and the COVID-19 Recovery Safety Director/Co-Director are responsible for monitoring the operation and identifying needed changes to the safety plan.

6. Evaluating and monitoring the effectiveness of the plan.

- During the first semester the plan is implemented it will be monitored daily by the Program Coordinator to ensure compliance and to develop improvements. As the plan matures, monitoring and review schedules will be implemented by the COVID-19 Recovery Safety Director/Co-Director. Presenter/Instructors, staff and volunteers will be encouraged to observe opportunities for plan improvements.
- Modifications deemed appropriate by the COVID-19 Recovery Safety Director Director/Co-Director will be made to the plan on an as-required basis and a revised plan will be posted/circulated.

7. A "snapshot" for public viewing is not required as the complete plan will be made available.

APPENDIX A



ENCORE EDUCATION CENTRE

B-146 Chevrier Ave
Cornwall, ON K6H 1S1
www.encorecornwall.com
encore@cogeco.net
613-937-1525

September 27, 2021

PLEASE NOTE A CORRECTION TO THE PRINTED PROGRAM:
Course #13-El Camino De Santiago: The Way of Saint James
Correct date for this course is:
Wednesday, Nov. 17, 1:00 to 3:00 pm

ATTENTION!!

ENCORE is attempting to resume operations during a difficult phase of the COVID pandemic. Rules are somewhat fluid and we must adjust to keep everyone safe. If there is any conflict between what is stated on this notice and any other previous communications, (the printed program, earlier communications, etc.) **the information here is what applies to our operation as of this date.**

1. All participants must be registered before the day of the presentation. No new participants will be accepted "at the door". This is to protect staff, volunteers and participants from any unnecessary interactions. Please make all payment arrangements on the phone when you register.
2. Seating for our presentations is limited due to distancing requirements.
3. You are required to provide a proof of vaccination document (or exemption certification) and photo I.D. to the Screener near the classroom door. Please have your information available to save delays. There will be no exceptions to this Provincial regulation.
4. All social distancing, reduced contact, hand sanitizing and mask requirements apply in our building to protect participants, volunteers and staff. Please follow these rules. Please avoid group socializing.
5. If you leave the room at the break or during the presentation, please sanitize your hands before re-entering the room.
6. **Health Screening**

On the reverse of this notice is a **COVID-19 Self-Screening Questionnaire** which all participants are asked to complete before arriving at the ENCORE facility. Each participant will be asked verbally at the greeting station if they have read and agree to these terms and the questionnaire in order to be admitted. Although it is important that you agree to these terms in advance, you do not need to bring this form with you.

7. While we have put measures in place to enhance safety and help reduce the risk of COVID-19 transmission, an inherent risk of exposure to COVID-19 exists in public places where people gather. By attending ENCORE presentations, you voluntarily assume all risks related to possible exposure to COVID-19 and agree to adhere to the health and safety precautions ENCORE has provided. Adherence to the above measures is required for admission to ENCORE presentations.

BOARD OF DIRECTORS

ENCORE Covid-19 Self-Screening Questionnaire

1. Are you currently experiencing one or more of the symptoms below that are new or worsening?

Symptoms should not be chronic or related to other known causes or conditions.

- Fever and/or chills, muscle aches
- Cough or barking cough (croup)
- Shortness of breath
- Sore throat, difficulty swallowing
- Pink Eye
- Headache
- Runny or stuffy/congested nose
- Nausea/vomiting, diarrhea, stomach pain
- Extreme tiredness
- Decrease/Loss of smell or taste.

2. Has a doctor, health care provider or public health unit told you that you should currently be isolating (staying at home)?

3. In the last 14 days, have you been identified as a “close contact” of someone who currently has COVID-19?

4. In the last 14 days, have you or anyone you live with travelled outside of Canada?

5. Is there anyone you live with currently experiencing any new COVID-19 symptoms and/or waiting for test results after experiencing symptoms?

If you have answered **NO** to all the above questions, you may enter the classroom.

If you have answered **YES** to any of the above questions, please stay at home, self-isolate immediately and contact a health care provider or Telehealth Ontario (1-866-797-0000) to get advice or an assessment, including if you need a COVID-19 test.

If you have answered YES to any of the above questions but have subsequently tested Negative, so advise the screener.

If any of the answers to these screening questions change before or during your visit, this screening result is no longer valid.

APPENDIX B

ENCORE Senior's Education Centre COVID-19 Safety Protocols Screener's Duties

NOTE: Both a face mask and a face shield will be worn by the screener while interviewing participants.

1. Arrive, ready for duty at least 40 minutes before course start.
2. Confirm that COVID-related safety notices, distance decals and sanitation devices provided Le Centre Charles-Émile-Claude are in place and operable and that a small table and chair are in place opposite the classroom door, on the line of distancing decals, for your use.
3. Ensure that the classroom air purifier is operating, that you have the Attendance Sheet, and a few Screening Questionnaires.
4. As participants arrive, ensure they line up with proper spacing and are wearing masks. (Apply the following procedure to the Presenter before the course begins.)

When they arrive at your desk:

1. Verify that they are on the Attendance Sheet. All registrations must be completed prior to the day of the course. If they are not registered they may not attend today's course. Advise them to refer to the program for future courses and ask them to leave the building, courteously!. If they have arranged to pay by cheque, accept the cheque, note the fact on the Attendance Sheet and give the cheque to Gord with the completed attendance sheet.
2. Ask for their proof of vaccination and photo I.D..(not required if they are marked as previously verified on the attendance sheet) Confirm that the last vaccination was more than 14 days before today's date. (Note: It is prudent to determine the 14 day cut-off date before receiving participants.) If all is correct, mark the Attendance Sheet that they are certified.

3. Health Screening

Each participant will have received a COVID-19 Self-Screening Questionnaire with the Fall Program mail out. Ask if they have read the questionnaire. If they answer yes, ask if they answered no to all questions. If they answered no to all questions, check off the Self-Screening column on the Attendance Sheet and proceed to step 4. If they have not done the self-screening, hand them a questionnaire, ask them to read it and respond verbally. If all answers are no, mark the Attendance Sheet and proceed to step 4.

NOTE: If they answer yes to any questions, confirm they have received a Negative COVID test since the contact. If so, they may continue. If not, politely ask them to leave the building immediately and record the incident on the attendance sheet. Such an incident will not trigger the need to report to EOHU as per Section 4 of the Plan.

4. Advise participants of the following:
 - Mask wearing and Social Distancing apply while they are in the building. **Participants are required to remain in their chairs throughout their time in the room.**
 - Coats and shoes should be kept with the participant at their place. (No Coatrack Use)
 - Socializing before the presentation and during breaks must take place from their seat.
 - If they leave the room during the presentation or during the break, they must sanitize their hands before re-entering the classroom.
 - If they have any business with the Office, ask them to telephone the office. For the safety of Staff, public use of the office is minimised.
 - When the course is complete, please leave the building ASAP. Socializing outside is encouraged.

5. When the course has started, confirm the name of the presenter and their health/vaccination status is on the sheet, sign and date the attendance sheet and return it to the Program Coordinator.

APPENDIX C

ENCORE Senior's Education Centre COVID-19 Safety Protocols

Sanitizer's Duties and Procedures

Disinfectant and equipment:

Product: Lysol Disinfectant Spray DIN 02246307

Location: Classroom.

Instructions on COVID-19 sanitation procedures.

Consult before first sanitizing session.

[Cleaning and disinfecting public spaces during COVID-19 - Canada.ca](https://www2.gov.bc.ca/gov/content/health/diseases/communicable/covid-19/cleaning-and-disinfecting-public-spaces-during-covid-19)

1. Sanitizer should arrive and prepare for duty 50 minutes before the course begins if you are screening, 30 minutes if you are only sanitizing. Follow the directions on the sprayer. Use only paper towels. Reusable cloths require washing in soap and water after each use.
2. Wear Your Mask! Wearing the gloves provided and using the equipment and chemicals provided, sanitize the desks and chairs in the classroom. Sanitize all other surfaces that might be touched by participants and the presenter including, markers, door jams and handles, etc. NOTE: A/V equipment/controls will be sanitized and stored by office staff.
3. Since office visits are restricted and office staff are in the building long after classes are complete, office staff are responsible for the sanitizing of the office. Daily, they will sanitize desks and chairs, cabinet door handles, keyboards, door handles and jams as well as any other surfaces that may be touched by staff.
4. When sanitizing is complete, complete the record sheet in the classroom, return gloves and materials to their storage location, hang the "Sanitized" sign on the door handle after closing the classroom door, and exit the building.

APPENDIX D

ENCORE Senior's Education Centre COVID-19 Safety Protocols

Presenter's Responsibilities

1. Presenters are volunteers or invited guests and are subject to all the COVID-19 Safety Plan provisions that apply to all participants.
2. As the leader of their particular presentation, they must assume additional responsibilities to ensure the safety of all participants and staff. These include:
 - Allowing for any short delays resulting from the screening process before beginning their presentation.
 - Reminding participants at the beginning of and during the presentation, if required, of the need to **remain seated** and wear a mask during the presentation and during the break.
 - Wear a mask during the presentation. A face shield is an acceptable alternative to a mask.
3. Presenters will note any deviations from the safety rules and attempt to correct the situation. If required, the Presenter will interrupt the presentation to bring the issue to the attention of the Program Coordinator for resolution. Should the Presenter have any suggestions to improve the COVID-19 safety aspects of the classroom activities s/he should advise the Program Coordinator after the class, preferably writing the suggestions on the Attendance Sheet for the record.

The continuing of our ENCORE program during this pandemic is dependent on our following an approved COVID-19 Safety Plan. Please help us to stay operational.