



## ENCORE EDUCATION CENTRE

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

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# ***COVID-19 Safety Plan (Revision #3, August 3, 2022; Based on a Board review of the Pandemic situation from Mar. to Aug., 2022)***

## **EXECUTIVE SUMMARY**

After careful deliberations reviewing the current situation of the COVID-19 Pandemic as it applies to potential participants in ENCORE activities, including the upcoming Fall Semester and office activities, it was decided that the following restrictions detailed in the this plan revision will continue for at least the Fall Semester:

- The wearing of masks
- Sanitation procedures
- Closing of the refreshment area and library (participants are encouraged to bring their own refreshments to the sessions.)
- Passive Screening
- Fee payment
- Hand Sanitizing
- Classroom air sanitizing

In addition, the following restrictions will no longer apply for at least the Fall Semester:

- Vaccination Certification

Provincial mandates have been lifted and society strives to regain normality. However, COVID-19 continues and an 8<sup>th</sup> wave variant is forecasted to hit this fall. The overriding concern of the Board of Directors is the health and welfare of our vulnerable Seniors that attend our classes and that of our valued staff that make all this happen. We hope we will be able to further reduce restrictions for the Winter Semester.

THE BOARD OF DIRECTORS.



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# COVID-19 Safety Plan (*Revision #3, August 3, 2022; Based on a Board review of the Pandemic situation from Mar. to Aug., 2022*)

## 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 is accessible through the website for all to read. The Website also features a "Popup" that alerts users to current COVID-19 safety procedures.  
[www.encorecornwall.com](http://www.encorecornwall.com)
- This plan will include links to applicable Ministry of Health and EOHU instructions.
- Employees, volunteers and members will be informed of special COVID-19 safety conditions that will apply to programs presented starting in September, 2022 *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.

- Active screening is no longer required of patrons. Organizations simply need to post a [passive screening poster](#) at their entrance in a conspicuous location. *Frequent reference should 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 **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. This does not apply to situations where only 2 people are involved and they are from the same household.
- The classroom is equipped with a medical-grade HEPA 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 to facilitate sanitation processes. Participants are encouraged to bring their own refreshments.
- Whenever the Program Coordinator introduces a Presenter to the class, he will repeat safety warnings about masks and other concerns.
- 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 (Winston Smith) and Co-Director (Duncan MacPhee) who has 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.
- 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 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 was implemented it was 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. As the pandemic recovery evolves and Provincial restrictions are eased, ENCORE will consider changes to the restrictions. 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.

## APPENDIX A



### ENCORE EDUCATION CENTRE

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August 3, 2022

The overriding concern of the Board of Directors is the health and welfare of our vulnerable Seniors that attend our classes.

ENCORE has resumed operations during the continuing COVID pandemic. Participants must consult our website at [www.encorecornwall.com](http://www.encorecornwall.com) to be certain what restrictions will apply to any program they may attend. The information here is what applies to our operation as of this date. The most current information will always be on our website.

1. Please make payment arrangements in advance by phone (credit card only) or through postal mail (cheques only).
2. The Encore Board of Directors believes that the safety of our participants, staff and presenters is most important and has decided to maintain the masking requirement.
3. Hand sanitizing and mask requirements apply in our building to protect participants, volunteers and staff. Please follow these rules. Although Social Distancing rules no longer apply, please maintain personal spacing whenever possible.
4. If you leave the room at the break or during the presentation, please sanitize your hands before re-entering the room.
5. Health Screening: Active screening is no longer required. A "Passive Screening" poster will instruct you.
6. While the coffee/tea/water provisions remain closed due to sanitizing and masking issues, participants are encouraged to bring their own refreshments to the sessions.
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

## **APPENDIX B**

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

**NOTE: Either a face mask or 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, particularly the self-screening poster (See Appendix B-1), and sanitation devices provided by Le Centre Charles-Émile-Claude are in place and operable and that a small table and chair are in place opposite the classroom door for your use. The screening poster should be hung in plain view on the table.
3. Ensure that the classroom air purifier is operating and that you have the Attendance Sheet.
4. As participants arrive, ensure they line up 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.
4. Advise participants of the following:
  - Mask wearing applies while they are in the building.
  - Coats and shoes should be kept with the participant at their place. (No Coatrack Use)
  - 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
5. When the course has started, confirm that the name of the presenter is on the sheet, sign and date the attendance sheet and return it to the Program Coordinator.

# Attention Visitors

If you have any of the following symptoms of **COVID-19**:

- Fever (temperature of 37.8°C/100.0°F or greater) and/or chills
- Cough (new or worsening)
- Shortness of breath
- Decrease or loss of taste or smell
- For children (<18 years old): nausea, vomiting and/or diarrhea
- For adults (>18 years old): fatigue, lethargy, malaise and/or myalgias

**OR** you have been exposed to someone with COVID-19 or someone who has any of the above symptoms, **please delay your visit AND contact either your health care provider, Telehealth Ontario (1-866-797-0000), or visit an Assessment Centre for testing.**



## **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-disinfecting-public-spaces-during-covid-19-canada-ca)

1.      Sanitizing is required after each and every session. 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 is 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 jambs 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**

**\*\*A copy of this Appendix is to be given to each presenter by the Program Coordinator\*\***

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 wear a mask during the presentation and during the break.
  - Clear communications are an essential element of any presentation. Many seniors lip read, even unconsciously, to enhance their understanding of verbal communications. Please wear a face shield in lieu of a mask, during your presentation. ENCORE will provide one if required.
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 in writing, for the record.

The safe continuing of our ENCORE program during this pandemic is dependent on our following our COVID-19 Safety Plan. Please help us to protect our participants and staff.