

Infection Prevention and Control COVID-19 Recovery Checklist For Resumption of Community-Based Group Activities

Updated: 21 July 2020

Name of Site:	
Name of Program:	
Date of Creation / Last Review:	

One part of developing your COVID-19 Safety Plan is identifying protocols to keep workers safe. Consider the elements below as you develop the plan for your workplace.

These protocols are not a list of requirements; however, they should be considered and implemented to the extent that they address the risks in your workplace. You may need to identify and implement additional protocols if the protocols suggested here do not sufficiently address the risk to your workers.

To be completed by program leadership, including group facilitator's or delegate(s).

Instructions

1. Assemble an assessment team that includes department leadership and worker representation from the Joint Occupational Health and Safety Committee (JOHSC). For sites without a JOHSC, the applicable safety representative should be part of the assessment team.
2. **This checklist for resumption of community-based group sessions should be added to existing site safety plans. This checklist should not be used as a stand-alone document; rather it should be completed and added to your existing site safety plans.**
3. Perform visual inspection of the designated group spaces within your facility to help plan for resumption of group sessions.
4. Review checklist and ensure outstanding elements have been implemented. (You may refer to other documents with more detail where applicable.)
 - Mandatory IPAC elements are marked with a red star (*)
5. If there are any concerns, identify further actions.
 - If you need extra support, consult with [IPAC Team](#) for further guidance.
6. Send the completed checklist to your JOHSC for review and inclusion in the JOHSC minutes.
7. A copy of the complete checklist must be sent to EmployeeSafety@vch.ca to be stored electronically.

Resumption of Group Activities: IPAC COVID-19 Recovery Checklist

Element		Status		Comments
		Yes	N/A	
1) Policies and Procedures				
1.1	A site safety plan has been completed. This checklist should not be completed in isolation and should be an addition to existing safety plans already in place.	<input type="checkbox"/>	<input type="checkbox"/>	
1.2	Consider potential unintended consequences (overdose, mental health crisis, etc.) of virtual-only service for special populations (homeless, people with cognitive impairment, etc.) who may not be able to participate. Resume in person groups for marginalized populations at high risk of overdose and those unable to participate virtually.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
1.3	There is a process in place to provide a virtual option for in-person sessions.	<input type="checkbox"/>	<input type="checkbox"/>	
1.4	Staff will follow VCH PPE Guidelines for Community when facilitating group sessions.	<input type="checkbox"/>	<input type="checkbox"/>	
1.5	1.5.1 (*) The facility will assess space allocated for group programs and determine the number of individuals that can be accommodated within the space while respecting physical distancing measures (2 metres between each individual).	<input type="checkbox"/>	<input type="checkbox"/>	
	1.5.2 If multiple programs are operating in a single facility, consider collaboratively planning for return of group sessions to ensure equal access to group spaces for all programs.	<input type="checkbox"/>	<input type="checkbox"/>	
	1.5.3 Consider using a shared calendar amongst multiple programs operating in a single facility to ensure a fair and equitable system for booking meeting spaces.	<input type="checkbox"/>	<input type="checkbox"/>	
	1.5.4 Consider alternative spaces to run group sessions (i.e. consider outdoor spaces when the weather is optimal).	<input type="checkbox"/>	<input type="checkbox"/>	
	1.5.5 Consider offering hybrid sessions (in-person concurrently with virtual access to group sessions) <ul style="list-style-type: none"> - Provide options for individuals that may not be comfortable attending in person. - Provides option to increase capacity of the session if space is a concern. - Consider rotating client attendance with virtual and in-person options so everyone has opportunities to attend sessions using both options. 	<input type="checkbox"/>	<input type="checkbox"/>	
	1.5.6 Where possible, due to space constraints, consider offering more frequent group sessions to accommodate the same number of participants.			
1.6 (*)	1.6.1 There is a process in place to screen individuals for signs and symptoms of COVID-19 (i.e. pre-screen phone calls; in-person upon arrival).	<input type="checkbox"/>	<input type="checkbox"/>	
	1.6.2 There is a process in place for meeting organizers to remind participants not to come in-person if they are feeling ill.	<input type="checkbox"/>	<input type="checkbox"/>	
	1.6.3 Staff and/or facilitators do not attend if they are ill.	<input type="checkbox"/>	<input type="checkbox"/>	
	1.6.4 There is a process in place to notify participants if a	<input type="checkbox"/>	<input type="checkbox"/>	

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	session is cancelled due to staff illness where an alternate facilitator is not available to run the session.			
1.6.5	No handshakes or physical contact.	<input type="checkbox"/>	<input type="checkbox"/>	

2) Environment

2.1 (*)	Alcohol-based hand rub (ABHR) is available at entrance and exit from meeting space.	<input type="checkbox"/>	<input type="checkbox"/>	
2.2 (*)	2.2.1 Facilitators ask that participants perform hand hygiene upon entry and exit from the meeting space using provided ABHR.	<input type="checkbox"/>	<input type="checkbox"/>	
	2.2.2 Visual alerts (e.g., signs, posters) indicating hand hygiene, respiratory etiquette and physical distancing are present in the meeting space.	<input type="checkbox"/>	<input type="checkbox"/>	
	2.2.2 Clear physical distancing indicators are in place within the meeting space.	<input type="checkbox"/>	<input type="checkbox"/>	
	2.2.3 Seats are spaced to maintain physical distancing.	<input type="checkbox"/>	<input type="checkbox"/>	
2.2.4	Meeting spaces have been de-cluttered and extraneous items (i.e. unnecessary furniture) are removed.	<input type="checkbox"/>	<input type="checkbox"/>	
2.3 (*)	There is a process in place to ensure meeting space and high touch areas are cleaned & disinfected before <u>and</u> after group sessions.	<input type="checkbox"/>	<input type="checkbox"/>	
2.4 (*)	VCH approved cleaning and disinfecting products are available in the space.	<input type="checkbox"/>	<input type="checkbox"/>	

3) Education

3.1	Participants have been provided information relating to COVID-19 and the measures in place to ensure safety within the facility.	<input type="checkbox"/>	<input type="checkbox"/>	
3.2	If group program is peer led by non-VCH staff there is a clear process in place for peer facilitators to follow to ensure the safety of participants and staff within the facility (i.e. development of a checklist for peer facilitator use; posting of a safety plan within the meeting areas; in-person meeting with peer facilitators to discuss new processes for group sessions).	<input type="checkbox"/>	<input type="checkbox"/>	

4) Equipment

4.1 (*)	If equipment is required for group sessions, ensure items are constructed of materials that can be cleaned and disinfected following the VCH Low Level Cleaning and Disinfecting Process linked here .	<input type="checkbox"/>	<input type="checkbox"/>	
4.2 (*)	For larger pieces of shared equipment (i.e. rehab equipment) – clean and disinfect between each client.	<input type="checkbox"/>	<input type="checkbox"/>	
4.3	Equipment required for group sessions is dedicated to individual participants for the duration of the group session – materials are cleaned and disinfected at the end of the group session (i.e. yoga mats, paint brushes, paints etc.).	<input type="checkbox"/>	<input type="checkbox"/>	
4.4 (*)	Materials that are not amenable to cleaning and disinfection should be dedicated to individual participants (i.e. provided to participant to take home and bring back for each additional group session;	<input type="checkbox"/>	<input type="checkbox"/>	

	labelled and stored on-site for the participant etc.).			
4.5	When purchasing equipment or materials for group sessions, ensure the construction of the item(s) is amenable to cleaning and disinfection.	<input type="checkbox"/>	<input type="checkbox"/>	

5) Considerations for Special Populations and Activities

5.1	Consider evidence based trauma informed practices and cultural sensitivity when resuming group activities – some populations may be sensitive to increased regimented policies which may negatively impact access to group sessions (i.e. tailor screening processes to make them more casual or friendly).	<input type="checkbox"/>	<input type="checkbox"/>	
5.2	For populations with cognitive impairments, consider the staff to client ratios that may be required to facilitate infection prevention and control practices within the meeting space (i.e. physical distancing; hand hygiene etc.).	<input type="checkbox"/>	<input type="checkbox"/>	
5.3	Group sessions that involve providing meals to participants should include the following recommendations:			
	5.3.1 Hand hygiene should be performed before and after meals.	<input type="checkbox"/>	<input type="checkbox"/>	
	5.3.2 No buffet style meal service.	<input type="checkbox"/>	<input type="checkbox"/>	
	5.3.3 Meals and beverages should be individually packaged for each participant.	<input type="checkbox"/>	<input type="checkbox"/>	
	5.3.4 Consider using disposable dishes, cups and cutlery for meal service (if not able to access a standard dishwasher).	<input type="checkbox"/>	<input type="checkbox"/>	
5.4	Group sessions that involve cooking should include the following recommendations:			
	5.4.1 Strict adherence to hand hygiene before, during and after cooking session.	<input type="checkbox"/>	<input type="checkbox"/>	
	5.4.2 All group sessions that involve cooking as a component of service must follow food safe practices and facilitating staff must have food safe certification.	<input type="checkbox"/>	<input type="checkbox"/>	
	5.4.3 Participants have a dedicated cooking station, including their own utensils and cookware.	<input type="checkbox"/>	<input type="checkbox"/>	
	5.4.4 No food sharing – participants will cook and consume their own individually prepared meal.	<input type="checkbox"/>	<input type="checkbox"/>	

6) Other

**Other
measures not
otherwise
mentioned**

Additional comments: