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Name of Organization: \_\_New Boundaries\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_79 Centennial Drive\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Lead Contact:\_\_\_Denise Long\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_August 12, 2020\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_902-798-5160\_\_\_\_\_\_\_\_\_\_\_ Email:\_\_\_\_executivedirector@newboundaries.ca\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approximate Pre-Covid-19 Participant Capacity: \_\_\_\_\_\_\_36\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Targeted date for resuming programming: \_\_\_\_\_September 10, 2020\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Planning for Participants**

Planning for participants must be completed before operations resume and participants are allowed on-site again. Ensure that programs are offered first for those who are least at risk, in ways that protect and support the participant and staff.

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| **Requirements** | Outline below how you plan to adhere to the mandatory activities and any recommended activities you plan to implement.  The proposed plan for this section must include how you intend to work with participants/families/residential service providers to identify participants who will participate, your planned daily capacity upon reopening, and how you plan to track daily logs of attendance and outings. |
| **Proposed Plan** | *New Boundaries’ paramount concern is supporting participants in a safe manner while providing meaningful programming that meets health and safety guidelines for all of New Boundaries stakeholders.*    *The following is New Boundaries proposed re-opening guidelines.*    *All staff, participants, caregivers and stakeholders are encouraged to promote and facilitate personal preventive practices in preventing a COVID-19 outbreak.1*  ·      *All staff, participants, caregivers and stakeholders will be given a copy of New Boundaries approved reopening plan prior to New Boundaries programming reopening.*  ·      *New Boundaries will have staff meetings to ensure all staff are informed and understand the new procedures.*  ·      *New Boundaries will have telephone meetings with participants/families and caregivers to communicate New Boundaries’ guidelines and procedures for reopening the programs.  New Boundaries will answer questions and if necessary, conduct home visits to assist in communicating the approved guidelines and procedures.*  ·      *New Boundaries will update our website, social media and internal messaging boards with New Boundaries’ approved reopening guidelines.*  ·      *New Boundaries will keep participants, families, caregivers, customers and stakeholders up to date on any COVID-19 health concerns.*  ·      *New Boundaries is planning on having a phased reopening plan. With three (3) Cohorts.  The first phase will have three (3) participants in each cohort.  Each cohort will consist of the same participants each day and the same designated instructor.  New Boundaries has only four (4) instructors, therefore one instructor will be a floater to assist when needed (help with participants, vacation time, sick time, etc.).*   * *Each Cohort will not consist of more than 10 people per group. This includes Participants as well as staff.*   ·      *As much as possible, the cohorts will consist of the same individuals on a day-to-day basis to minimize the risk of transmission.*  ·      *When participants need assistance with personal care; staff will wear PPE (face mask, gown and gloves).*  ·      *Each cohort will be socially distanced from the other cohorts.  Cohorts will each have their own dedicated room for their program area.*   * *Both Participants and Staff are expected to physically distance within their cohort and Cohorts will physically distance with other cohorts.*   ·      *New Boundaries has a dedicated staff member to monitor adherence to cohorts, gathering size and physical distancing requirements.*  ·      *Program areas have floor markers and signage for social distancing, hand washing, daily checklist, cough and sneeze etiquette, etc.*  ·      *Due to the limited space and layout of New Boundaries and the current recommendations for physical distancing, New Boundaries, at most, will only be able to support on site 50 % of the participants.*  ·     ***\*\*\*  If funding is available to hire another instructor New Boundaries will be able to have a fourth cohort and have approximately another 6 participants to engage in onsite supportive programming.***  ·      *The proposed programming day will be from 8:30 am to 12:30 pm.  There will be a break period mid morning and no lunch.  Participants will go home for lunch.  Participants will stay with their cohorts during the workday and break time.  Individual cohorts will be encouraged to go for short walks outside to break up their day.*  ·      *Onsite proposed programming would take effect Monday to Thursday.  Friday will be used to do a through cleaning and prepare programming for the participants who will not be engaged in onsite programming. Friday will also be used to connect virtually with participants who are not engaged in on-site programming.*  ·      *All current participants will continue to receive the engagement incentive during the COVID-19 pandemic. This applies to participants who will be assessed and decide to wait until another phase of the re-opening guidelines as well as the participants who are not able to return to onsite supported programming due to the risk mitigation assessment.*  ·      *The shortened day is necessary to complete a thorough cleaning and sanitizing of each workstation and program area.*  ·      *New Boundaries has had new individual workstations built during the time the participants have been off. Each workstation is approximately 7 feet apart and each station is equipped with their own individual work tools.*  ·      *Participants will be asked to bring a water bottle, if needed, with them.*  ·      *Participants will be asked to bring only one personal bag with them.*  ·      *Participants will be asked to keep their personal belonging at their workstations.*  ·      *Participants will wash their hands every time they enter and leave the program area.*  ·      *Each cohort will be assessed for approximately 4 to 5 weeks before additional participants are added to the cohort.*  ·      *One to two participants will be added every 5 to 6 weeks depending on the programming ability.*  ·      *There is signage advising: proper hand washing, physical distancing, cleaning techniques, cleaning schedules, symptoms of COVID-19, whom to contact in case of illness, daily checklist and cough and sneeze etiquette.*  ·      *All staff and participants who enter our building or social enterprises, will be pre-screen with 4 questions, as well as have their temperatures taken with a non-contact thermometer.  Copies (one for the staff and participants/caregivers) of the questions are included in the appendix. If a participant cannot answer the questions for him/herself, a family member/caregiver must answer the questions for the participant prior to entering the building.  New Boundaries will provide pre-screening sheets to the participant’s home in the event the participant cannot answer for him/herself and travels by taxi or alternate means. The pre-screen sheets need to be completed by the family/caregivers prior to entering the building.*  ·      *All staff and participants that enter the building must wash their hands or use hand sanitizer.*  ·      *Any staff and/or participant and/or customer (thrift store only) who is symptomatic or who answers yes to any of the questions on the prescreen questionnaire will be advised to contact 811 for further assessment, educated on self-isolation and not permitted to enter the premises.*  ·      *Any staff or participant that develops COVID-19 symptoms will be asked to immediately wash their hands, put on face mask (if they are wearing a face shield) and report to his/her supervisor.  Staff will be asked to go home.   Staff will be required to self-isolate for 14 days and get a COVID-19 test. If the COVID-19 test comes back negative, the staff member can return to work before the 14 days are completed providing all of the COVID-19 symptoms have stopped and the staff member is feeling better.*  ·      *Participants who develop COVID-19 symptoms will be directed to New Boundaries’ sensory room (which is currently set up as a sick room. The sensory/sick room has its own outside entrance). Family members and/or caregivers will be contacted and asked to please come in and pick up the participant as soon as possible.* *The sensory/sick room has ventilation (2 windows that open and a heat pump).* *The participant will be asked to stay home and self-isolate for 14 days and/or have a COVID-19 test. If the COVID-19 test comes back negative, the participant can return to work before the 14 days are up providing all of the COVID-19 symptoms have stopped and the participant is feeling better. In the event a participant is displaying symptoms and refusing testing, New Boundaries staff will treat the case as a presumptive case of Covid-19 until the matter can be resolved by the participant’s support network and/or physician.*  ·      *In the event a participant or staff member tests positive for COVID-19, New Boundaries will follow the Nova Scotia Health Authority guidelines for contact tracing.*  ·      *Masks/Face shields are mandatory for staff. Staff must wear a surgical-procedural mask in cases where physical distancing is not possible (e.g. personal care)*  ·      *Masks are encouraged for the participants but not mandatory.*  ·      *Masks are mandatory for all staff and customers who work or visit the thrift store.  At this time, we are not going to have the participants work in the thrift store (social enterprise). Participants will work on store related duties (ex. hanging clothes, making products presentable, cutting rags, etc.) in the program area.*  ·      *Upon entry to the building or social enterprises, all staff, participants and customers must sanitize their hands.*  ·      *Signage is posted to encourage social distancing, proper hand washing techniques, frequent hand washing, hand sanitation and a COVID-19 information sheet.*  ·      *Cleaning schedules are posted and documented for the thrift store, washrooms (cleaned after each use) and program area.*  ·      *High touch areas are frequently sanitized (we are currently sanitizing between 8 to 10 times a day). The sanitation charts are being kept and filed.*  ·      *Only staff and participants are allowed in the programming area.*  ·      *The program area has a scheduled cleaning sheet that has high touched surfaces, program workstations, chairs, participants’ tools and contact areas cleaned and sanitized at least four times a day.*  ·      *Kitchen area is closed except for staff eating their snacks and lunch. The kitchen area is cleaned and sanitized after each use and there is a signed cleaning list posted in the kitchen area.*   * *Participants will be provided with his/her own non-surgical face masks which are labelled and washed and dried at the end of each day. Upon coming out of the dryer the face masks are placed in a new plastic labelled bag to keep the face masks sanitized.* * *Program equipment and personal assistive devices, which are used at New Boundaries, will be cleaned after each participant. If one participant is using the equipment, the equipment will be cleaned before and after each use.* * *Equipment and personal assistive devices provided by the facility or brought from home that will be handled or operated by more than one individual will be considered a high touch surface and cleaned appropriately.*   ·      *Staff has been advised to keep their work areas organized, free from clutter and cleaned and sanitized before and after each use.*  ·      *Daily cleaning schedules have been set up for each area and are being kept and filed.*  ·      *Staff has been encouraged to open windows to increase ventilation.*  ·      *New Boundaries has had new workstations built for each of the participants.  The new workstations allow for social distancing and are equipped with their own work tools (aside from large equipment). The participant’s workstation will be sanitized frequently throughout the day. This includes their chair, and frequently touched surface areas. Staff will record and file sanitation records of participants’ work areas.*  ·      *Each cohort will have its own dedicated cleaning supplies.*  ·      *All staff and participants have been educated on proper hand hygiene techniques and will practice thorough and frequent hand hygiene. All staff and participants are encouraged to wash and sanitize their hands frequently.  Staff will support the participants to have thorough and frequent hand hygiene. Both the staff and participants have access to 4 different water stations to wash their hands. At the water stations have hot/cold running water, liquid soap, paper towel, garbage bins, minimum 60% hand sanitizer, cleaning and disinfecting supplies and PPE (3-ply disposable masks and disposable gloves).*    ·      *Risk Mitigation and Assessment for participants to return to work in the phased reopening plan.*  ·      *New Boundaries has sent out medical records forms to update each participant’s file.*  ·      *New Boundaries will access all of the participants with the following guidelines to determine which phase is safe for the participants to return to supported programming:*  ·      *Does the participant have an underlying or at risk, medical issues, some examples being; heart disease, high blood pressure, lung disease, diabetes, and cancer?*  ·      *Does the participant have a weakened immune system or is over the age of 65?*  ·      *Is the participant at high risk of harm to self or others (due to behaviour or other complexities, example multiple complex needs?*  ·      *Will the participant have difficulty in understanding or complying with the guidelines set out by Public Health, including physically distance?*  ·      *Is the participant able to follow respiratory etiquette, and identify when they are feeling ill?*  ·      *Can the participants follow guidelines to frequently washing hands and follow good hand washing hygiene and public health guidelines?*  ·      *Is the participant at risk of elopement?*  ·      *Is the participant socially isolated?*  ·      *The participant’s mental health (through conversations with caregivers during the course of the closure with New Boundaries weekly check-in with all of the participants).*  ·      *Does the participant have a safe and reliable means of transportation that reduces the risk associated with travel?*  ·      *Programming will be offered first to those who are at least at risk, in ways that protect and support the participant and staff.*  ·      *New Boundaries values and respects all of the participants of New Boundaries. Our top priority is to ensure the participants are able to engage in safe, meaningful work while maintaining their health, safety and dignity.  It is important that all participants of New Boundaries are included in some aspect. New Boundaries is therefore committed to continuing working with the participants who are not going to be part of the phase 1 of the reopening guidelines, or are unable to return until the COVID-19 pandemic restrictions have been lifted, by supporting the participants through virtual contact, phone calls and care-packages (via mail and email).*  ·      *The participants that are assessed and selected to be part of New Boundaries phase 1 of the re-opening plan will be given a choice as to whether they wish to return to work at the designated time or wait until another phase of the re-opening plan is available.*  ·      *Participants and caregivers/families will be included in discussions regarding modifications and their concerns moving forward.*  ·      *New Boundaries takes daily attendance and will also track staff and participants that are engaged in any outside programming or outing in the community.*  ·      *New Boundaries is not offering participant transportation at this time during the pandemic. Transportation of participants will be reassessed as provincial COVID-19 restrictions get adjusted.*  ·      *Reopening New Boundaries social enterprises:*  ·      *All staff and customers who enter New Boundaries’ social enterprises, will be pre-screen with 4 questions, as well as have their temperatures taken with a non-contact thermometer. If a staff member or customer (thrift store only) is symptomatic or answers yes to any of the questions on the prescreen questionnaire will be advised to contact 811 for further assessment, educated on self-isolation and not permitted to enter the premises.  The pre-screen sheets are being kept and filed.*  ·      *All staff, participants and customers that enter the social enterprise must use hand sanitizer.*  ·      *There are hand sanitizer stations throughout the store for staff and customers to access.*  ·      *There is a current maximum of 10 customers allowed in the store at one time.*  ·      *There is directional arrow signage posted on the floors, as well as signage that New Boundaries is conducting active screening. Signage is also posted for physical distancing, face mask required, non-medical mask safety sheet, maximum customer occupancy, symptoms of COVID-19, contact tracing and signage indicating expectations for customer behavior.*  ·      *New Boundaries has set up curbside pick-up options for auction items.*  ·      *All donations are stored for at least 72 hours before being sorted to go to the social enterprise thrift store.*  ·      *There is a table placed in front of the cash register table to ensure there is at least 6 feet between customers and staff.*  ·      *Frequently touched surfaces are sanitized between 10-14 times a day.*  ·      *Scheduled cleaning sheets are at the cash counter and documented each time there is cleaning done.*  ·      *Store hours have been reduced to allow for extra cleaning at the end of the day.* |

**Prevention and Pre-screening**

Ensure that staff, volunteers, support workers, participants, and other stakeholders are healthy and do not pose a risk to others while engaging in programming.

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| **Requirements** | Outline below how you plan to adhere to the mandatory activities and any recommended activities you plan to implement.  The proposed plan for this section must include your approach for daily screening of staff and participants. |
| **Proposed Plan** | * *Staff have all been advised and coached on the mandatory and recommended activities that New Boundaries has implemented.* * *There has been a number of staff meetings, department meetings and one-on-one coaching with the staff.* * *New Boundaries has already implemented the proposed guidelines in regards to staff and customers.* * *Staff and participants will be the only occupants in the program areas.* * *Prior to re-opening New Boundaries social enterprise, New Boundaries posted the guidelines (signage, prescreening questions, temperature, hand sanitation, physical distancing, storage of donations, maximum customer occupancy and expectations of customer behavior) of re-opening the thrift store on our social media as well as on laminated sheets on the outside of New Boundaries thrift store.* * *All staff, participants and customers who enter New Boundaries or one of the social enterprises, will be pre-screen with 4 questions as well as have their temperature taken with a non-contact thermometer. If a staff member, participant or customer (social enterprises store only) who is symptomatic or who answers yes to any of the questions on the prescreen questionnaire will be advised to contact 811 for further assessment, educated on self-isolation and not permitted to enter the premises. The pre-screen sheets are being kept and filed.* * *If a person answers no to the prescreen questions and displays obvious signs (ex. Vomiting) of being ill they will not be permitted to enter the building.* * *All staff, participants and customers (social enterprise only) that enter New Boundaries must use hand sanitizer.* * *If a staff member, participant or customer refuse to answer the pre-screen questions, have their temperature taken and/or refuse to wash their hands/sanitize their hands, they will not be permitted to enter the premises.* * *Signage is posted advising all of the mandatory and recommended guidelines for New Boundaries and the social enterprises.* * *Cohorts have been established to minimize contact with others.* * *There is one cohort per room.* * *Cohorts each have their own dedicated work space and tools.* * *A staff member has been designated to check and support cohorts are following the guidelines.* * *Staff will be given a copy of the approved re-opening guidelines for New Boundaries.* * *New Boundaries will continue to coach and support staff, participants and customers to adhering to the mandatory and recommended guidelines.* |

**Awareness and Communications**

Ensure that staff, volunteers, support workers, participants, and other stakeholders are informed and understand new procedures.

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| **Requirements** | Outline below how you plan to adhere to the mandatory activities and any recommended activities you plan to implement.  The proposed plan for this section must include your approach to training and communicating the new procedures to staff and participants before activities resume. |
| **Proposed Plan** | *New Boundaries has updated its policy and procedures policies, participant policies and health and safety policies during the time the participants have been off. All staff have had training and opportunity to ask questions and seek clarifications on the policies.*  ·      *All staff, participants, caregivers and stakeholders will be given a copy of New Boundaries approved reopening plan prior to New Boundaries programming reopening.*  ·      *New Boundaries will have staff meetings to ensure all staff are informed and understand the new procedures as well as given opportunity to ask questions or seek clarification.  Ongoing staff meetings will occur every two weeks to review with staff and keep all staff informed on any modifications that need to be accommodated.*  ·      *New Boundaries will have telephone meetings with participants/families and caregivers to communicate New Boundaries’ guidelines and procedures for reopening the programs. New Boundaries will answer questions and if necessary, conduct home visits to assist in communicating the approved guidelines and procedures.*  ·      *New Boundaries will update our website, social media and internal messaging boards with New Boundaries approved reopening guidelines.*  ·      *New Boundaries will keep participants, families, caregivers, customers and stakeholders up to date on any COVID-19 health concerns.* |

**Physical Distancing and Cohorts**

Where and when possible ensure that staff, volunteers, support workers, participants, and other stakeholders maintain a 2m distance. Individuals may gather together in cohorts of up to10 persons per group, with physical distancing maintained between groups. The total number of persons who can be present is based on the space available to ensure cohorts can remain physically distanced.

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| **Requirements** | Outline below how you plan to adhere to the mandatory activities and any recommended activities you plan to implement.  The proposed plan for this section must include your approach to creating cohorts, how you will support participants who may have difficulty with physical distancing, and how will ensure cohorts can distance from each other. |
| **Proposed Plan** | *There is a dedicated entrance (wellness station) for staff and participants.*  ·      *There are markers on the ground outside of the door to indicate physical distancing guidelines for staff and participants as they wait for each person to complete the pre-screen questions and temperature check.*  ·      *There will be 3 cohorts developed. Each cohort will have a dedicated instructor and dedicated workspace.*  ·      *There will be 1 cohort per program room.*  ·      *Staff and cohorts will not mingle with other cohorts.*  ·      *Individual cohort groups will go for walks together as an individual group.*  ·      *Cohorts will not group together for any activities.*  ·      *Cohorts will not consist of more than 10 people per group. This includes Participants as well as staff combined.*  ·      *Participants will be assessed using a risk mitigation and assessment.*  ·      *Staff will coach and support participants by means of gentle guidance with understanding and practising physical distancing on a continual basis. Physical distancing is expected between both distinct cohorts and with all People within each cohort.*  ·      *Workstations are physically distanced to maintain the 2-meter guidelines.*  ·      *The proposed programming day will be from 8:30 am to 12:30 pm.  There will be a break period mid-morning and no lunch.  Participants will go home for lunch. Participants will stay with their cohorts during the workday and break time.*  ·      *The shortened day is necessary to complete a thorough cleaning and sanitizing of each workstation and program area.*  ·      *Participants will be asked to bring a water bottle, if needed, with them (to minimize contact in lunch room).*  ·      *Participants will be asked to bring only one personal bag with them.*  ·      *Participants will be asked to keep their personal belongings at their work stations (coat room is closed).*  ·      *There is signage demonstrating physical distancing.*  ·      *Each cohort has it own designated work tools and cleaning supplies.*  ·      *Washroom breaks - staff will clean and sanitize washroom after each participant use.* |

**Reporting Illness**

Create clear and well understood plans including who to report symptoms to and containment procedures, to reduce the risk of potential spread.

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| **Requirements** | Outline below how you plan to adhere to the mandatory activities and any recommended activities you plan to implement.  The proposed plan for this section must include your approach to ensuring staff and participants adhere to public health requirements related to identifying symptoms and isolating until testing can occur. |
| **Proposed Plan** | *Any staff or participant that develops COVID-19 symptoms will be asked to immediately wash their hands, put on face mask (if staff are wearing a face shield) and report to his/her supervisor. Staff will be asked to go home.   Staff will be required to self-isolate for 14 days and get a COVID-19 test. If the COVID-19 test comes back negative, the staff member can return to work before the 14 days are completed providing all of the COVID-19 symptoms have stopped and the staff member is feeling better.*  ·      *Participants, who develop COVID-19 symptoms will be directed to New Boundaries’ sensory room (which is currently set up as a sick room. The sensory/sick room has its own outside entrance). The sensory/sick room has ventilation (2 windows that open and a heat pump).*  *Family members and/or caregivers will be contacted and asked to please come and pick up the participant as soon as possible.  The participant will be asked to stay home and self-isolate for 14 days and/or have a COVID-19 test. If the test comes back negative, the participant can return to work before the 14 days are up providing all of the COVID-19 symptoms have stopped and the participant is feeling better.*  ·      *In the event a participant or staff member tests positive for COVID-19, New Boundaries will follow the Nova Scotia Health Authority guidelines for contract tracing. In the event a participant is displaying symptoms and refusing testing, New Boundaries staff will treat the case as a presumptive case of Covid-19 until the matter can be resolved by the participant’s support network and/or physician.*  ·      *New Boundaries will contact families/caregivers and stake holders and follow the Nova Scotia Health Authority guidelines for contact tracing.*  ·      *New Boundaries will update New Boundaries’ webpage, social media, as well as signage in New Boundaries social enterprises of a possible contact of COVID-19.* |

**Cleaning and Disinfecting Procedures**

Ensure that disinfection supplies, frequency, procedures and techniques are accessible, communicated, and understood.

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| **Requirements** | Outline below how you plan to adhere to the mandatory activities and any recommended activities you plan to implement.  The proposed plan for this section must include your approach to ensuring common areas and high touch surfaces will be cleaned regularly, who will be responsible for cleaning, and how you intend to track cleaning efforts. |
| **Proposed Plan** | * *PPE (disposable gloves) is available for all staff is they need it.* * *Cleaning schedules and signoff charts have been established for all areas.* * *The program areas have cleaning schedules, that included all frequently touched areas will be cleaned and sanitized several times a day. Participant work stations and program area will be cleaned and sanitized 4 times a day. Participants will not be present in the program area when deep cleaning is being done.* * *All program areas have access to or nearby hand washing station. Each hand washing station has hot/cold running water, paper towels, hand sanitizer, cleaning and disinfecting supplies, disposable gloves and disposable 3 ply face masks.* * *Washrooms are closed to the public and only accessible to staff and participants. Washrooms have cleaning schedules too. Each washroom will be cleaned and sanitized after each use. Equipment and personal devices provided by the facility or brought from home that will be handled or operated by more than one individual will be considered a high touch surface and will be cleaned appropriately.* |

**Personal Hygiene and PPE**

Ensure that staff, volunteers, support workers, participants, and other stakeholders understand proper hand hygiene techniques and supplies are accessible.

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| **Requirements** | Outline below how you plan to adhere to the mandatory activities and any recommended activities you plan to implement.  The proposed plan for this section must include your approach to ensuring proper materials are available to staff and participants, your plan for ensuring participants practice hand hygiene, your planned use of PPE, and your plan to acquire PPE. |
| **Proposed Plan** | *PPE (disposable gloves) is available for all staff as they need it.*  ·      *Cleaning schedules and signoff charts have been established for all areas.*  ·      *The program areas have cleaning schedules that include all frequently touched areas and will be cleaned and sanitized several times a day.  Participant workstations and program area will be cleaned and sanitized 4 times a day. Participants will not be present in the program area when deep cleaning is being done.*  ·      *All program areas have access to nearby hand washing stations. Each hand washing station has hot/cold running water, paper towels, hand sanitizer, cleaning and disinfecting supplies, disposable gloves and disposable 3 ply face masks.*  ·      *Washrooms are closed to the public and only accessible to staff and participants. Washrooms have cleaning schedules too. Each washroom will be cleaned and sanitized after each use.* |

**Planning for Public Access**

To move forward with Social Enterprise day programming that includes public access and other interactions with the public, ensure that procedures are in place to minimize risk exposure.

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| **Requirements** | Outline below how you plan to adhere to the mandatory activities and any recommended activities you plan to implement.  The proposed plan for this section must include whether you plan to reopen any social enterprises to the public and how you will ensure the safety of staff, participants and customers. You may choose to initially reopen public facing settings to staff only (prior to this plan being approved), if you are able to follow the Public Health protocols for the relevant sector. |
| **Proposed Plan** | *Reopening New Boundaries social enterprises:*  ·      *All staff and customers who enter New Boundaries social enterprises, will be pre-screen with 4 questions, as well as have their temperatures taken with a non-contact thermometer. If a staff member or customer (thrift store only) is symptomatic or answers yes to any of the questions on the prescreen questionnaire, will be advised to contact 811 for further assessment, educated on self-isolation and not permitted to enter the premises. The pre-screen sheets are being kept and filed.*  ·      *All staff, participants and customers that enter the social enterprise must use hand sanitizer.*  ·      *There are hand sanitizer stations throughout the store for staff and customers to access.*  ·      *There is a current maximum of 10 customers allowed in the store at one time.*  ·      *There is directional arrow signage posted on the floors, as well as signage that New Boundaries is conducting active screening. Signage is also posted for physical distancing, face mask required, non-medical mask safety sheet, maximum customer occupancy, symptoms of COVID-19, contact tracing and signage indicating expectations for customer behavior.*  ·      *New Boundaries has set up curbside pick-up options for auction items.*  ·      *All donations are stored for at least 72 hours before being sorted to go to the social enterprise thrift store.*  ·      *There is a table place in front of the cash register table to ensure there is at least 6 feet between customers and staff.*  ·      *Frequently touched surfaces are sanitized between 10-14 times a day.*  ·      *Scheduled cleaning sheets are at the cash counter and documented each time there is cleaning done.*  ·      *Store hours have been reduced to allow for extra cleaning at the end of the day.* |

**Transportation**

Service providers offering participants transportation during programming must follow safe transportation practices.

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| **Requirements** | Outline below how you plan to adhere to the mandatory activities and any recommended activities you plan to implement.  The proposed plan for this section must include whether you plan to offer transportation to participants in the course of delivering programming and how you plan to ensure protocols are followed. |
| **Proposed Plan** | * *New Boundaries is not going to offer transportation during programming or while the Covid-19 pandemic is happening.* |

**Other**

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| **Requirements** | Use this section to outline any other measures you plan to put in place as part of your reopening plan. |
| **Proposed Plan** | * *New Boundaries has access to another area that we would be able to offer programming for up to 6 participants, however we would need funding for another instructor*. * *New Boundaries is covering the expenses of cleaning and PPE, however we are asking for assistance in covering some of the costs which are detailed below in the financials*. |