

Community Non-Profit Services

COVID-19 Prevention Checklist for Adult Day Programs

This is a summary checklist of measures to reduce the spread of COVID-19 for adult day programs. For more information, see [COVID-19 Guidance for Adult Day Programs](#).

The aim and purpose of this document is to assist individuals and businesses with information related to the Ontario Government's reopening framework as well as Toronto Public Health requirements to reduce the spread of COVID-19. It is important to know that breaches of some of these directions will constitute offences under provincial regulations or other public health legal requirements. While we aim to provide relevant and timely information, no guarantee can be given as to the accuracy or completeness of any information provided. This guidance is not intended to nor does it provide legal advice and should not be relied upon or treated as legal advice. Users seeking legal advice should consult with a qualified legal professional.

A. Workplace Safety Plan

- Prepare and make available a [safety plan](#) that describes the measures that have been or will be implemented to reduce spread of COVID-19, including measures for screening, physical distancing, masks, cleaning, disinfecting, personal protective equipment and preventing and controlling crowding.

B. Universal Mask Policy

- Create a universal mask policy for your agency per as per the City of Toronto [bylaw](#) and [O. Reg. 520/21](#). Use this [sample template](#) as an example.
- Communicate your universal mask policy to all staff, clients and visitors.
- Have non-medical masks or face coverings available on-site for staff and clients at all times.
- Have personal protective equipment (PPE) available on-site for staff, as appropriate.
- Ensure [masks are properly used, cleaned/discarded](#).

C. Staff Health & Screening

- Advise staff to report [COVID-19 symptoms](#) to their supervisor/manager and to stay home if sick.
- [Actively screen](#) staff before starting each shift.
- If staff become sick with [COVID-19 symptoms](#) while at work, advise them to go home immediately and self-isolate. Instruct them to call Telehealth at 1-866-797-0000, their health care provider or an [Assessment Centre](#) to get tested.

Revised July 27, 2021

- Immediately notify Toronto Public Health using the [Workplace Reporting Tool](#) as soon as you become aware of two or more people who test positive for COVID-19 within a 14-day interval in connection with the premises.
- Train staff on proper hand hygiene techniques and respiratory etiquette.

D. Signage at the Premises

Post the following signage:

- [COVID-19 health assessment](#), and the number of people permitted in the space at the entrance.
- [Mandatory mask wearing](#) at the entrance.
- [Handwashing](#) and [respiratory etiquette](#) at the entrance and throughout the premises.
- [Physical distancing signage](#) and floor stickers to remind clients to keep two metres apart from others at all times.
- [COVID-19 vaccine resources](#) to encourage clients, visitors and staff to get vaccinated.

E. Number of People in the Setting

- Modify job responsibilities and offer telework options, as much as possible.
- Consider implementing flexible work schedules, staggered lunch and break times to limit the number of people in the setting at one time.
- Cancel or hold virtually all in-person activities that are discretionary.
- Limit organized groups and gatherings to those which are permitted under provincial regulation and that must occur in person.
- Hold these programs/services outdoors, if possible.
- Limit the number of people in attendance so that staff and participants can maintain at least two metres physical distancing at all times.
- Consider an appointment/ registration system for services that *must* be in-person, if possible.
- Instruct clients to wait outside until their scheduled appointment or program begins. Waiting areas are not permitted.

F. Attendance Records

- Maintain attendance records for staff, volunteers, clients and visitors, including: full name, telephone number, email address, date and time at the agency. Information from clients is voluntary and can only be used for COVID-19 contact tracing, should the need arise
- Protect the personal information collected. Keep records for 30 days and then shred.
- Encourage staff and clients to download the [COVID Alert app](#) so they can be notified directly if they have been in close contact with someone who was contagious with COVID-19.

G. Workstations

- Ensure workstations and equipment in use are at least two metres apart, or equipped with [barriers/dividers](#) that are adequate in height to ensure the protection between clients and staff.
- Provide hand sanitizer with 70-90% alcohol concentration throughout the space, and encourage staff and clients to use it frequently.

H. Environmental Cleaning and Disinfection

- Ensure there is enough time between client programs or appointments to thoroughly clean and disinfect equipment and workspaces.
- Clean work surfaces and equipment thoroughly with soap and water before disinfection.
- Use disinfectants after cleaning, and follow the manufacturer's instructions.
- Frequently [clean and disinfect](#) (at least twice daily) high-touch surfaces and common areas (e.g., door handles, counters, cabinet doors, light switches, faucets, toilet handles, handrails, touch screen surfaces and keypads). Maintain a cleaning log book for records.
- Regularly review heating, ventilation, and air conditioning (HVAC) systems to ensure they are functioning and in good working order. Increase ventilation, if possible.

More information

For more information, visit our website at www.toronto.ca/COVID19 or call us at 416-338-7600.