
Purpose

This document is to support the Elizabeth Fry Society Peel-Halton in operating their facility during the COVID-19 pandemic.

The goals of this document are to:

- Prevent and contain the transmission of the virus within the facility and;
- Provide guidance on when individuals need to move to the COVID-19 Isolation Program.

Service Providers are to use this site-specific guide in conjunction with the [COVID-19 Guidance for Homelessness Service Providers](#).

Facility Details

Address:	30 Ellen St, Brampton
Service Provider:	Elizabeth Fry Society Peel-Halton
Population Served:	Female-identifying individuals ages 18 and over
Capacity:	8 Beds (4 unavailable for compliance with physical distancing measures)
Description of Facility:	A multi-purpose residential facility housing adult women in need of emergency accommodation and/or in conflict with the law.
Staffing:	24 hours a day, 7 days a week

COVID-19

On March 11, 2020, the World Health Organization (WHO) declared COVID-19 a global pandemic. COVID-19 is a new type of coronavirus that can cause acute respiratory illness. It is spread person-to-person through droplets (e.g., coughing, sneezing) that can travel up to two metres. It may also be possible for a person to get the virus by touching contaminated surfaces and then touching their mouth, nose or eyes. Symptoms have ranged from mild to severe, and commonly include fever, cough and shortness of breath.

For more information on COVID-19, please refer to Peel Public Health's website:
<http://www.peelregion.ca/coronavirus/>

Screening for COVID-19

Active Screening at Admission:	Screening is conducted over the phone and upon arrival at the facility according to the COVID-19 Guidance for Homelessness Service Providers . All individuals residing in the facility at the time of the outbreak have also been screened according to the protocol outlined in the COVID-19 Guidance for Homelessness Service Providers .
Active Daily Screening	Daily health checks are conducted with all residents to determine if they are experiencing any symptoms of COVID-19. Symptomatic individuals are triaged according to the Protocol for Suspected COVID-19 Cases .
Passive Screening:	Signage will be posted in the entry door, at the reception window, in common areas, hallways and washrooms instructing residents to self-identify, perform hand hygiene, wear a procedure mask, and have access to tissue and a waste receptacle. All residents should be instructed to cover their nose and mouth with a tissue or with their elbow when coughing and sneezing.

Protocol for Suspected COVID-19 Cases

Prior to Admission	Active Symptoms	<ul style="list-style-type: none"> • Do not admit the individual to the facility • Activate mitigation procedures, as applicable (e.g. provide the client with a mask, isolate the individual, clean/disinfect affected areas) • Refer the individual to the COVID-19 Isolation Program and arrange for transportation: <ul style="list-style-type: none"> ○ Contact TransHelp anytime between 6am and 12am ○ Provide the dispatch with the following information: trip type, client ID, passenger name, location, entrance area if applicable, and pick-up/drop-off time ○ Advise client of pick-up time and direct them where to wait, depending on pick-up time
	Asymptomatic, but screened positive	<ul style="list-style-type: none"> • Do not admit the individual to the facility • Activate mitigation procedures, as applicable (e.g. provide the client with a mask, isolate the individual, clean/disinfect affected areas) • Refer the individual to the COVID-19 Isolation Program and arrange for transportation:

<p>During Residence</p>		<ul style="list-style-type: none"> ○ Contact TransHelp anytime between 6am and 12am ○ Provide the dispatch with the following information: trip type, client ID, passenger name, location, entrance area if applicable, and pick-up/drop-off time ○ Advise client of pick-up time and direct them where to wait, depending on pick-up time
	<p>Active Symptoms</p>	<ul style="list-style-type: none"> ● Activate mitigation procedures, as applicable (e.g. provide the client with a mask, isolate the individual, clean/disinfect affected areas) ● Collect information from the individual regarding people and items/surfaces they may have interacted with so that precautionary measures can be taken ● Refer the individual to the COVID-19 Isolation Program and arrange for transportation: <ul style="list-style-type: none"> ○ Contact TransHelp anytime between 6am and 12am ○ Provide the dispatch with the following information: trip type, client ID, passenger name, location, entrance area if applicable, and pick-up/drop-off time ○ Advise client of pick-up time and direct them where to wait, depending on pick-up time ● Notify individuals who may have been affected ● Clean any items/surfaces the individual may have come in to contact with ● Discharge the client in the technology
	<p>Asymptomatic, but screened positive</p>	<ul style="list-style-type: none"> ● Activate mitigation procedures, as applicable (e.g. provide the client with a mask, isolate the individual, clean/disinfect affected areas) ● Collect information from the individual regarding people and item/surfaces they may have interacted with so that precautionary measures can be taken ● Provide the individual with a surgical mask ● Refer the individual to the COVID-19 Isolation Program and arrange for transportation: <ul style="list-style-type: none"> ○ Contact TransHelp anytime between 6am and 12am ○ Provide the dispatch with the following information: trip type, client ID, passenger

		<p>name, location, entrance area if applicable, and pick-up/drop-off time</p> <ul style="list-style-type: none"> ○ Advise client of pick-up time and direct them where to wait, depending on pick-up time ○ and pick-up/drop-off time <ul style="list-style-type: none"> ● Notify individuals who may have been affected ● Discharge the client in the technology
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Risk Mitigation Measures

Cleaning & Hygiene	<p>Staff will focus additional time on cleaning and disinfecting frequently touched objects and surfaces. Staff will also disinfect shared workspaces including desks, keyboards, etc. before and after using the space. Staff will increase the number of times they disinfect their personal works spaces. Residents are responsible for cleaning their own rooms on a daily basis. Residents will be asked to clean bedding at least once per week. Staff will ensure bedding is laundered upon discharge.</p> <p>Staff will closely monitor handwashing and disinfecting supplies to ensure continuous availability.</p>
Physical Distancing	<p>Staff will educate residents on appropriate physical distance and visually verify throughout their shift that residents in view are maintaining 2 metres distance from one another where possible, including when room sharing is required.</p>
Common Areas	<p>Common areas will continue to be available through the outbreak. Common areas will be cleaned frequently. They will be monitored regularly to ensure compliance with physical distancing measures and for identification of anyone who might have become symptomatic.</p>
Meals	<p>Mealtimes will be organized to ensure that there is a minimum of 2 metres space between during meal preparation and dining.</p>
Programming	<p>All external programming is suspended indefinitely. Internal and individual programming will continue on an as-needed basis and staff administering programming will observe all precautionary measures outlined in the COVID-19 Guidance for Homelessness Service Providers.</p>
Community Participation	<p>Residents will be discouraged from participating in non-essential activities in the community. Staff will make efforts to obtain required/requested</p>

Visitors	items on residents' behalf where reasonable. Any individuals returning from outside will be re-screened and required to sanitize their hands upon entry to the building.
Transportation	Visitors are not permitted at the facility without prior approval from facility management. Any approved visitors will be subject to COVID-19 screening, including a temperature check.
Personal Protective Equipment	Bus transportation will not be encouraged during this time. Any compulsory transportation between the facility and Isolation Program should be arranged via TransHelp. Protocols for using Personal Protective Equipment as outlined in the COVID-19 Guidance for Homelessness Service Providers will be observed. Personal Protective Equipment supply will be monitored and needs will be reported to zzghousingsupply@peelregion.ca .

Supplies

A daily inventory of all the following critical supplies must be retained and tracked on the inventory form

- Masks
- Gloves

Any shortages or anticipated shortages are to be promptly reported to the Housing Supply Team. They will make every effort to fulfil requests, however, due to shortages, there may be delays.

Daily and Incident Reporting:

A representative at the facility will complete the Daily Reporting Template (see [Appendix](#)) and submit it to the Region of Peel Program Supervisor and the Region of Peel Housing Program Analyst by 8:30am daily. The Daily Reporting Template is intended to collect information as of the close of the previous day and can be completed by overnight staff.

In the event of an incident related to COVID-19 or a person under investigation for COVID-19 infection, Region of Peel leads must be notified promptly. Examples of incidents include: any event involving intervention of first responders (i.e. Police, Paramedic or Firefighter); any instance where a service restriction is being recommended for a person under investigation for COVID-19; etc.

Any inquiries from media are to be directed to the Region of Peel program Supervisor for escalation to the Regional Communications Team.

Key Contacts

Name	Phone Number
Region of Peel	905-453-1300
Street Helpline	1-877-848-8481

FACILITY NAME:		
Date:	Values	Detailed Course of Action / Follow-Up / Comments
Number of Shelter Residents		
Number of Shelter Residents in Isolation Onsite at Your Facility		
Number of Residents Referred to the COVID-19 Isolation Program		
Number of Referred to Other Sites Due to Capacity		
Shelter Beds Occupied		
Shelter Beds Available		
Staffing Updates or Reductions <i>(including isolation details)</i>		
Additional COVID-19 Protocols (Example: <i>daily assessments, physical distancing measures, staff briefings, cleaning, etc.</i>) <i>*Attach any / all literature you are sharing with Staff, Residents, Community</i>		
Required Supplies (Example: <i>PPE, hygiene / cleaning, food, etc.</i>)		
Description of Item (s)	Quantity	Other Details <i>*Include Update / Completion of Request</i>