



# Hutton House

*Supporting youth & adults with disabilities*

# Hutton House COVID-19 Guidelines for Participants and Families

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## **Hutton House Participant and Family COVID-19 Guidelines**

The Hutton House Participant and Family Guidelines have been created to provide information on how to be safe using current public health guidelines. Hutton House will adapt these guidelines on an ongoing basis in line with public health, funder and provincial government recommendations. Any changes to the guidelines will be communicated to all in a timely manner. **The most current version can be found on our website [www.huttonhouse.com](http://www.huttonhouse.com)**

### **Screening - Staff**

- All staff must pass screening at the beginning of their shift using the Screening Form.
- All staff will self-monitor for symptoms during their shift and will report if feeling unwell to their Coordinator or Manager.
- Staff must always wear masks during their shift, except for eating and when on break if at least 6 feet away from other staff and participants and behind a Plexiglas barrier or in their office. Required masks will follow Ministry of Health and Middlesex London Health Unit recommendations.
- Staff will complete the Screening Form at the end of their shift to ensure nothing has changed.

### **Screening – Participants**

- Participants will be informed of the Screening Form prior to attending programs.
- Participants will be screened and must pass the screening before entering a location.
- Staff will complete Screening Form with participants upon arrival.
- Staff will wear a face mask or face shield when completing the screening process.
- All completed Screening Forms will be dated and filed for each day (both digital and hard copies)
- Any person who does not pass the Screening Form will need to go home.
- If an immediate ride home is unavailable, the participant will be supported by one staff who will wear full Personal Protective Equipment (PPE) outside of the building if able or in an identified isolated area away from others until a ride can be arranged.
- Staff will complete the Screening Form for the participant at the end of their day to ensure nothing has changed.

## Screening Form Questions

In order for you to know what types of questions will be asked on the Screening Form, the Screening Form can be found in the Appendix (at the end of this document) and will be updated as required according to provincial government requirements.

Screening Note: As required by law, the Middlesex London Health Unit (MLHU) will be informed of anyone who reports to us that they have tested positive for COVID-19.

## In Person Services Agreement

Prior to receiving in person services the **Hutton House Services Agreement during COVID-19 Pandemic** must be reviewed and signed by participants and or their family member/caregiver/legal guardian prior to coming to Hutton House. This Agreement can be found in the Appendix (at the end of this document).

## Arrival at Hutton House Locations

- Parents, care providers, and paratransit staff will not enter any location.
- Any visitor to the location will be required to pass screening before entering. At this time the only visitors allowed will be contractors who need to come into a building to fix or maintain equipment ie elevator, heating etc
- Everyone will use hand sanitizer prior to entering the building.
- Participants will be encouraged to bring and wear a mask while in program. Participants need to be able to put on and take off the mask independently and staff cannot assist in any way.
- At each location a specific entrance will be identified where screening will occur.
- Participants at the Wonderland Road N location will enter through the side door. Pylons on the floor/pavement will show where to stand while waiting to be screened to ensure physical distancing is followed.
- Participants at the Learning Centre will be greeted by a staff who will complete the screening tool with them in the mall in front of the doors of the Learning Centre.
- Participants at Daybreak will be screened outside of the main entrance doors weather permitting or in the lobby or while waiting in a vehicle out front of the entrance doors.

## Leaving Hutton House Locations

- When leaving the program for the day, everyone will leave the building independently once their ride has arrived.
- The Screening Tool will also be completed when anyone leaves for the day.

- Communication with participants, families/care providers will be through email or phone call whenever possible. If a face to face meeting is required as a last resort, this will be scheduled with management approval, in a large space and all screening requirements will apply

## **Safety Guidelines**

If a participant is not following Safety Guidelines even after support and training from staff, they may be asked not to attend the program.

Staff are responsible to ensure that training on the following Safety Guidelines is provided to participants in a way that is meaningful to each person.

Signs posted at all locations include:

- Wear a Mask
- Symptoms of COVID -19
- Wash your Hands
- Cough and Sneeze Etiquette
- Physical Distancing
- Combination poster for wearing a mask, washing hands and physical distancing

### Wash your Hands

- All participants must wash their hands upon arrival following proper handwashing guidelines. Staff will assist people to understand healthy hand hygiene is necessary and will provide close monitoring of this. Hand washing will be required at the beginning of every activity, before and after eating, before and after removing and putting on a mask and after use of the washroom at minimum.

### Physical Distancing

- Staff will emphasize physical space requirements of 6 feet to all participants. Signage and floor decals will be pointed out to assist people to follow this requirement.

### Face Masks

- Staff will train people supported on proper mask use – putting on and taking off, limited touching, cleaning, etc. People must be able to put on and take off a mask without assistance or they cannot wear a mask.

## Lunch Breaks

- Lunch breaks will be taken within the participant's assigned cohort/group to restrict contact with other cohorts/groups.
- People supported are required to bring a self-contained lunch that does not require refrigeration or heating. Lunches may be brought in small coolers or lunch bags with an ice pack.
- All dishes, utensils, napkins, aprons and condiments must be brought by participants and staff and contained in their lunch.

## Use of Bathrooms

- Bathroom breaks will be staggered to limit contact with other cohorts.
- Use of bathrooms will be monitored by staff to ensure no contact with other cohorts.
- Staff will clean washrooms at a minimum of twice per day.

## Sharing of Personal Items

- There will be no sharing of personal items including food, phones, books, etc.
- All needed items must be brought each day and taken home at the end of the day. No personal items will be stored at the location including extra clothing, etc.
- Sunscreen will not be provided by the program and must be brought each day and taken home.

## **Program Guidelines**

- Staff and participants will remain in their designated "cohorts or groups" according to provincial regulations following physical distancing guidelines.
- There will be no contact between cohorts, each cohort will remain in their designated area(s) and will follow all scheduled use of washrooms, lunch and program space.
- Staff will follow all cleaning guidelines of space, contact surfaces, equipment and supplies after each person's program day. Staff will sign off the Cleaning log at the end of each day.
- Staff will ensure all equipment used is made of material that can be cleaned and disinfected.
- Activities will be scheduled based on the interests of people attending but choice of activities will be limited due to current restrictions.
- Transportation for activities will only be permitted using agency vans and with a minimum of one to one support during transit. Staff will wipe down and disinfect vehicles after each use and sign off on the Cleaning Log. Limited activities in community will be restricted to low risk activities outdoors.

- Virtual only activities are being provided by some programs as appropriate. Check our website for the most up to date schedule [www.huttonhouse.com](http://www.huttonhouse.com) or call 519 472 6381 and leave a message.
- Fees for activities can be paid over the phone with a credit card or cash or cheque dropped off to 654 Wonderland through the mail slot.

### **Cleaning at Hutton House**

- Frequently touched surfaces must be cleaned and disinfected a minimum of two times per day including doorknobs, light switches, toilet handles, fridge handles, microwaves, and tabletops, etc.
- The entire location will be cleaned at the end of each day by our cleaner.
- All cleaning supplies will have a Drug Identification Number (DIN) and instructions for use will be followed.
- When using cleaning products manufacturer's instructions will be followed for Sanitizing and Disinfecting. Staff will monitor expiration dates on products.
- Staff and participants must not share food or any personal items.
- All cleaning completed will be documented on the Cleaning Logs in each area.

## **Appendix**

1. Hutton House Services Agreement during COVID-19 Pandemic (for in person services only)
2. Signs posted at all locations include:
  - Wear a Mask
  - Symptoms of COVID -19
  - Wash your Hands
  - Cough and Sneeze Etiquette
  - Physical Distancing
  - Combination poster for wearing a mask, washing hands and physical distancing
3. COVID-19 Screening Form



## Hutton House Services Agreement during COVID-19 Pandemic

To ensure the continuing safety of participants, staff and the public, Hutton House will not provide in person services if this form is not completed.

Anyone coming to Hutton House is also required to complete the COVID-19 Screening Form daily **when entering and leaving** any Hutton House or community location. Community locations include staff and participants who are working and/or volunteering through our Employment Services and or Access Voluntarism programs.

Hutton House has protocols in place to make our services safe. See the attached COVID -19 safety precautions.

### Hutton House Safety Precautions

The staff of Hutton House will take every reasonable precaution to minimize the spread of COVID-19. This includes:

- Regular screening.
- Appropriate use of Personal Protective Equipment (masks, gowns, gloves, etc).
- Cleaning/sanitizing.
- Maintaining a physical distance when meeting with you.

### Participant Safety Precautions

It is expected that you will also take reasonable precautions when Hutton House staff meet with you. This includes:

- Answering the screening questions honestly.
- Staying home if you have symptoms or have been in contact with anyone who has symptoms or tested positive.
- Letting us know if you develop symptoms within 2 days of having been at Hutton House for contact tracing.
- Wearing the required personal protective equipment.
- Following physical distancing rules.
- Practicing safe hygiene by washing hands frequently.

By accepting in person services, you understand that the risks cannot be completely eliminated. We are, however, doing all we can to make your visits safe. If the Screening Form has been completed as required and this Service Agreement is signed, you may attend in person services. If you do not follow the above precautions you will not continue accessing in person services.

**I confirm that I have completed this form in good faith and certify that all information in this form is true and correct to the best of my knowledge.**

**I understand that receiving services if I have been potentially exposed to the virus poses a serious risk to the health and wellness of others.**

**I will follow the safety precautions listed above.**

Participant Name (please print): \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Relationship if signing on behalf of someone  
(ie parent, legal guardian, support worker)

**Wear a non-medical  
face covering where  
physical distancing is  
a challenge.**



# Attention Visitors



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

- fever
- new onset of cough
- chills
- unexplained fatigue
- headache
- sore throat
- runny nose
- stuffy or congested nose
- lost sense of taste or smell
- difficulty breathing
- difficulty swallowing
- pink eye
- digestive issues (nausea/vomiting, diarrhea, stomach pain), or
- for young children and infants: sluggishness or lack of appetite

**OR** you have been exposed to someone with COVID-19 or someone who has developed new respiratory 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.**

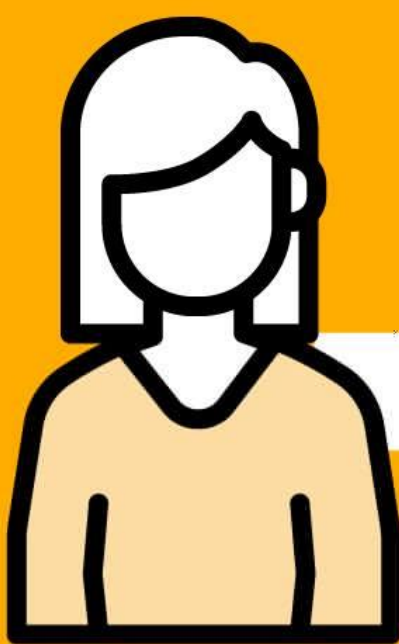
**Wash your hands  
with soap and  
water thoroughly  
and often.**



# Practice proper cough and sneeze etiquette



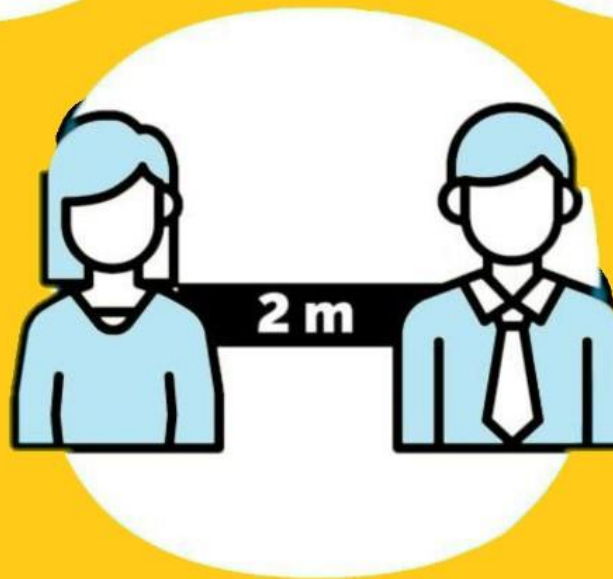
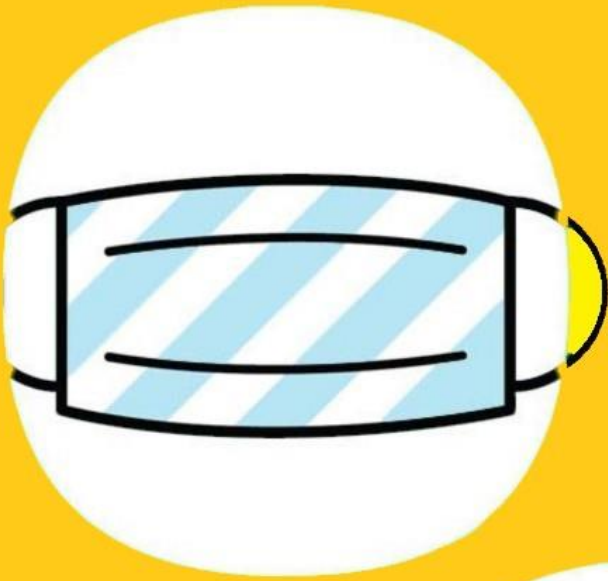
**Distance matters.  
Protect others.**



**2 m**



# Following public health advice is the best defence against COVID-19



## **(NEW) COVID-19 Screening and Contact Tracing Form (January 2022)**

This screening tool is based on recommendations from the Ministry of Health and the Local Health Unit.

When working at Hutton House or in the community and/or participating in Hutton House programs during a pandemic, you will be required to complete this screening questionnaire at the beginning of your work or program day and at the end of your work or program day. This includes activities such as grocery shopping, job interviews, first day of placement, volunteering etc.

The goal is to create and ensure a safe environment for you and others at Hutton House and in the community.

This information will also be used to contact you if there is a positive COVID -19 case within Hutton House and or within the community where you were working or volunteering. Guidance from the Middlesex London Health Unit (MLHU) will be followed if a positive case is identified.

This form will be used at the beginning and end of each day of your involvement in any work, volunteering, or programs. You can use this form before leaving your home to ensure you can attend but know that it will be used again once you arrive at Hutton House.

### Section 1

#### Screening and Contact Tracing Questions

1. Full Name (First & Last Name)

2. Are you:

Select your answer

3. Program being accessed or program you are involved with?

Select your answer

4. Select your current location:

Select your answer

5. Are you beginning your day or ending your day?

Beginning my day

Ending my day

6. How are you feeling before you leave for the day?

Nothing has changed, I am feeling fine

Something has changed since the beginning of my day



## Screener questions

7. Are you currently experiencing any of these symptoms?

Choose if symptoms are new, worsening, and not related to other known causes or conditions you already have.

- Fever and/or chills** | Temperature of 37.8 degrees Celsius/100 degrees Fahrenheit or higher
- Cough or barking cough (croup)** | Continuous, more than usual, making a whistling noise when breathing (not related to asthma, post-infectious reactive airways, COPD, or other known causes or conditions you already have)
- Shortness of breath** | Out of breath, unable to breathe deeply (not related to asthma or other known causes or conditions you already have)
- Decrease or loss of taste or smell** | Not related to seasonal allergies, neurological disorders, or other known causes or conditions you already have
- None of the above** | Experiencing no COVID symptoms

8. Are you currently experiencing any of these symptoms?

Choose any/all that are new, worsening, and not related to other known causes or conditions you already have.

- Extreme tiredness** | Unusual, fatigue, lack of energy, poor feeding in infants (not related to getting a COVID-19 vaccine in the last 48 hours, depression, insomnia, thyroid dysfunction, sudden injury, or other known causes or conditions you already have)
- Muscle aches/joint pain** | Unusual, long-lasting (not related to getting a COVID-19 vaccine in the last 48 hours, a sudden injury, fibromyalgia, or other known causes or conditions you already have)
- Nausea, vomiting and/or diarrhea** | Not related to irritable bowel syndrome, menstrual cramps, or other known causes or conditions you already have
- Sore throat** | Painful swallowing (not related to seasonal allergies, acid reflux, or other known causes or conditions you already have)
- Runny or stuffy/congested nose** | Not related to seasonal allergies, being outside in cold weather, or other known causes or conditions you already have
- Headache** | Unusual, long-lasting (not related to getting a COVID-19 vaccine in the last 48 hours, tension-type headaches, chronic migraines, or other known causes or conditions you already have)
- None of the above** | Experiencing no COVID symptoms

### 9. Symptom Confirmation

Based on your selection(s) to the above symptom question, select the most appropriate response.

- I have selected **experiencing no COVID symptoms**
- I have selected **experiencing only 1 of the above COVID symptoms**
- I have selected **experiencing 2 or more COVID-19 symptoms**

**10. In the last 10 days have you tested positive for COVID-19?**

This includes a positive COVID-19 test result on a lab-based PCR test, rapid antigen test or home-based self-testing kit.

- No
- Yes

**11. Do any of the following apply?**

- You live with someone who is currently isolating because of a positive COVID-19 test
- You live with someone who is currently isolating because of COVID-19 symptoms
- You live with someone who is waiting for COVID-19 test results

If the individual isolating has not tested positive for COVID-19 and only has one of these symptoms: sore throat or difficulty swallowing, runny or stuffy/congested nose, headache, extreme tiredness, muscle aches or joint pain, nausea, vomiting and/or diarrhea, select "No."

- No
- Yes

**12. Have you been identified as a "close contact" of someone who currently has COVID-19 and been advised to self-isolate?**

If public health guidance provided to you has advised you that you do not need to self-isolate, select "No."

- No
- Yes

**13. Has a doctor, health care provider, or public health unit told you that you should currently be isolating (staying at home)?**

This can be because of an outbreak or contact tracing.

- No
- Yes

**14. Do any of the following apply?**

- In the last 14 days, have you travelled outside of Canada and were told to quarantine
- In the last 14 days, have you travelled outside of Canada and were told to not attend school/child care
- In the last 14 days, someone you live with has returned from travelling outside of Canada and is isolating while awaiting results of a COVID-19 test

- No
- Yes

### Section 3

#### Contact Tracing

15. How did you get to work, volunteer site, Hutton House program?

- Bus
- Family member or support worker gave me a ride
- Para transit
- Walk/Bike/Drove myself

16. Please provide if applicable :

The name of the bus route and number if known

The name of your family member/support worker and phone number

The time of your Paratransit drop off/pick up

### Section 4

#### Screener Results based on the answers:

##### **COVID-19 self-assessment result**

Based on your answers, we recommend you **stay home until the symptom has been improving for at least 24 hours (48 hours for nausea, vomiting and or diarrhea).**

By selecting Yes, I confirm that the above questions were answered honestly. I also understand that staff may ask me follow up questions to help determine if there are any changes.

- Yes

### Section 5

##### **COVID-19 self-assessment result**

Based on your answers, we recommend you **self-isolate (stay home)**

By selecting Yes, I confirm that the above questions were answered honestly. I also understand that staff may ask me follow up questions to help determine if there are any changes.

- Yes

### Section 6

##### **COVID-19 self-assessment result**

Based on your answers, you **do not need to self-isolate or get tested.**

By selecting Yes, I confirm that the above questions were answered honestly. I also understand that staff may ask me follow up questions to help determine if there are any changes.

- Yes

## Section 7

### Covid Assessment Centres

#### **If you got a COVID-19 vaccine in the last 48 hours**

- You must wear a properly fitted medical mask for the entire time at work if you are experiencing a mild headache, fatigue, muscle aches, and/or joint pain that only began after vaccination.
- You may take the mask off to eat or drink. You must stay at least two metres away from others while it is off.
- If your symptoms worsen, continue past 48 hours, or if you develop other symptoms: you should leave immediately to self-isolate and get a COVID-19 test.

#### **Health and safety tips**

- Keep a distance of at least 2 metres from people you do not live with
- Make sure you wear a face covering or mask while indoors (and outdoors when you cannot physically distance) and that it covers your mouth, nose, and chin
- Wash or sanitize your hands often

#### **Get the COVID-19 vaccine**

- Vaccines are safe, effective, and the best way to protect you and those around you from serious illnesses like COVID-19.
- Learn about our COVID-19 vaccination program | COVID-19 vaccines for Ontario | COVID-19 (coronavirus) in Ontario
- To book an appointment go to the MLHU website: <https://covidtestinglm.ca/>