

Policy- Use Personal Protective Equipment Policy

Family and Children's Services of the Waterloo Region (the Agency) is committed to ensuring the health and safety of our staff, volunteers and clients. Protection and prevention of occupational injury or illness is our objective. Every effort will be made to provide a safe and healthy work environment. All supervisors, workers, volunteers and students must be dedicated to reducing hazards and risk of injury and must follow the guidelines below.

1. Hand Hygiene

Practicing hand hygiene is one of the most effective strategies in reducing the risk of transmission of the COVID-19 virus. All employees are expected to follow strict hand hygiene processes. When in the office all employees must sanitize their hands prior to proceeding to their workspace; using a photocopier, prior to entering any meeting space (including kitchenettes and staff wellness room)

2. Staff Working in the Office

Staff working in the office are required to always have a cloth mask or procedure mask with them. A face covering must be worn upon entry into the building, and always in all Agency spaces. The only exception to this is if an employee is alone at their workstation or in their office. Staff have access to masks at the Agency and may choose to use their own face coverings.

3. Staff Working in the Community

Staff in the community on Agency business who can complete their task with limited or no contact (e.g., dropping supplies off at a family home or picking up supplies etc.) are not required to use PPE. However, routine precautions including physical distancing are always required and use of a cloth mask is required in the event physical distancing cannot be guaranteed. Staff are expected to adhere to the most current recommendations from Waterloo Region Public health.

Staff Working in Agency CARE Homes

For homes where all residents are using routine precautions regularly, staff must wear a face shield/eye protection and Level One surgical/procedure mask for the duration of their shift. If the home has residents that are not adhering to the routine precautions resulting in elevated risk staff will be required to wear additional PPE for the duration of their shift. This decision is made in consultation with the Worker, Supervisor and Service Director using the Safety Checklist.

4. Staff Having in Person Contact with Children Youth and Families

Staff providing in person contact will be required to wear a face shield/eye protection and a Level One surgical/procedure mask for the duration of the contact. If a child or family is symptomatic or tests positive for COVID-19 the need for support will be reassessed and if it is

still deemed necessary staff will then wear a Level 2 surgical/procedure mask gloves, eye protection and gown. This decision is made using the Safety checklist and is done in consultation with the Worker and Supervisor.

5. PPE For Children Youth Families

The Agency will provide PPE for use by families and Staff can access supplies at the Ardelt office.

PPE during a pandemic as a basic human right. Children, youth and families participating in face-to-face contact, including office visits, should be afforded appropriate PPE. In addition, workers are encouraged to speak with their youth in and from care about how to use PPE as a tool to stay safe and to provide them with cloth face coverings to assist them with this.

Staff must confirm that service users have appropriate face coverings prior to having in person contact. If a child youth or adult refuses to wear a face covering the Worker must consult with their supervisor prior to having in person contact.

If the contact it is still deemed necessary staff will then wear a Level 2 surgical/procedure mask gloves, eye protection and gown. This decision is made using the Safety checklist and is done in consultation with the Worker and Supervisor.

6. PPE Training

Any staff member utilizing PPE will be required to watch the videos below to ensure they are properly donning and doffing the PPE. All staff must sign an attestation that they have reviewed the videos and regular refreshers must occur on a monthly basis.

- [How to Hand Wash](#)
- [How to Hand Rub](#)
- [Putting on Mask and Eye Protection](#)
- [Taking off Masks and Eye Protection](#)
- [Putting on Full PPE](#)
- [Taking off Full PPE](#)

List of Available PPE

- Procedure mask
- Gloves
- Eye protection
- Gown
- Hand sanitizer
- Garbage bags
- Alcohol wipes
- Information sheets on donning and doffing PPE (Lanyard guide from PHO)



If you are unable to find what you need please contact Reception at Ardelt

7. Failure to Wear Required PPE

It is critical that all staff wear PPE as outlined above. These requirements are for the protection of staff, clients and the broader community. If a staff member does not follow the procedure for wearing PPE, they may be subject to the progressive discipline as outlined in Agency policy. At the present time, the only required PPE when engaging in an in-person contact is a face shield or eye protection and a Level One surgical/procedure mask. Other PPE is optional and be utilized based on the individual situation.

Revised December 15, 2020