

COVID-19 INFO

COCHRANE TEMISKAMING RESOURCE CENTRE

To: All Staff
From: Daniel Roy
Subject: Updates - Covid-19
Date: May 6th, 2021

“WASH YOUR HANDS, PHYSICALLY DISTANCE, STAY SAFE” PLEASE CONTINUE WEARING YOUR MASK & SHIELD

- ✓ We currently have 80% of our residential employees vaccinated. That is a 2% increase over last week. If you have not yet gotten your vaccination and would like to receive it please contact myself. We will assist you in booking an appointment.
- ✓ The Covid-19 situation in Ontario continues to be a priority. Workplaces are identified as most at risk for transmission
- ✓ Meal time and breaks are a particular risk as un-masking occurs. Please see attached posters to put up in your workplace.
- ✓ Please ensure you are eating and drinking in a location away from others. Ensure when un-masking outside to remain well distant form others (6feet minimum).
- ✓ Office workplaces will look different. Office staff working at 600 Toke St or in any Satellite location will be required to use a face shield or goggles as they move about common areas. Equipment will be provided along with cleaning and storage direction.
- ✓ Attached is an information document about Eye-protection Guidelines for office workers. Please review and familiarize yourself with this document.
- ✓ Visitors to 600 Toke St. or in any Satellite location will also be required to use a face shield or goggles as they move about the building.
- ✓ Disposable and re-usable face shields will be available for visitors.
- ✓ The CTCRC Management Team is acutely aware that all these added measures and Covid-19 precautions have been at the forefront of your work and personal lives over the last 14 months.

- ✓ **We are coordinating a practical educational opportunity for all staff. The focus will be on simple strategies and self-care we may all use to help us cope, manage and continue to be resilient through this pandemic.**
- ✓ **More details are coming and our goal is participation by everyone.**
- ✓ **We still have miles to go together in our pandemic response. We have kept ourselves and others safe all this time.**
- ✓ **Let's keep up the great work and not drop our vigilance!**

**Keep up the Infection Control Practices.
They have been effective to date!**



Daniel Roy, Human Resources Director

Cc Cindy McQuarrie, OPSEU Regional Representative
Lisa DeRosario, OPSEU L664 Chief Steward
Donna Cashabec for Board Distribution

COVID-19 – Eye Protection Guidelines

When do workers need eye protection?

When a worker is within 2 metres of a patron who is not wearing a mask, the worker must wear proper Personal Protective Equipment (PPE) including eye protection and a medical mask.





For example:

- Workers at restaurants and bars, when patrons remove their masks to eat or drink, and the worker is within 2 metres of the patron.
- When any worker is within 2 metres of a patron who is exempt from wearing a face covering or mask.

****A transparent physical barrier (i.e., plexiglass) DOES NOT replace the need for a mask worn by the worker when the patron is not wearing a mask and a distance of two metres is not maintained.**

****Eye protection DOES NOT replace the need for a face mask.**

What type of eye protection?

Options	Considerations in selection
<p>Goggles</p> 	<ul style="list-style-type: none"> • Provides the most reliable eye protection from splashes, sprays and respiratory droplets with the snug fit around the eyes. • Does NOT provide protection for other parts of the face (i.e., nose, mouth). • May be uncomfortable with prolonged use. • Comes with an adjustable band to allow a firmly secured fit.
<p>Face shield</p> 	<ul style="list-style-type: none"> • Must cover the front and sides of the face and extend to the chin to reduce the possibility of splash, spray or respiratory droplets from going around the edges of the shield. • Easy to put on and take off. • Prevents wearer from touching their face. • A single-use face shield can be re-used by the SAME user until it becomes cracked or visibility is compromised. • Comes with an adjustable band to allow good fit around the head and snug fit against the forehead. • Does NOT filter respiratory droplets – droplets can escape around the sides of the face shield.
<p>Safety glasses</p> 	<ul style="list-style-type: none"> • Does NOT provide the same level of protection from splashes, sprays and respiratory droplets as goggles or face shields. • Ensure that they fit snugly with no gaps between the glasses and your face, and consider having extensions to cover the side of your eyes.
<p>Prescription glasses</p> 	<ul style="list-style-type: none"> • Prescription eyewear, reading glasses and sunglasses will NOT provide adequate protection due to the openings around the side of the frames and DO NOT replace the need for eye protection.

Additional Tips

- Wear in combination with a medical mask when patron is not wearing a mask and is within 2 metres.
- Do NOT share with others.
- Eye protection should be worn over top of prescription eyeglasses.
- Clean and disinfect after every use.
- Ensure it does not interfere with the fit of your mask.
- When not being worn, store in a storage container or bag.
- Discard if damaged (e.g., scratched, pitted, broken, bent, ill-fitting, interferes with vision, no longer fasten securely to the provider).
- If there's a shortage, consider using safety glasses that fit snugly and covers the side of the eyes.

Cleaning your eye protection

All eye protection should be cleaned and disinfected between uses.

When manufacturer instructions for cleaning and disinfection are unavailable, follow these steps:

1. Wear gloves.
2. Carefully wipe the inside, followed by the outside of the face shield or goggles using a clean cloth saturated with neutral detergent solution or a cleaner wipe. It can also be cleaned with water and soap.
3. Carefully wipe the outside of the protective eyewear with a healthcare grade disinfectant wipe.
4. Wipe the outside of face shield with clean water or alcohol to remove residue.
5. Fully dry (air dry or use clean absorbent towels).
6. Perform hand hygiene.
7. Allow eye protection to dry prior to next use. When dry, store in labelled paper or plastic bag.
8. Store in a designated clean area in a manner to prevent contamination.

Putting on and taking off your face shield

ON – Putting on eye protection (donning)	OFF – Removing eye protection (doffing)
<ol style="list-style-type: none"> 1. Wash your hands. 2. Put on the face shield by holding the straps with both hands and placing the elastic band behind your head. Adjust it so that the foam rests on your forehead. 3. Avoid touching the front of the face shield. 4. Once on, check to make sure it covers the front and sides of your face and no areas are left uncovered. 5. If your visor does not stay put, adjust the elastics on the side of the face shield. 6. Do not share it with others. 7. If it gets dirty or difficult to see through, change your face covering for a new one. 	<ol style="list-style-type: none"> 1. Wash your hands 2. Grab the strap at the temple and pull over your head. Avoid touching the front of the face shield. 3. Avoid touching your eyes, nose and mouth when removing it. 4. Place it into a lined garbage bin (if disposable); or 5. Place the used face shield into a bag or container to be transferred/collected to an area where cleaning will occur. 6. Wash your hands again.

**Keep it up at work
...be COVID SAFE!**

**Your break is not a break
from COVID safety**

- **Keep your distance**
- **Wash your hands**
- **Wear your mask**
- **Stay home if you are sick**

**For more information about preventing
COVID-19 in the workplace**
call 1-877-202-0008
or visit [Ontario.ca/covidsafety](https://ontario.ca/covidsafety)

**Keep it up at work
...be COVID SAFE!**

**COVID should not be on
the menu at lunch**

- Eat at a safe distance from others
- Finish eating and put your mask back on to socialize
- Go separately to pick up food

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