

Job Skills Builder Information and Requirements

In-class Learning

KW Habilitation follows the Ministry of Health and Public Health guidelines. It is understood that protocols and responses will change based on their recommendations.

We are excited to offer Job Skills Builder classes on line, in person and/or a combination of the two. KW Habilitation must comply with all guidelines and recommendations from the Ministry of Health and Ministry of Children, Community and Social Services, which continue to have restrictions in place. As the Covid-19 pandemic evolves, the direction regarding activities and classes will be adjusted as necessary keeping the safety, health and emotional wellbeing of the participants and employees as the priority.

Before your in-person class begins:

- In advance of any in person classes please read and ensure you understand the Hand Hygiene, Respiratory Etiquette, Physical Distancing and How to Wear a Mask information provided below. These directives must be practiced at all times while at Job Skills Builder. If this is difficult for you, please contact us to discuss if there are other ways to accommodate your needs.

Before attending an in-person class each day:

- If you don't feel well, please remain home. Ruling out runny nose, or nasal congestion – as a result of seasonal allergies, if you have symptoms of COVID-19 you must not come to Job Skills Builder.
- We ask that you keep personal items to a minimum. You cannot share what you bring. Things to bring include:
 - Water bottle - must be personally labeled
 - Communication device
 - Personal identification
 - Personal device e.g. walker
 - Backpack to carry your belongings
- Bring a mask if you have one. If you don't, we'll provide one for you.

COVID-19 Specific:

- Everyone who attends the program will be screened including daily temperature checks upon arrival at Job Skills Builder. If you do not pass the COVID-19 screening or have a temperature of 37.8 C or higher, you will not be permitted to attend class.
- In the event that you become ill at Job Skills Builder and experience symptoms of COVID-19, you will be provided with information on the nearest COVID-19 assessment centre and/or any other information Public Health has advised KW Habilitation to provide to ill individuals. The ill person should complete the Ministry of Health's COVID-19 self-assessment online tool and/or seek health care provider advice on next steps.

- KW Habilitation has a duty to report suspected or confirmed cases of COVID-19 to Public Health, who will provide specific advice on what control measures should be implemented to prevent the potential spread.
- Symptomatic participants should be referred for testing.
 - Those who test negative for COVID-19 must be excluded from in-person classes until 24 hours after symptom resolution.
 - Those who test positive for COVID-19 must be excluded from in-person classes for 14 days after the onset of symptoms and clearance has been received from Public Health.
 - Those who are waiting for test results cannot attend in-person classes.
 - You can continue to access Job Skills Builder online if unable to attend in person.
- If a participant begins to experience symptoms of COVID-19 while attending Job Skills Builder the following steps will be taken:
 - Symptomatic person will be separated from others in a supervised area until they are able to go home. We will contact their emergency contact for immediate pick up.
 - Staff will wear Personal Protective Equipment as recommended by Public Health
 - You will be asked to wear a mask to help protect others.
 - A physical distance of 2 metres or 6 feet will be maintained.
 - Other participants and staff within the ill person's group will be identified as a close contact and Public Health will provide direction on how to proceed.
 - Participants and staff who have been exposed to a confirmed case of COVID-19 should be will be excluded from Job Skills Builder in class for 14 days.

Arrival at Job Skills Builder – Before entering the site

- Complete with designated KW Habilitation staff, COVID-19 screening document. Your temperature will be taken using a no touch thermometer on your forehead and documented. If you are under 18, you will need to have a guardian with you for this process. If you do not pass the COVID-19 screening or have a temperature of 37.8 C or higher, you will not be permitted to attend class.
- Screening will take place at the front entrance of KW Habilitation just inside the door. If there is someone already in this area, please wait outside until it is safe to enter. Only 2 people are able to be at the entrance at any given time, the staff and the person being screened.
- Family members and support staff cannot come into the KW Habilitation environment unless prior arrangements have been made with a KW Habilitation staff. There is a designated waiting area just inside the door.

While at Job Skills Builder

- While at Job Skills Builder, it is important to follow guidelines and rules to keep ourselves and our peers safe. While attending class, we will do the following:
 - Practice hand hygiene upon arrival, between activities and when hands appear dirty.
 - Practice physical distancing protocols of a minimum of 2 metres (6 feet) with peers and instructors as able.

- Everyone will wear face masks if able.
- We will not share personal belongings or food with peers.
- If you are unable to follow safety protocols, you may not be able to continue at Job Skills Builder while we are still in a pandemic.

After your in-person Job Skills Builder class

- If you begin to experience COVID-19 symptoms within 14 days of your Job Skills Builder class, or you have been tested due to experiencing these symptoms, you are required to notify the manager/supervisor of the program.

COVID-19 Testing Sites

<p>Cambridge-North Dumfries Community Assessment and Testing Centre (Cambridge Memorial Hospital) 700 Coronation Blvd, Cambridge</p> <p>Self-Referrals are accepted by calling 519-621-2333 ext. 2689</p>	<p>8:30 am – 8:30 pm Monday to Friday 8:30 am – 4:30 pm Weekends and Holidays</p>
<p>Grand River Hospital COVID-19 Drive-Thru Testing Centre 137 Glasgow St., Kitchener (in the Catalyst parking lot)</p> <p>No appointment necessary. Walk-ups can be accommodated</p>	<p>7:30 am – 6:30 pm seven days a week</p>
<p>St. Mary’s General Hospital COVID-19 Testing Centre 50 Bathurst Dr. Unit 1, Waterloo</p> <p>Self-referrals area accepted by calling 519-885-9517</p>	<p>9:00 am – 5:00 pm seven days a week</p>
<p>Kitchener-Waterloo-Wilmot-Wellesley-Woolwich (KW4) Community Assessment Centre 50 Westmount Rd. North, Waterloo</p> <p>Self-referrals are accepted by calling 1-855-414-2255</p>	<p>9:00 am – 4:00 pm seven days a week</p>

<http://www.regionofwaterloo.ca/en/health-and-wellness/community-assessment-centres.aspx>

Hand Hygiene

Handwashing/Sanitizing is one of the best ways to protect yourself and your family from getting sick. You can help yourself and others stay healthy by washing your hands often. Please ensure you sanitize your hands immediately upon your arrival, after your cough or sneeze and as you are leaving.

How to Use Hand Sanitizer

- Apply the gel product to the palm of one hand - Typically, 1-2 pumps.
- Rub your hands together palm to palm
- Rub in between and around fingers
- Rub back of each hand with palm of other hand
- Rub fingertips of each hand in opposite palm
- Rub each thumb clasped in opposite hand
- Rub hands until the product is dry. Do not use paper towels

Respiratory Etiquette

The COVID-19 virus spreads from person to person in droplets produced by coughs and sneezes. Therefore, it is important that all visitors cover their mouths or noses with a tissue when coughing or sneezing and dispose of the tissue appropriately. If no tissue is available, using the inside of the elbow (or shirtsleeve). Always perform hand hygiene after sneezing, coughing and handling dirty tissues. Family Visitors Information & Requirements

Physical Distancing

Maintain a distance of at least 2 metres or six (6) feet, where possible.

Mask Procedures

Masks must be worn at all times by visitors and if possible, the person supported. Wearing non-medical masks or face coverings are acceptable. They must be clean and comply with recommendations from the Ministry of Health.

When putting mask on:

- Sanitize or wash hands thoroughly.
- Put mask on using the ear straps, ensure it covers nose and mouth, press wire down around bridge of the nose or ensure fabric is snug to your face.
- Wear the mask in the correct position (covering mouth and nose) and refrain from touching the front of the mask.

When removing the mask:

- Sanitize or wash hands thoroughly.
- Remove mask using the ear straps.
- Do not touch front of mask.
- Dispose in garbage can provided or put in plastic bag and take with you.
- Sanitize or wash hands thoroughly.



HOW TO WEAR A MASK

1



Wear it with the **coloured side facing out**/white side facing in

2



Ensure it covers the nose & mouth **fully**

3



Tie/loop the straps around your head or over the ear

4



Use two fingers to **press the concealed metal wire down** to fit the shape of the nose