

	Creation Date: March 31 2020
	Next Scheduled Review - Nov 1 2021
	Title : COVID 19 - Health and Safety Policy

1.0 Purpose

The following interim policy was implemented to help reduce the risk of workplace exposures to COVID-19 and to enhance health and safety at the NSD Training Centre.

2.0 Audience

This document is applicable to volunteers, NSD staff & any visitors to the NSD property.

3.0 Related Documents

covid-19-know-the-facts - NSD HR Folder on Google Drive

[Proof of Vaccine Protocol Sept 2021](#)

NSD's Rapid Antigen Testing Protocol:

<https://docs.google.com/document/d/1IJdipP5nvTVMNcYrZj90FucOsS35-XeW/edit>

Public Health Agency of Canada. (2020). Coronavirus disease (COVID-19): Being prepared.

Retrieved from:

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/being-prepared.html>

Ontario Government COVID-19 response framework:

<https://www.ontario.ca/page/reopening-ontario>

Ontario Public Health Website:

<https://www.publichealthontario.ca/en/diseases-and-conditions/infectious-diseases/respiratory-diseases/novel-coronavirus>

Stage 3 Opening in Ontario - What you need to know:

<https://files.ontario.ca/mof-framework-reopening-province-stage-3-en-2020-07-13-v2.pdf>

Travelling during COVID:

<https://travel.gc.ca/travel-covid/travel-restrictions/covid-vaccinated-travellers-entering-canada#vaccinated>

4.0 Definitions/Outlines

5.0 Procedure

What is COVID-19?

COVID-19 is an infection caused by a new type of coronavirus. COVID-19 can present as an acute respiratory illness in humans. More information on COVID-19 can be found in the covid-19-know-the-fact in the HR Folder on NSD's Google Drive

Preventing respiratory infections in the workplace:

The following protocols apply to all individuals entering the NSD Training Centre. The following practices will be required to ensure that we are reducing the risk for infection:

- Practicing physical distancing with a minimum of 6ft at all times.
- Wipe down frequently touched surfaces such as door handles, light switches, desks and countertops using the cleaning supplies provided. Disinfectant wipes will be available throughout the office and all individuals are expected to wipe down contact areas regularly as they move through the building each day. See Enhanced Cleaning Policy for more details.
- Wash your hands regularly and use the hand sanitizer as needed.
- All staff are to ensure the door handles and contact surfaces in their immediate work space are wiped down prior to leaving each day.
- NSD vehicles be wiped down with disinfectant after each use
- Where a safe social distance of 6 feet cannot be maintained between individuals in the NSD training centre or NSD vehicles, a mask must be worn. NSD will provide masks for those who do not already have them.
- Provide proof of a double vaccination against COVID19 or a negative COVID 19 test within 48 hours. NSD has rapid tests on hand and all staff are expected to follow NSD COVID testing policy.

If you are sick, please stay home:

- Employees who have symptoms of acute respiratory illness are recommended to stay home and not go to work. Employees should notify their direct report and stay home if they are sick. Information on self-assessments for COVID-19 and accessing testing is available at <https://ca.thrive.health/covid19/en> For people not tested who may have COVID-19, the advice is to self-isolate for 14 days in general. Employees should speak with occupational health and safety as the criteria for return to work for COVID-19 is unique and depending on the setting.
- During this time a note from your doctor verifying you have COVID 19 is not required, an email declaration will suffice.
- If you need time off to care for sick family members please reach out to your direct report to coordinate the use of lieu time, vacation time and for more information on how to access government assistance programs if needed.
- If you or a member of your immediate household is in the process of being tested for COVID and/or awaiting results of a COVID test please do not come to the training centre. For NSD staff please contact your supervisor to coordinate work from home activities and/or organize time off.

Respiratory etiquette and hand hygiene by all employees:

- Frequent hand washing is encouraged and hand sanitizers are available throughout the building in clearly identified containers.
- Tissues will be available throughout the building.

All staff are to follow NSD's COVID RAPID ANTIGEN SCREENING PROTOCOL

NSD Protocols as they relate to the 3 Step System to maintain public health implemented by the Ontario Government May 2021 :

Ontario Roadmap to Reopen is a three-step plan to safely and cautiously reopen the province and gradually lift public health measures. The plan is based on:

- the province wide vaccination rate
- improvements in key public health and health care indicators

Given staff vaccination rates and our protocols for utilizing the rapid COVID test kits there will be no limits on the number of staff inside the NSD Training Centre, but staff are asked to continue to work from home whenever they can. NSD staff will still need to wear masks and physically distance when at the Training Centre.

Guiding Principles of Ontario's 3 Step Process - the Province is currently in Step 3

Step 1: Vaccination rate 60% Adults with one dose. Based on current trends in key health indicators, including the provincial vaccination rate.

Limited indoor activities and **outdoor gatherings of up to 10 people, including staff.** For non-staff, we are going to continue to limit access to NSD's indoor space, with emergency dog training sessions and maintenance being the exception and only scheduled on days/at times when there are fewer than 5 staff in the Training Centre. The NSD Leash Free Area will continue to be limited to 5 people/Leash Free Area at a time. Advanced training outings to indoor public spaces should be limited in frequency and duration. Volunteers with NSD dogs in development may take puppies out in jacket to indoor public spaces only as part of their regular routine (shopping) for socialization purposes and these outings should be limited in frequency and duration. Health affirmation forms will be required to be filled out by all individuals entering the NSD Training Centre, including staff.

Step 2: Vaccination rate 70% Adults with one dose & 20% Fully vaccinated.

Limited indoor activities and **outdoor gatherings of up to 25 people, including staff.** If clients or volunteers need to be in the office for rainy day training or building repairs they are to be scheduled around staff who are working in the office with the goal of keeping the number of people in the Training Centre down, with a limit of no more than 3 non staff in the building at any given time. NSD staff, volunteers and clients will still need to wear masks and physically distance when participating in group training activities, indoors and outdoors. The NSD Leash Free Area will be limited to 10 people/Leash Free Area at a time. Staff and volunteers may take the dogs into public spaces for training as long as all public health protocols are followed. Health affirmation forms will be required to be filled out by all individuals entering the NSD Training Centre.

Step 3: Ontario will remain in step two for at least 21 days. We will then move to Step 3 if the province has vaccinated 70 to 80% of adults with one dose and 25% of adults with two doses.

Outdoor gatherings of up to 75 people, including staff may resume. Limited indoor activities will continue with no limits on the number of staff in office and the number of non staff inside the training centre limited to 3 at any given time. For activities inside the training centre, non staff should continue to be scheduled on days and at times when staff attendance levels are low whenever possible. NSD staff, volunteers and clients will still need to wear masks and physically distance when participating in group training activities, indoors and outdoors. Staff that can work from home are encouraged to continue to do so. The NSD Leash Free Area will be limited to 10 people/Leash Free Area at a time. Advanced training, puppy classes, team training and volunteer training and orientations can return to pre emergency order status; including the use of community training spaces (schools and community centres), with group sizes for puppy classes limited to 5. Staff and volunteers may take the dogs into public spaces for training as long as all public health protocols are followed. Health affirmation forms will be required to be filled out by all individuals entering the NSD Training Centre. NSD will continue to follow NSD's COVID Testing Protocol and all visitors entering the indoor portions of the training centre must provide proof of vaccination ([proof of vaccination](#) - your vaccine receipt, demonstrating you are fully vaccinated and the final dose was taken at least 14 days ago) or a negative COVID test.

For people who have recently travelled outside of Canada, [federal protocols](#) apply including 14 day isolation unless the individual qualifies for [vaccine related exemptions](#) . If you have travelled and are subject to isolation or quarantine protocols as laid out by federal and provincial governments please do not engage in in person volunteer activities at NSD.

Use of the NSD Leash Free Area:

In alignment with the Step categories above the number of people utilizing the leash free areas is as outlined above. **If you are sick, please stay home.** The following additional requirements are currently in place for the leash free area.

- Only staff, recognized volunteers and NSD Graduates can utilize the leash free area/NSD property. If NSD dogs that fall into this category of active users are housed with other pet dogs they are also welcome to attend with their handler and the NSD dog.
- The Leash Free Area will be open from 8am until 8pm each day. We ask that you visit no more than once a day.
- Social distancing requirements as outlined above are in place for this area as well and masks should be worn if you cannot maintain more than 6' of social distance.
- Everyone is expected to be mindful of the safety of the dogs and ensure play groups are appropriate to the age, size and activity level of the dogs in the leash free area.

School Bus Program

This program is designed to reduce person to person contact while continuing to meet government policy and fulfill our mission to train and place service dogs with the Canadians

who need them. The program involves the dogs being dropped off and picked up each day by either staff or volunteers.

- all handoffs must occur outside with both parties masked
- each party should use their own leash and utilize hand sanitizer before and after the handoff
- dog collars are to be wiped down with disinfectant wipes upon arrival and before hand off
- All trainers will ensure they use their own training equipment

Vaccine Passports and Screening - 3rd Party Vendors

As of September 22, 2021 the Ontario Government will require proof of vaccination or exemption in order to access certain businesses and settings, namely meeting and event spaces. National Service Dogs utilizes public facilities/meeting and event spaces for puppy classes and team training and will therefore require proof of vaccination or exemption from all staff, volunteers and clients utilizing these specific spaces. Effective immediately, anyone attending one of these venues for puppy class who is 12 years of age and older will be required to show proof of the following:

- proof of [identity that shows your name and date of birth](#)
- [proof of vaccination](#) (your vaccine receipt, demonstrating you are fully vaccinated and the final dose was taken at least 14 days ago)

You can provide either a paper or digital copy of your vaccination receipt that includes your:

- name
- date of vaccination
- brand of vaccine at the time of vaccination

You must prove your identity by showing identification that includes both your name and date of birth.

A photo identification is not required.

To confirm your identity, you may use your:

- birth certificate
- driver's licence
- government (Ontario or other) issued identification card, such as a health card
- passport
- citizenship card
- permanent resident (PR) card
- Indian Status Card or Indigenous Membership Card

Individuals who do not meet these requirements will not be able to attend classes at these venues and we ask that you reach out to NSD staff, primarily our ED, Danielle Forbes at dani@nsd.on.ca or 519-239-9808 for more information and next steps. Thank you for being kind and courteous to NSD staff and fellow volunteers as we all navigate this change to our operations.

CHANGE HISTORY

Description of Change: Clarified expectations around cleaning surfaces, social distancing and mask use in the lead up to a limited return of staff to the workplace.

Date May 19, 2020

Description of Change: Clarified expectations around cleaning surfaces, social distancing and mask use in the lead up to allowing large outdoor gatherings.

Date: August 4, 2020

Description of Change: Adjusted numbers to align with changes in government policy and reinforce expectations around cleaning surfaces, social distancing and mask use.

Date: Sept 24, 2020

Description of Change: Adjusted to represent the provincial changes to the Public Health Measures and Outline NSD's response to each category.

Date: November 23, 2020

Description of Change: Adjusted to represent the provincial changes to the Public Health Measures and Outline NSD's response to each category and the use of rapid test kits and staff vaccination update. Updated links to government info pages.

Date: May 26, 2021

Description of Change: Expand to include more details of requirements under Step 3 of the Provincial Plan and clarify indoor and outdoor meeting numbers.

Date July 19 2021

Description of Change: Expanded policy to include Vaccine requirements for NSD office and 3rd party vendors. Date September 28, 2021

Description of Change: Updated to include vaccine requirements for 3rd party vendor use and the NSD Training Office. Date October 4, 2021