

	Date: March 31 2020
	Next Scheduled Review - November 2020
	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

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/covid-19-response-framework-keeping-ontario-safe-and-open>

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>

4.0 Definitions/Outlines

Please see Appendix A below for an outline of the Ontario Government’s Colour Coded Public Health Measurers.

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. Spray bottles of isopropyl alcohol will be available throughout the office and all individuals are expected to spritz 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 spritzed and/or wiped down prior to leaving each day.
- NSD vehicles be wiped down or spritzed 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.

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 spray bottles so you can sanitize as you are exiting and entering the office.
- Tissues will be available throughout the building.

NSD Protocols as they relate to the Colour Coded Public Health Measures (see appendix A below):

Green and Yellow and Orange Zone

When Waterloo Region is in this ZONE the number of individuals within the NSD training centre should not exceed 10. Under special circumstances (maintenance, pre-approved activities) the ED may approve a larger number in alignment with Government Protocols. Outdoors activities and events on the NSD property are not to exceed 75 people including staff when in Green and Yellow, 25 people when in Orange. Advanced training, puppy classes, team training and volunteer training and orientations will continue as usual and in adherence with this policy and Government Protocols. Staff and volunteers may take the dogs into public spaces for training as long as all public health protocols are followed. If the region moves into the Orange Zone health affirmation forms will be required to be filled out by all non-staff entering the NSD Training Centre.

Red Zone

When Waterloo Region is in this ZONE the number of individuals within the NSD training centre should not exceed 5 at any given time. Administrative staff should work from home most of the time and limit their time at the office to short visits in order to exchange work materials. Outdoor activities (puppy classes, testing etc.) on the NSD property are not to exceed 20 people including staff. No events are to be scheduled on the NSD property. 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.

Grey Zone

Under Ontario Government guidelines NSD is allowed to continue working with the advanced training dogs. When Waterloo Region is in this ZONE the number of individuals within the NSD training centre should not exceed 5 at any given time and will be limited to the training team, operations assistant and the leadership team. All others are to work from home and may attend the office once a week or by permission from their supervisor to exchange work materials. No dogs are to be in jacket in indoor public spaces during this time. Indoor, in person puppy classes are cancelled and virtual puppy classes will be commenced. Outdoor training activities may continue in groups no larger than 5 including staff, with all social distancing and mask protocols in place. All NSD events are cancelled/postponed. Health affirmation forms will be required to be filled out by all individuals entering the NSD Training Centre, including staff.

Use of the NSD Leash Free Area:

In alignment with the Zone categories above and taking into consideration the new leash free space, the use of the leash free areas is limited to no more than 5 people in each of the leash free areas at any given time. **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.
- A maximum of 10 **people** (5 per park area) are to be in the leash free areas at any given time, even if they are from within the same household. Social distancing requirements as outlined above are in place for this area as well and masks should be worn if you cannot maintain a 6' social distance.
- To reduce the risk of spread through contact with the gate handles please use a clean poop bag to open and close the gates. Poop bags and a spray bottle of Isopropyl Alcohol will be hanging at the gate.
- 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

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

APPENDIX A

Outline of Ontario's COVID Public Health Measures in Relation to NSD Policy

Given the NSD Training Centre's limited office space and layout, NSD's COVID policy with respect to the number of people in the building at any given time will be more aligned with Public Health Measures in place for residences. travel to work is considered as essential travel along with groceries, pharmacies etc..)

Green and Yellow

- Limits for meeting spaces, organized public events, recreational facilities and gatherings in staffed businesses and facilities: 50 people indoors/100 people outdoors
- Limits for functions, gatherings held in private residences, backyards, or parks: 10 people indoors/25 people outdoors
- Retail open with social distancing and mask wearing

Orange

- Limits for meeting spaces, organized public events, recreational facilities and gatherings in staffed businesses and facilities: 50 people indoors/100 people outdoors
- Limits for functions, gatherings held in private residences, backyards, or parks: 10 people indoors/25 people outdoors
- Retail open with social distancing and mask wearing
- Screening of patrons is required

Red

- Limits for meeting spaces, recreational facilities and gatherings in staffed businesses and facilities: 10 people indoors/25 people outdoors
- Limits for organized public events, functions, gatherings held in private residences, backyards, or parks: 5 people indoors/25 people outdoors
- Retail open with social distancing and mask wearing
- Screening of patrons is required

Grey – Shutdown

Under the Animal Services section of the Public Health Measures, NSD is permitted to continue to operate. Services that are permitted include:

- Veterinary services and other businesses that provide for the health and welfare of animals, including farms, boarding kennels, stables, animal shelters and research facilities
- Businesses that provide services for the training and provision of service animals
- Businesses that provide pet services, including pet grooming services, pet sitting services, pet walking services and pet training service.

Additionally:

- No indoor organized public events and social gatherings, except with members of the same household
- Limit for outdoor organized public events and social gatherings, physical distancing can be maintained: 10 people outdoors

- Restaurants, recreation facilities, retail, meeting and event spaces closed to in person (retail has exceptions and curb side pick up options)