



RESPONSE PLAN

REGARDING THE CORONA VIRUS/ COVID 19

Facility Name: Potential Place Society

Facility Address:

308 – 11 Avenue SE, Suite 210

Calgary, Alberta, Canada

T2G 0Y2

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DATE PREPARED: March 2020

INTRODUCTION

The following is information about the **Coronavirus Disease (COVID-19)** and how Potential Place can prevent and prepare for an outbreak of the virus within the agency. Given the incidents that have occurred in other communities recently within North America and worldwide, it is reasonable and responsible for the agency to seek to develop an emergency response plan that seeks to protect and provide clear and precise directives for all colleagues. All individuals deserve to work and to receive service in a safe environment and in one that will seek to preserve it in the event of an emergency. This plan would also be applicable to contractors and visitors to the agency.

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Coronavirus Disease (COVID-19) Outbreak

Current information regarding the spread of the disease

WORLD HEALTH ORGANIZATION (WHO) – March 7, 2020 Statement

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As of today's reports, the global number of confirmed cases of COVID-19 has surpassed 100 000. As we mark this somber moment, the World Health Organization (WHO) reminds all countries and communities that the spread of this virus can be significantly slowed or even reversed through the implementation of robust containment and control activities.

Basic protective measures against the new coronavirus

Stay aware of the latest information on the COVID-19 outbreak, available on the WHO website and through your national and local public health authority. COVID-19 is still affecting mostly people in China with some outbreaks in other countries. Most people who become infected experience mild illness and recover, but it can be more severe for others. Take care of your health and protect others by doing the following:

Wash your hands frequently

Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water.

Why? Washing your hands with soap and water or using alcohol-based hand rub kills viruses that may be on your hands.

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Maintain social distancing

Maintain at least 1 metre (3 feet) distance between yourself and anyone who is coughing or sneezing.

Why? When someone coughs or sneezes they spray small liquid droplets from their nose or mouth which may contain virus. If you are too close, you can breathe in the droplets, including the COVID-19 virus if the person coughing has the disease

Avoid touching eyes, nose and mouth

Why? Hands touch many surfaces and can pick up viruses. Once contaminated, hands can transfer the virus to your eyes, nose or mouth. From there, the virus can enter your body and can make you sick.

Practice respiratory hygiene

Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately.

Why? Droplets spread virus. By following good respiratory hygiene you protect the people around you from viruses such as cold, flu and COVID-19.

If you have fever, cough and difficulty breathing, seek medical care early

Stay home if you feel unwell. If you have a fever, cough and difficulty breathing, seek medical attention and call in advance. Follow the directions of your local health authority.

Why? National and local authorities will have the most up to date information on the situation in your area. Calling in advance will allow your health care provider to quickly direct you to the right health facility. This will also protect you and help prevent spread of viruses and other infections.

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Stay informed and follow advice given by your healthcare provider

Stay informed on the latest developments about COVID-19. Follow advice given by your healthcare provider, your national and local public health authority or your employer on how to protect yourself and others from COVID-19.

Why? National and local authorities will have the most up to date information on whether COVID-19 is spreading in your area. They are best placed to advise on what people in your area should be doing to protect themselves.

Protection measures for persons who are in or have recently visited (past 14 days) areas where COVID-19 is spreading

- Follow the guidance outlined above.
- Stay at home if you begin to feel unwell, even with mild symptoms such as headache and slight runny nose, until you recover. **Why?** Avoiding contact with others and visits to medical facilities will allow these facilities to operate more effectively and help protect you and others from possible COVID-19 and other viruses.
- If you develop fever, cough and difficulty breathing, seek medical advice promptly as this may be due to a respiratory infection or other serious condition. Call in advance and tell your provider of any recent travel or contact with travelers. **Why?** Calling in advance will allow your health care provider to quickly direct you to the right health facility. This will also help to prevent possible spread of COVID-19 and other viruses.

(<https://www.who.int/> March 9, 2020)

GETTING WORK PLACE READY

Who advice on how to prepare the work place: https://www.who.int/docs/default-source/coronaviruse/getting-workplace-ready-for-covid-19.pdf?sfvrsn=359a81e7_6

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What to do if a colleague is ill:

https://www.who.int/docs/default-source/coronaviruse/getting-workplace-ready-for-covid-19.pdf?sfvrsn=359a81e7_6

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ALBERTA HEALTH SERVICES RESPONSE

Prevention

To help protect you and your family against all respiratory illnesses, including flu and COVID-19, you should:

- [Wash your hands often and well](#)
- Avoid touching your face, nose, or mouth with unwashed hands.
- Avoid close contact with people who are sick
- Clean and disinfect surfaces that are frequently touched
- Stay at home and away from others if you are feeling ill
- [When sick, cover your cough and sneezes and then wash your hands](#)

Symptoms

Symptoms for COVID-19 are similar to those for influenza or other respiratory illnesses. They can range from mild to severe and include:

- Fever
- Cough
- Difficulty breathing

The majority of cases have reported mild symptoms. Older adults and people with medical conditions like high blood pressure, diabetes, heart disease and lung disease are more likely to become seriously ill.

Actions Being Taken by Alberta Health Services

- AHS has an Emergency Coordination Centre established, and continues to work efficiently and collaboratively with Alberta Health and care providers across Alberta.

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- We also continue to follow guidance from Health Canada and the World Health Organization.
- A comprehensive range of prevention and control measures are in place in Alberta, and we will continue to maintain these measures to reduce risk of spread of illness in Alberta.

AHS and Alberta Health will provide updates as new information becomes available

<https://www.albertahealthservices.ca/topics/Page16944.aspx> March 9, 2020

Actions being taken by Potential Place include the following:

- Hand sanitizers dispersed throughout the Clubhouse
- Hand soap dispersed throughout the Clubhouse
- Tissues dispersed throughout the Clubhouse
- Reminders to wash hands posted throughout the clubhouse
- Lysol wipes available for daily sanitizing of frequently touched items/ areas
- Gloves worn to complete all duties in the Café/ Bistro
- Self-Monitoring and monitoring of colleagues to take precautions and to stay home if ill as advised by Alberta Health Services.
- If a colleague has flu symptoms, he/ she should immediately inform Potential Place staff and refrain from coming to the Clubhouse and self-isolate for at least 2 weeks.

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EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS WHO WILL RESPOND IN AN EMERGENCY:

DESIGNATED RESPONSIBLE OFFICIAL FOR POTENTIAL PLACE SOCIETY

Name: Frank Kelton Phone: 403-216-9249

EMERGENCY COORDINATOR:

Name: Andrea Taylor Phone: 403-216-9253

AREA/FLOOR MONITORS (If applicable):

Area/Floor: Community Connections Name: Jordan Fazio

Area/Floor: Café/ Bistro Name: Cal Gibbens

ASSISTANTS TO PHYSICALLY CHALLENGED (If applicable):

Name: Enitan Ibitoye

Name: Maria Therens

Date: March 9, 2020

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EMERGENCY PHONE NUMBERS

FIRE DEPARTMENT: 911

AMBULANCE: 911

POLICE: 911

BUILDING MANAGER: Ted Scheidt servicecentre@colliers.com 1-877-255-5888