



---

Ontario  
Disability  
Employment  
Network

Réseau ontarien  
d'aide à l'emploi  
pour les personnes  
handicapées

COVID Economic Restart  
Recommendations from the ODEN Working Group

July 2020



## Recommendations from the Economic Restart Working Group

As the economy starts to return to normal, and the clients we support begin to return to work and programs, it is necessary for organizations to take the time to review existing policies and implement strategies to ensure health and safety for all.

The Economic Restart Working Group has compiled the following recommendations for organizations. This is not intended as an exhaustive list, nor is it assumed that organizations are not following these protocols. This list is intended as a resource in the case that your organization has yet to start these measures, or to help you enhance your protocols.

For more information on any of the three recommendations, please contact ODEN at [info@odenetwork.com](mailto:info@odenetwork.com) and we will connect you to service providers from the working group.

---

### 1. House all communication on COVID in one place including:

- **PPE requirements**
  - **Depending on the type of work that you are engaged in, your PPE needs may differ**
  - **Offices should have physical barriers at reception**
  - **Workspaces should have distance or have barriers**
  - **All staff should have masks – and access to new masks as needed**
  - **All staff should have sanitation supplies to clean workspaces and frequently touched surfaces**
    - **Link to Sanitation visual: <https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/coronavirus/cleaning-disinfecting-public-spaces/cleaning-disinfecting-public-spaces-eng.pdf>**
  - **Training checklist to demonstrate that each staff has been trained in PPE use**
  - **Ensure you have adequate supplies and that everyone knows how to access them**
  
- **Policies**
  - **Check your policies and procedures and update as needed for**
    - **Business disruption**
    - **Providing services online and by telephone**
    - **Transferring data and confidential information online**
    - **Office closures**
    - **Phone trees (emergency contact)**
    - **Staff travel policies (use of own vehicle etc)**
    - **Procurement policies for securing more PPE**
      - **Visit the Ontario Government Supplier website for information on access supplies: <https://covid-19.ontario.ca/workplace-ppe-supplier-directory>**
  - **DS Service Agencies have created a collection of Human Resource policies for use or example: <https://realxchange.communitylivingsex.org/human-resources-and-policies/>**

- **Public Health and Provincial requirements**
  - **Have a link to the Public Health website for your region**
    - <https://www.publichealthontario.ca/>
  - **Have a link to the Government of Canada website**
  - **Post the regulations for the Phase that your region is currently in and how that impacts service delivery**
    - <https://www.ontario.ca/page/reopening-ontario>
- **Employment Standards Act**
  - **Employment Standards Amendment Act (Infectious Disease Emergencies), 2020**
    - <https://news.ontario.ca/opo/en/2020/03/employment-standards-amendment-act-infectious-disease-emergencies-2020.html>
- **Education on the use of PPE and application of policies**
  - **Multiple resources available on Federal and Provincial websites, as well as DS Sector information on the Real Xchange website:** <https://realxchange.communitylivingessex.org/covid-19-resources/>
- **Mental Health resources**
  - **Link to Employee Morale and Mental Health pages on The Real Xchange website:**
    - <https://realxchange.communitylivingessex.org/employee-morale/>
    - <https://realxchange.communitylivingessex.org/wellness-and-mental-health/>

## 2. Deliver training to job seekers/returning workers on COVID and PPE and safe work procedures

- **How/when to wear /remove PPE (donning and doffing)**
  - **Resource for training and testing PPE knowledge:**  
**Questions:**[https://realxchange.communitylivingessex.org/wp-content/uploads/2020/04/COVID-19\\_Safety\\_QA\\_Questions\\_for\\_Leader1.pdf](https://realxchange.communitylivingessex.org/wp-content/uploads/2020/04/COVID-19_Safety_QA_Questions_for_Leader1.pdf)  
**Answer Key:** <https://realxchange.communitylivingessex.org/wp-content/uploads/2020/04/Checklist-answer-key.pdf>
  - **Link to visual on mask wearing do's and don'ts:** <https://www.canada.ca/content/dam/hc-sc/documents/services/publications/diseases-and-conditions/covid-19-safely-use-non-medical-mask-face-covering/covid-19-safely-use-non-medical-mask-face-covering-en.pdf>
  - **Link to visual on hand washing:** <https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/coronavirus/covid-19-handwashing/covid-19-handwashing-eng.pdf>
  - **Link to visual for full PPE covering:** <https://www.publichealthontario.ca/-/media/documents/ncov/ipac/ppe-recommended-steps.pdf?la=en>
  - **Link to Donning:** [https://realxchange.communitylivingessex.org/wp-content/uploads/2020/04/PHE\\_COVID-19\\_Donning\\_quick\\_guide-CLTO-colours-1.pdf](https://realxchange.communitylivingessex.org/wp-content/uploads/2020/04/PHE_COVID-19_Donning_quick_guide-CLTO-colours-1.pdf)
  - **Link to Doffing:** [https://realxchange.communitylivingessex.org/wp-content/uploads/2020/04/COVID-19\\_Doffing\\_quick\\_guide-CLTO-Colours.pdf](https://realxchange.communitylivingessex.org/wp-content/uploads/2020/04/COVID-19_Doffing_quick_guide-CLTO-Colours.pdf)

- **How to prevent transmission and stay safe (pdf available in multiple languages from the Government of Canada website: <https://www.canada.ca/en/public-health/services/publications/diseases-conditions/help-reduce-spread-covid-19.html>)**
  - **Link to visual on reducing transmission: <https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/coronavirus/help-reduce-spread-covid-19/help-reduce-spread-covid-19-eng.pdf>**
  - **Link to visual on going out safely: <https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/covid-19-going-out-safely/cov19-gt-eng.pdf>**
- **Rights and Responsibilities**
  - **Link to Government of Canada website for Employee Rights and Responsibilities: <https://www.canada.ca/en/government/publicservice/covid-19/rights-responsibilities.html>**
  - **<https://www.canada.ca/en/employment-social-development/services/health-safety/reports/duties.html>**
- **The Ontario government resource site that addresses almost every industry and sector, has visuals and other instructional documents in plain language – and multiple languages: <https://www.ontario.ca/page/resources-prevent-covid-19-workplace#section-1>**

### 3. Develop a Mobile Kit for staff in the community – job coaches, developers, support staff – and provide training on the use of all contents in the kit.

#### Contents:

- Temperature Device
- 3 pairs of gloves
- 3 masks
- Hand sanitizer
- Wipes
- Screening tool/checklist – mobile or paper
- Hazardous Waste containers

