

AVENUE II COVID-19 PANDEMIC PLANNING MANUAL

TOPIC: Memos	SUBJECT: COVID-19 Binder Update- Mandatory PPE Changes as per MCCSS	Code: MEM002
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		Revised:
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MEMORANDUM

TO: ALL STAFF
DATE: DECEMBER 1, 2020
FROM: SUZANN R. DOHERTY, EXECUTIVE DIRECTOR
SUBJECT: COVID-19 BINDER UPDATE – MANDATORY PPE CHANGES AS PER MCCSS

The Ministry of Children, Community and Social Services (MCCSS) is mandating changes to mask and face shield requirements effective Friday, December 4, 2020. **Staff must always wear a medical mask and face shield** when supporting residentially. Cloth or dust masks and goggles are no longer permitted while supporting. Each staff is to use (1) one mask per shift as per MCCSS direction. Reusable face shields have already been issued to staff. Staff are responsible to clean and disinfect their personal face shields for reuse.

Staff are to only wear the face shield and medical mask provided by Avenue II and may not wear ones they purchase personally. Staff are expected to arrive wearing a non-medical mask and change into a MEDICAL MASK immediately upon arrival at the location. If medical masks are not kept at the entrance to the location, the staff on shift are to ensure a medical mask is available upon the arrival of the replacement staff.

Masks and shields are to be worn throughout the shift and only removed when:

- Eating and drinking while physical distancing of 2 meters
- Outside and capable of physical distancing 2 meters
- Are alone in an office

All staff must bring and wear the reusable face shield that was issued to them personally. Staff are responsible for cleaning and care of the face shield. If your face shield requires replacement, please contact your Manager.

Please sign below when read.

Date	Name	Signature