



## **Easter Seals House Health & Safety Policies As of July 2021**

The health and safety of our guests and staff is our main priority.  
Only guests and staff will be permitted in Easter Seals House.

### **No One May NOT Enter Easter Seals House if:**

- you are experiencing COVID-19 symptoms: fever, chills, cough or worsening of chronic cough, shortness of breath, sore throat, runny nose, loss of smell or taste, headache, fatigue, diarrhea, loss of appetite, nausea and vomiting, or muscle aches.
- you have travelled outside of Canada in the preceding 14 days.
- you have been in close contact with a person who has tested positive for COVID-19.
- you have been ordered to self-isolate.

### **Check In/Out**

- Guests are asked to call and confirm their reservations 48 hours in advance.
- Check in time is 4:00pm
- Check out time is 10:00am

### **Visitors/Caregivers**

- All visitors/caregivers entering Easter Seals House must report to the front desk. Names and phone numbers will be collected for contact tracing.
- Non-essential visitors and unregistered guests may not go beyond the lobby.

### **Physical Distancing in Progress**

- A distance of 2 metres will be enforced throughout the building.
- A plexiglass safety shield has been installed at the front desk.

### **Hand Sanitizer and Hand Washing**

- Touchless hand sanitizer dispensers will be available throughout the House.
- Everyone entering the building must apply hand sanitizer or wash their hands.

### **Masks**

- Wearing masks in common/public areas of the building is an Easter Seals House policy.
- All staff will be wearing masks and other PPE at all times.

**Staff**

- Staff will conduct daily health checks before entering the building.
- Staff has been instructed to stay home if they do not feel well. If a team member is feeling unwell, they will be isolated and all proper health and safety procedures will be followed.
- Staff will not use the elevators at the same time as a guest.
- Staff will only use designated employee washrooms.

**Elevators**

- Usage of the elevator is limited to one person at a time, unless you are travelling as a group.

**Laundry Room**

- The use of the laundry room is limited to one person at a time, unless they are part of your group.

**Common Areas Closed**

- 2<sup>nd</sup> and 3<sup>rd</sup> floor lounges are closed.
- 2<sup>nd</sup> and 3<sup>rd</sup> floor public washrooms are closed.
- Playroom is closed.

**Housekeeping**

- All common area surfaces such as stair rails, elevator buttons and door knobs will be cleaned and sanitized multiple times a day.
- All high contact points such as keys, luggage carts, POS terminal and counters will be cleaned and sanitized between each use.
- Vacuums equipped with filters will be used to avoid particulate recirculation.
- Housekeeping will not enter stay over guest rooms.
- Clean linens and amenities will be left outside room door at designated times.
- Staff will thoroughly clean and sanitize rooms after check out. This includes, but is not limited to, all linen will be laundered, all dishes will be washed and all high contact surfaces will be wiped.

**Maintenance**

- Maintenance staff will not enter stay over guest rooms.
- Non urgent repairs will be performed after check out.
- If a repair is urgent, guests will either be asked to temporarily leave the room or they will be moved to another room.
- Maintenance personnel will wear PPE and room will be clean and sanitized post repair.