



CityHousing Hamilton-COVID-19 safety plan

This safety plan will be posted in lobbies at all CityHousing Hamilton apartment buildings so tenants, staff, visitors, contractors and community agencies entering the workplace will know what actions are being taken.

Business name: CityHousing Hamilton

Date completed: July 17th, 2021

Revision date:

Measures we are taking

How are we ensuring tenants, staff, visitors, contractors and community agencies know how to keep themselves safe from exposure to COVID-19:

- Education and communication to all tenants about how to minimize their exposure to the virus. (i.e. Public Health signage posted at property)
- Signage stating wear your mask in common spaces.
- Signage stating do not gather in groups in lobbies, at entrances, in laundry rooms, in common spaces or in yards of your buildings/properties.
- Keep 6 ft (2 metres) between yourself and other people in common areas and follow flow traffic markings for number of individuals in elevators.
- Site hours will require appointments with 15-minute intervals between appointments to ensure there is time to sanitize the space. Physical distancing will be in place and both CHH staff and tenants are required to wear masks. If you don't have a mask, please contact your Tenant Support Worker. CHH can supply a free one.
- Enhancing the management of traffic flow and using flow markings (i.e. have tenants walk up one stairwell and walk down a different stairwell).
- Work collaboratively with Public Health, other City Department and community partners to help ensure the containment of the virus and keep tenants safe.
- Signage posted in Community rooms stating number of patrons allowed in room as well as traffic flow marking to enter and exit room.

How are we screening for COVID-19?

- All contractors and CHH staff are to complete a daily COVID-19 self assessment. (screening.hamilton.ca) [City of Hamilton screening tool](https://screening.hamilton.ca)

How are we controlling the risk of transmission in our properties?

Physical distancing and separation

- Signage stating do not gather in groups in lobbies, at entrances, in laundry rooms, in common spaces or in yards of your buildings/properties.
- Signage and flow traffic markings informing individuals to keep 6 ft (2 metres) between yourself and other people in common areas.
- PPE available for CHH staff when there is an increased safety requirements.

- Outdoor recreational areas, keeping two metres away from everyone who you don't live with.

Community gardens and gardeners to practice physical distancing (2 metres apart) and follow safe operating guidelines:

- Anyone with COVID-19 symptoms or who has had close contact with a confirmed case must NOT be at gardens.
- Gardens must be limited to gardeners, CHH staff and volunteers. Non-gardeners, visitors and children not part of the gardening family should not enter gardens.
- Signage is posted at every garden entrance about the signs and symptoms of COVID-19, where to seek help if you have symptoms and signs about physical distancing and hygiene practices.
- Every garden will be supplied with hand sanitizer and/or access to facilities for hand washing. Gardeners must clean their hands before and after gardening
- Gardeners must have their own gloves.
- Gardeners should bring their own tools whenever possible. When tools must be shared, they must be sanitized after each use. Diluted bleach and/or disinfectant will be supplied at each gardening site for cleaning tools.

Cleaning

- Increased Cleaning of all commonly touched surfaces in all buildings twice per day (i.e. counters, switches, handrails, handles, elevator buttons etc).
- Hand sanitizers available throughout property.
- Staff/contractors/community agency staff are to clean and wipe down their personal work area with disinfectant wipes after meeting with tenant and at the end of each workday.

Other

- If tenants observe someone not adhering to the mask bylaw, they can report it to municipal bylaw enforcement at 905-546-2782.
- For COVID-19 related public health and health-related information, call the hotline at 905-974-9848 or email: phscovid19@hamilton.ca.

What we will do if there is a potential case, or suspected exposure to, COVID-19 at our properties?

- Call Hamilton Public Health Services at (905) 974-9848 for direction and support.
- Individuals in [close contact](#) (less than 2 metres away from another individual, especially for a prolonged period of time) with the case, have had potential exposure and will need to self-isolate.

How are we managing any new risks caused by the changes made to the way we operate our properties?

- Addressing issues when they immediately present and communicating information in a timely fashion to affected parties.

How are we making sure our plan is working?

- Keep up to date on provincial and municipal covid-19 communication.
- Review and update safety plan when provincial directives change/revised.