

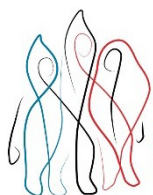


## Basic Preventive Measures for All Personnel, Volunteers and Users

- Maintain a minimal distance of two metres between persons at all times and in all locations. When physical distancing cannot be maintained at all times by the employees and volunteers, use of a procedural mask is required, except in the presence of physical barriers such as a transparent panel at a workstation.
- Wash hands frequently with soap and warm water (for at least 20 seconds) or with an alcohol-based (minimum 60%) disinfectant such as Purell.
- Avoid touching the face with hands.
- Cough or sneeze into the elbow.
- Encourage users to wear a procedural mask (if available) or a face covering, according to their tolerance.

## Preventive Measures Applicable to Activities of Community Organizations\*

- Opt for remote interventions where possible (telephone or video calls), whether for group or individual activities.
- When a required intervention cannot be performed remotely, individual activities can be authorized as long as physical distancing is maintained.
- No in-person intervention should be carried out at the organization's site or at a home for a user who should be in isolation, except in cases of force majeure or if the user's health or safety would be endangered if the intervention was postponed until the end of the isolation period. In such a case of force majeure, only an intervener trained to provide assistance or care for an individual with COVID-19 may provide the service for the user.
- Avoid all in-person group activities. If an in-person group activity cannot be avoided, perform it outdoors and with a maximum of 10 persons, ideally from no more than three different households. At all times, maintain a minimal distance of two meters between persons from different households. Encourage all the participants who can tolerate wearing a mask or a face covering to do so. If the activity cannot be held outdoors, use a well-ventilated space that is large enough to allow physical distancing.
- Limit the total number of persons present inside the organization according to the available space, in order to maintain a minimal distance of two metres between individuals. For that purpose, it is recommended to control entrance to the organization. In case a line forms, it is preferable to keep the line outside the building and to maintain a minimal distance of two metres between persons (possibility of using marks on the pavement).



- Avoid sharing materials or workstations (sheets of paper, pens, eating utensils, chairs, computers, etc.). If materials must be shared, provided or recovered, apply hand hygiene before and after use of the materials and, if possible, disinfect materials before and after they are handled.
- Individuals older than 70 years, those with immune deficiency and those with acute chronic diseases are at greater risk of suffering serious consequences linked to COVID-19. The government recommends that they avoid visiting community organizations except for essential services. In such a case, it will be even more important to observe public-health measures.

\*These instructions apply to the organization’s usual activities, particularly group and individual activities, services for distribution and recovery of materials or foodstuffs, activities linked to the organization’s community living and activities at an outdoor site such as a community garden.

### Proposed Measures for Adapting the Organization’s Premises

- Put up posters listing the public-health directives.
- Install a dispenser of disinfectant solution at the organization’s entrance and exit.
- Install physical barriers at locations where physical distancing cannot be maintained (reception, offices, etc.).
- Install markings on the floor to indicate two-metre spacing (indoors and outdoors in case lines of people form).
- Install markings to indicate direction of circulation to avoid people coming into close proximity to one another.
- Regularly disinfect sanitary installations, common areas and frequently touched surfaces (door handles, doorbells, etc.);
- Adapt spaces to limit repeated contact with certain surfaces (e.g., keep doors open or post someone to open doors for others).
- Limit use of non-essential, common installations (coffee machines, etc.).

These measures must be respected to the extent possible when the organization uses premises other than its own. Adaptations may be necessary depending on the constraints that the owner of such premises may impose and in order to respect the measures established in the context of the health emergency.

Proposal based on a document of the Montréal-Centre Department of Public Health intended for community organizations