

COMMUNICATION TO OUR COMMUNITY

Date: **UPDATED January 12th, 2021**

Re: **Coronavirus/COVID-19 Pandemic Precautions & Program Decisions**

Sunbeam Community & Developmental Services ensures that safeguarding the health and wellbeing of our clients, their families, our staff and volunteers continues to be our priority. We remain committed to ensuring that our Coronavirus / COVID-19 pandemic safeguards, precautions, protocols and communications align* with the most current guidance and direction available from local, provincial and national health authorities as it pertains to Developmental Services organizations and Essential Services providers.

** Based on assessed level of risk to the safety and health of persons served and/or staff, Sunbeam reserves the right to introduce heightened pandemic precautions (beyond the guidelines provided by MCCSS, Public Health, and other government and health authorities), and/or to temporarily pause or revert to an earlier stage in provincial re-opening guidelines, and to apply either approach across one or more operating divisions, or to apply in a site specific manner.*

RECENT UPDATES FROM GOVERNMENT & HEALTH AUTHORITIES

Ontario Declares Second Provincial Emergency to Address COVID-19 Crisis and Save Lives
Province Issues Stay-at-Home Order and Introduces Enhanced Enforcement Measures to Reduce Mobility
Excerpts from the Provincial Announcement from the Office of the Premier
January 12th, 2021

In response to a doubling in COVID-19 cases over the past two weeks, the real and looming threat of the collapse of the province's hospital system and alarming risks posed to long-term care homes as a result of high COVID-19 transmission rates, the Ontario government, in consultation with the Chief Medical Officer of Health and other health experts, is **immediately declaring a second provincial emergency under s 7.0.1 (1) of the *Emergency Management and Civil Protection Act (EMPCA)***.

"The latest modelling data shows that Ontario is in a crisis and, with the current trends, our hospital ICUs will be overwhelmed in a few short weeks with unthinkable consequences," said Premier Ford. "That's why we are taking urgent and decisive action, which includes declaring a provincial emergency and imposing a stay-at-home-order. We need people to only go out only for essential trips to pick up groceries or go to medical appointments. By doing the right thing and staying home, you can stay safe and save lives."

Effective Thursday, January 14, 2021 at 12:01 a.m., the government is issuing a **stay-at-home order** requiring everyone to remain at home with exceptions for essential purposes, such as going to the grocery store or pharmacy, accessing health care services, for exercise or for essential work. This order and other new and existing public health restrictions are aimed at limiting people's mobility and reducing the number of daily contacts with those outside an immediate household. In addition to limiting outings to essential trips, all businesses must ensure that any employee who can work from home, does work from home.

Additional Public Health Restrictions

In response to the alarming and exceptional circumstances at hand, and to further interrupt the deadly trend of transmission in Ontario communities, hospitals, and long-term care homes, the government will enact the following additional public health measures:

- Outdoor organized public gatherings and social gatherings are further restricted to a limit of five people with limited exceptions. This is consistent with the rules during the lockdown during the first wave of COVID-19 in spring 2020 and will allow individuals and families to enjoy time outdoors safely.
- Individuals are required to wear a mask or face covering in the indoor areas of businesses or organizations that are open. Wearing a mask or face covering is now recommended outdoors when you can't physically distance more than two metres.
- All non-essential retail stores, including hardware stores, alcohol retailers, and those offering curbside pickup or delivery, must open no earlier than 7 a.m. and close no later than 8 p.m. The restricted hours of operation do not apply to stores that primarily sell food, pharmacies, gas stations, convenience stores, and restaurants for takeout or delivery.
- Non-essential construction is further restricted, including below-grade construction, exempting survey.

These measures will come into effect between Tuesday January 12, 2021 and Thursday, January 14, 2021, including the provincial declaration of emergency under the EMCPA, orders under that Act, and amendments to regulations under the *Reopening Ontario (A Flexible Response to COVID-19) Act, 2020*.

To view the full announcement, please go to: <https://news.ontario.ca/en/release/59922/ontario-declares-second-provincial-emergency-to-address-covid-19-crisis-and-save-lives#quickfacts>

Approval of Moderna COVID-19 Vaccine December 23rd, 2020

Health Canada has approved Moderna's COVID-19 vaccine for use in this country, clearing the way for thousands of doses to arrive by month's end. Up to 168,000 doses expected to arrive in Canada by end of year to bolster vaccination efforts. To learn more → [LINK](#)

December 21, 2020 - Announced Updates to Ontario's COVID-19 Response Framework and Zone Changes December 22, 2020 - Announced MCCSS required Interim Direction pandemic precautions

Background: On November 13th, the Ontario government announced its "Adjustments to COVID-19 Response Framework" which utilizes the following pandemic response categories:



On December 21st, the Ontario Government announced an Ontario-wide **LOCKDOWN** due to the COVID-19 pandemic:

"The lockdown will begin at 12:01 a.m. on Dec. 26 and remain in place until at least Jan. 23, 2021 in the 27 public health units that comprise southern Ontario. In the seven public health units in Ontario's north, where daily case numbers have been significantly lower, the lockdown is set to expire on Jan. 9, 2021." For more information, please go to → [LINK](#)

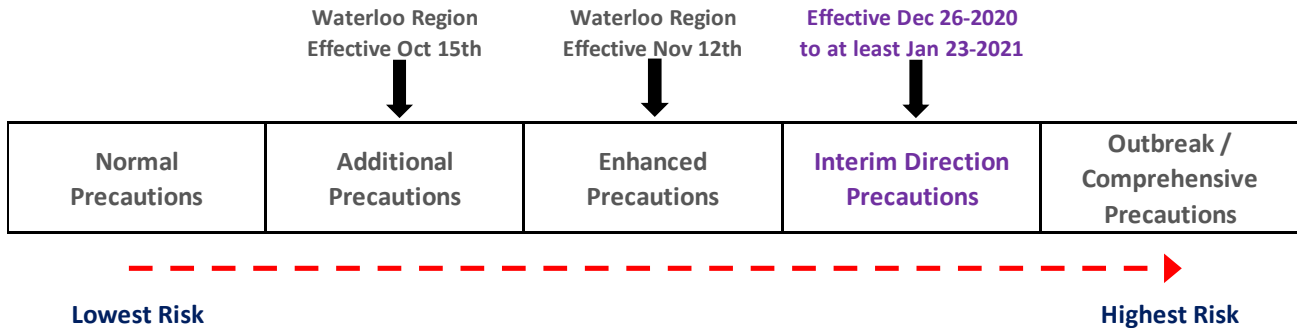
All 5 geographic regions and counties served by Sunbeam fall into the **LOCKDOWN** period of December 26, 2020 to at least January 23, 2021. In summary, effective 12:01 a.m. on December 26th:

- Waterloo Region – changes from RED (Control) to **LOCKDOWN** to at least January 23, 2021
- Peel Region – remains in **LOCKDOWN** to at least January 23, 2021
- Halton Region – changes from RED (Control) to **LOCKDOWN** to at least January 23, 2021
- Wellington County – changes from RED (Control) to **LOCKDOWN** to at least January 23, 2021
- Dufferin County – changes from RED (Control) to **LOCKDOWN** to at least January 23, 2021

On December 22nd, the Ministry of Children, Community and Social Services (MCCSS) announced required **Interim**

Direction to MCCSS-funded service providers with congregate care settings in all regions (excluding youth justice):

- Service providers must adhere to this Interim Direction for pandemic precautions, which will remain in effect for the duration of the **LOCKDOWN** period.
- To be clear, while this **Interim Direction** is in effect - previously issued pandemic precaution direction from MCCSS is suspended.
- Refer to MCCSS pandemic precautions scale as outlined below:



MCCSS Emergency Orders Extended

Extension of Regulations under the Reopening Ontario (A flexible Response to COVID-19) Act, 2020
December 14th, 2020

Ontario Regulations 121/20, 145/20, and 177/20 under the Reopening Ontario (A flexible Response to Covid-19) Act, 2020 have been extended until January 20, 2021. These orders impact adult developmental services, intervenor services, anti-human trafficking and violence against women sectors and are an important tool to help protect the health and safety of residents and agency staff.

- *O. Reg. 121/20: ORDER UNDER SUBSECTION 7.0.2 (4) OF THE ACT - SERVICE AGENCIES PROVIDING SERVICES AND SUPPORTS TO ADULTS WITH DEVELOPMENTAL DISABILITIES*
- *O. Reg. 145/20: ORDER UNDER SUBSECTION 7.0.2 (4) OF THE ACT - WORK DEPLOYMENT MEASURES FOR SERVICE AGENCIES PROVIDING VIOLENCE AGAINST WOMEN RESIDENTIAL SERVICES AND CRISIS LINE SERVICES*
- *O. Reg. 177/20: ORDER UNDER SUBSECTION 7.0.2 (4) OF THE ACT - CONGREGATE CARE SETTINGS*

Approval of Pfizer COVID-19 Vaccine

December 9th, 2020

As announced on Dec 9, 2020, Health Canada has approved the Pfizer COVID-19 Vaccine.

Federally it has been decided that the vaccine will be allocated on a per capita basis provincially, and provinces will determine their prioritization and allocation methodology. Ontario has thus far identified key populations to receive the vaccine first, including long-term care and retirement home residents and the staff who provide care to these groups.

To keep current on Ontario's COVID-19 vaccination plans and program, please refer to the following link à <https://covid-19.ontario.ca/covid-19-vaccines-ontario>

Enhanced Source Protection Measures and Active Screening

Ministry of Children, Community and Social Services
November 30th, 2020

With the support and advice of the Office of the Chief Medical Officer of Health, MCCSS is requiring additional source control measures for staff and visitors of MCCSS funded congregate living settings. In addition, the Ministry is expanding the active screening requirements for anyone entering a congregate living site.

The following enhanced source control measures must be implemented within 5 business days:

- All staff must wear both a surgical/procedure mask AND face shield while working within the congregate care setting.

- All indoor visitors, regardless of designation (essential, non-essential and designated) must wear a surgical/procedure mask. Where a physical distance of 2 meters or 6 feet cannot be maintained, visitors are advised to wear a surgical/procedure mask AND face shield. Outdoor visitors are only required to use a face covering (e.g., non-medical/cloth mask).

In addition to existing screening requirements, agency screening must be enhanced where specified additional questions must be asked to all individuals seeking to enter the setting.

Agency screening must also be enhanced for staff by way of specified additional questions.

Please remember that interacting with colleagues outside of work without face coverings and social distancing raises the risks of COVID-19 transmission.

ANNOUNCEMENT: COVID-19 VACCINATIONS

Updated Jan 12, 2021:

Sunbeam Community & Developmental Services has been advocating for the developmental services sector to be included for priority access to COVID-19 vaccinations. Working closely with government and health authorities, locally and provincially, our voice is being heard for both front-line staff vaccinations and vaccinations for the vulnerable persons we serve.

As at January 12th, 2021 Sunbeam has been offered a total of 125 confirmed COVID-19 vaccinations (each vaccination consisting of two appointments - 1st dose and 2nd dose) for staff, with the first dose being administered by January 11th.

The vaccination appointments are being offered and assigned to staff in priority sequence, based on safety and risk factors related to the care and support of our persons served in congregate living settings. More staff vaccination offers will be forthcoming from the local health system, but the timing of additional staff vaccination offers is not known at this time.

Per overall the overall provincial COVID-19 vaccination framework for vulnerable sectors, we anticipate that staff vaccinations will be followed by vaccinations for persons served in congregate living settings.

To help staff, clients and families make informed decisions regarding COVID-19 vaccinations, please refer to the COVID-19 vaccine information resources available on Sunbeam's website:

- [COVID-19 Frequently Asked Questions](#)
- [Plain Language Guide to COVID-19 Vaccine](#)
- [Plain Language Flyer "Get Your COVID-19 Vaccine"](#)
- [What I need to know about COVID-19 and the COVID-19 vaccine](#)

SUMMARY OF SUNBEAM PROGRAM DECISIONS*

PROGRAMS	STATUS	DESCRIPTION
Residential Programs (Group Homes) *	Dec 26 th , 2020	<ul style="list-style-type: none"> - Service providers must adhere to the MCCSS Interim Direction for pandemic precautions, which will remain in effect for the duration of the LOCKDOWN period. - To be clear, while this Interim Direction is in effect - previously issued pandemic precaution direction from MCCSS is suspended. - Please consult with the applicable Sunbeam Group Home Supervisor for further information. - At all times, Sunbeam is guided by government, public health and other health authority orders, guidelines and recommendations, as well as Sunbeam's assessment of risk to the safety and well-being of our clients and the front-line staff who support them. Provincial and local pandemic conditions, as well as the unique needs and conditions of the clients we serve are important considerations in this assessment of risk. - Updated visitor guidelines, visitor waiver form and active screening form are available on the Sunbeam website at all times. - To take best advantage of good weather, and to better protect the health and safety of all persons living at our group homes, we ask that you consider outdoor visits whenever possible. At this time indoor and outdoor visits are only available to essential visitors and are suspended for designated and friendly (non-essential) visitors. - As with all pandemic precautions and protocols, the ability to offer visits and outings to our persons served in a safe manner is dependent upon the availability of Sunbeam resources – whether staffing, supervision, supplies and equipment, as well as the assessed risk presented in any particular instance. For this reason, requests for visits, absences and outings must be pre-arranged with the applicable Community Living Supervisor. - We also encourage visitors to <u>consider their own personal health and susceptibility</u> to the virus in determining whether visiting a congregate living setting is appropriate.
Respite Program	Oct 16 th , 2020	<ul style="list-style-type: none"> - At this time, Sunbeam does not anticipate resuming regular respite program services prior to the Spring of 2021. Exceptions may be made for urgent / emergency situations.
Day Program & Drop-In *	Dec 26 th , 2020	<ul style="list-style-type: none"> - Modified in-person Day Program is <u>suspended</u> during the provincial LOCKDOWN period of Dec 26-2020 to at least Jan 23-2021. - Virtual / online Day Program will continue with the exception of the usual holiday closure period. Please contact Sunbeam's Day Program Supervisor for further information.
Summer Camp	Suspended	<ul style="list-style-type: none"> - Not operating in 2020
Passport	As indicated.	<ul style="list-style-type: none"> - In-Group-Home Passport hours continue, but group Passport events are suspended. - Sunbeam Developmental Resource Centre and Developmental Services Ontario are continuing to provide application, referral and navigation supports with regard to Passport funding.
Outings & Appointments *	Dec 26 th , 2020	<ul style="list-style-type: none"> - Service providers must adhere to the MCCSS Interim Direction for pandemic precautions, which will remain in effect for the duration of the LOCKDOWN period. - To be clear, while this Interim Direction is in effect - previously issued pandemic precaution direction from MCCSS is suspended. - Please consult with the applicable Sunbeam Group Home Supervisor for further information.
Pool & Therapy Spa	Suspended	<ul style="list-style-type: none"> - Currently not available for use.
Seating Clinic	Dec 26 th , 2020	<ul style="list-style-type: none"> - Seating Clinic services are <u>temporarily suspended</u> per Interim Direction - Service providers must adhere to the MCCSS Interim Direction for pandemic precautions, which will remain in effect for the duration of the LOCKDOWN period. - To be clear, while this Interim Direction is in effect - previously issued pandemic precaution direction from MCCSS is suspended. - For questions regarding urgent Seating Clinic service requests, please contact Sunbeam.
Dental Clinic	Suspended	<ul style="list-style-type: none"> - Urgent matters are referred externally.

PROGRAMS	STATUS	DESCRIPTION
Volunteer Program	As indicated	- Although our usual Volunteer Program is temporarily suspended, we are extremely grateful for the volunteer assistance we have received with sewing non-medical face masks and other volunteer support activities not involving in-person client contact during the pandemic.
Sunbeam Developmental Resource Centre (SDRC)	Ongoing	- Most programs and services are continuing, making best use of technology enabled service delivery options. - SDRC sites are not currently available for in-person appointments - Please consult with your SDRC contact by telephone or email with any service inquiries
Developmental Services Ontario Central West Region (DSO)	Ongoing	- Most programs and services are continuing, making best use of technology enabled service delivery options. - Sunbeam DSO sites are not currently available for in-person appointments - Please consult with your Sunbeam DSO contact by telephone or email with any service inquiries
Travel	Ongoing	- Non-essential travel is discouraged across the organization. Use of teleconference and videoconference technology is actively encouraged to reduce the need for travel.
Other Organizational Protocols	Ongoing	- Non-essential visitors are discouraged from attending Sunbeam's office-based locations.. Active screening protocols continue to be in place at all Sunbeam sites. - Service providers must adhere to the MCCSS Interim Direction for pandemic precautions, which will remain in effect for the duration of the LOCKDOWN period. - To be clear, while this Interim Direction is in effect - previously issued pandemic precaution direction from MCCSS is suspended.
* For questions or concerns related to existing pandemic protocols in effect at Sunbeam's Residential Group Homes and Day Program and related program activities, please contact the appropriate Group Home Supervisor or Day Program Supervisor to seek clarification and/or discuss options that may be available.		

LOCAL COVID-19 TESTING OPTIONS

The Ontario Government has provided a centralized website providing the most up-to-date information available about COVID-19 public testing sites (assessment centres, primarily for symptomatic individuals) and pharmacy-based testing sites (for asymptomatic individuals) across the province:

<https://covid-19.ontario.ca/assessment-centre-locations>

Special note:

A prioritized process exists for fast-tracking COVID-19 test results for individuals living and working in healthcare environments (healthcare and long-term care) and individuals living and working in congregate living settings (such as residential group homes in developmental services). If you believe that you are within one of these prioritized populations and you are seeking a COVID-19 test, please identify this when you are being tested.

Please consult your local Public Health unit for further information.

SPECIAL NOTES REGARDING PANDEMIC PROTOCOLS IN OUR RESIDENTIAL PROGRAMS (GROUP HOMES)

- Admissions to, and transfers between our residential care homes are paused, with consideration given to special or urgent situations guided by government and health authority guidance and direction.
- Single-site assignments are currently standard practice for Sunbeam's from line staff in Community Living Services. Where exceptions may be needed based on operational needs, internal pandemic protocols exist to ensure safe practices.
- **Definitions of Essential Visitors, Designated Visitors and Non-Essential / Friendly Visitors are provided on the "COVID-19 INFO" page of Sunbeam's website.**
- **Service providers must adhere to the MCCSS Interim Direction for pandemic precautions, which will remain in effect for the duration of the LOCKDOWN period.**
- **To be clear, while this Interim Direction is in effect - previously issued pandemic precaution direction from MCCSS is suspended.**
- For information about short-stay absences, outings, and essential overnight absences, please refer to the aforementioned resources.

For information only, as at the date of this communication, all parents of school-aged children living in Sunbeam Group Homes have chosen to not have their children return to school in the community as of December 2020. We anticipate that local school boards will offer in-year intake opportunities.

Please check for updates to the information, guidelines and forms about current and upcoming visitor protocols on our website www.sunbeamcommunity.ca by clicking on the "COVID-19 Info" button.

RE-OPENING PLAN

***** Sunbeam's Re-Opening Plan is temporarily suspended, due to the announced provincial LOCKDOWN period of Dec 26-2020 to at least Jan 23-2021 *****

Information regarding Sunbeam's Re-Opening Plan is provided here for reference.

On May 14th, 2020 the Ontario Government announced how the province will start to re-open its economy and phase out some emergency restrictions that were imposed to combat COVID-19. Ontario will begin to phase-out its semi-lockdown starting on May 19th. The province developed a framework to guide its approach, outlining the principles to be used to responsibly "return to normalcy."

As Sunbeam develops its re-opening plan, we are guided by the province's framework, which is guided by the advice of the Chief Medical Officer of Health and public health officials.

With an abundance of caution, Sunbeam's graduated re-opening plan has been developed with SAFETY as our top priority, recognizing the need for flexibility and the ability to adapt to changing circumstances throughout. Planning and implementation timelines will be determined based on orders, directives and advice from government and health authorities combined with local pandemic environmental considerations.

Our Re-Opening Plan: Guiding Principles

RESPONSIBLE:

- Public health and protecting the Sunbeam Community (clients, their families, staff, their families, volunteers, our valued partners, and local communities at large) especially those who are most vulnerable and at high-risk, will continue to be paramount and
- guide a gradual approach to responsibly and safely lifting pandemic precautions and defining our "new normal".

EVIDENCE-INFORMED:

- Sunbeam's re-opening plan will be informed by evidence-informed directives, guidance and recommendations from health, public safety and other government authorities.

RESOURCED:

- Sunbeam will ensure that its graduated re-opening plan is developed and implemented in such a way to ensure that the required resources (staffing, equipment, supplies, etc.) are identified and available when and where needed, to safeguard the health and wellness of our stakeholders throughout all stages of the plan.

MONITORED:

- Sunbeam will ensure ongoing monitoring of directives, guidance and recommendations health, public safety and other government authorities throughout the implementation of its plan.
- Sunbeam will also carefully monitor the progress of our plan through all stages, to identify and mitigate any risks to client, family, staff, volunteer safety.

CLEAR, EFFECTIVE AND RESPONSIVE:

- Actions will be communicated clearly to all relevant stakeholders, including identification of timelines, responsibilities, objectives and expectations. Sunbeam's graduated plan will be implemented effectively based on planned stages, while ensuring the responsiveness required to modify planned actions based on assessed risk and emerging issues.

Our Re-Opening Plan: Decision-Making Framework, Key Considerations

- ✓ We have great appreciation of, and compassion for the difficult emotional journey that our clients, their families, staff and other stakeholders have been on, and will continue to live through as the plan progresses. The plan will recognize this, and every effort will be made to not contribute further to the emotional stress of everyone involved.
- ✓ Safety will always outweigh haste.
- ✓ We accept that the planning and implementation process must be iterative and flexible to ensure success.
- ✓ Implementation timelines will be dictated by health, public safety and other government guidance, as well as local pandemic environmental status, and assessed risk as determined by Sunbeam's leadership at every stage of the plan.
- ✓ The plan will be reviewed / revised when / should more relevant information become available.
- ✓ Updates on the status/progress of the plan implementation will also be made available on the Sunbeamcommunity.ca website on a regular basis once implementation commences.
- ✓ Sunbeam intends to release a summary of our draft re-opening plan by the end of June, to keep our community informed. This plan will not have fixed start dates, or duration of phases, as all planning timelines will be dependent upon the status of the COVID-19 pandemic and guidance / orders from government authorities.

A summary of Sunbeam's Re-Opening Plan is available on our website (www.sunbeamcommunity.ca) by clicking on the Pandemic Reopening Plan link on the [COVID-19 Info](#) website page. Colour-coding is used on this plan to indicate status and progress.

THE IMPORTANCE OF CREDIBLE INFORMATION

“People may actually take the wrong course of action and engage in what they believe are protective measures that are in fact not warranted, and in some cases may be harmful.” Dr. Eileen de Villa, Toronto's Medical Officer of Health. Misinformation about COVID-19 poses a great risk to our communities. We encourage everyone to pay attention to official sources such as:

- Waterloo Region Public Health
<https://www.regionofwaterloo.ca/en/health-and-wellness/2019-novel-coronavirus.aspx>
- Ontario Ministry of Health
<https://www.ontario.ca/page/2019-novel-coronavirus>
- Public Health Agency of Canada
https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html?utm_campaign=not-applicable&utm_medium=vanity-url&utm_source=canada-ca_coronavirus
- World Health Organization
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>
- Ministry of Children, Community & Social Services (MCCSS)
<https://www.mcsc.gov.on.ca/en/mcsc/>
- Ontario Government Emergency Information
<https://www.ontario.ca/page/emergency-information>