

CIRCULAR

Date: November 5, 2020

CIRCULAR NUMBER: COVID #2020-182

To: All Staff

Subject: **Wellness Check Protocol for CSWs and RCL Coordinators**

Program(s): **Community Living disABILITY Services**

Type: Policy For Internal Reference Only
 Procedure Information Only

Effective Date Immediately

Purpose

This circular is to advise that, beginning immediately, Residential Care Licensing (RCL) Coordinators and Community Service Workers (CSWs) in both the Community Living disABILITY Services (CLDS) and Children's disABILITY Services (CDS) programs will conduct wellness checks at residential care facilities, cluster living arrangements and day services that support CLDS participants. A CLDS Wellness Check Protocol to assist department staff with conducting these checks is attached to this circular.

CLDS Wellness Checks

As the COVID-19 pandemic continues to impact the daily lives of all Manitobans, service providers may face a high degree of personal stress, anxiety and fear as they confront significant operational challenges and potential exposure to considerable health risks. The value of reaching out to support them during this time cannot be underestimated.

Wellness checks conducted by department staff are intended to provide additional support to service providers and to provide them with opportunities for education, learning and best practice advice. Department staff must not conduct wellness checks at locations with COVID-19 suspect or positive cases, unless a check is critical to the wellbeing of a CLDS participant.

CLDS Wellness Check Protocol

The protocol provides department staff with necessary information about how and when to complete wellness checks. It includes a checklist that provides a reminder of fundamental personal procedures for limiting exposure to COVID-19 during the outbreak, such as screening, frequent hand washing, maintaining physical distancing, and the use of personal protective equipment (PPE). Department staff are encouraged to use this checklist for all wellness checks. Finally, it includes a summary of PPE requirements for service providers and department staff.

If you have any questions, please contact your leading program and practice program specialist.

Catherine Gates | Acting Assistant Deputy Minister
Community Service Delivery

Sandra Dorbolo | Acting Executive Director
Disability Programs and Specialized Services

Brian Malkowich | Acting Executive Director
Regional Social Services

Attachments/
CLDS Wellness Check Protocol