



Staff & Client Preparedness Family Plan
(draft prepared for preparing for COVID 19 Response planning)

Where are reliable sources of information regarding COVID-19; response actions; symptoms?

- <https://www.canada.ca/en/public-health/services/diseases/coronavirus-disease-covid-19.html>
- <http://www.saskatchewan.ca/coronavirus>

Where / how will I receive up to date information from CFS Regina?

Staff: team huddles; staff meeting; email. Emergency Communication through Text Message & Email from immediate supervisor/Executive Director. Staff has been provided emergency contact numbers to contact managers.

Clients: social media platforms; website; signs posted. Clients (counselling, family support) will have on going direct contact with their worker. Clients will be informed that there is the potential that another worker may contact them in the case of capacity challenges.

Communication

Do I have enough minutes on my phone – can I get an emergency card for pay as you go; what happens if I depend on public spaces to use Wifi for communications – how will I check in; when and with who? Workers please strategize for each client. For those without communication

Staff – prepare and keep updated triaged client list. (see attached)

Who lives in my home?

Name	Age	ID numbers that I may require to access service. SaskHealth; PR; etc	Health Issues /Medications (get extra prescription)

Who may call upon me to care for / help them? (parents, family members, neighbors)

Name	Age	ID numbers that I may require to access service. SaskHealth; PR; etc	Health Issues /Medications (get extra prescription)

Who can I call upon for help (especially if I am sick)

Name	Phone / app	Email

Emergency Contact numbers:

811 (health line) works the same way as 911 – it will work from any cell phone (connected or not)

Childcare Plan: What Happens when:

- School closures (short term & extended)
- Daycare closures (short term & extended)
- Child(ren is sick)
- I am sick

Do I have the supplies needed to care for family members who are sick? Get an extra refill of prescriptions if possible

- *Thermometer, Tylenol/advil, Kleenex,*

How can we “self-isolate” within the home if we need to?

What impact would reduced/closed public transportation have on me? Other community resources closing (libraries, etc)?

What community supports do I have (doctor's office, CBO's, etc) – identify – then what happens if they are impacted and need to close/reduce staff or services? (*think about reduced hours, phone only, no support*)

How am I going to support my/my families mental health during this time?

How can I keep family members “busy”

Groceries /Supplies

Prepare an emergency meal plan for 2 weeks (or what ever block is most appropriate for you client to plan for – recognize the resources they have. Asking for a 2 week plan may be too traumatic)– do you have the required supplies? How can you prepare (*using tax refund; buying an extra item or two at a time*) in case you need them. How can you get items you need if you are isolated or ill (*friends, delivery, online shopping, CBO supports*)?

Finance

What are my sick and leave benefits at work?

Do I know how to access EI sick benefits? Do my income tax if I am expecting refund?

Social Assistance and emergency funding?