

# A quick guide for working on site

## Welcome back to Holland Bloorview. We've missed you!

As you enter the building, you'll notice new processes and procedures put in place to ensure the safety of our clients, families and staff members. The below guidelines might change as we move forward with the different phases of the ramp-up planning. Updates will be communicated to all staff as soon as they become available and this document will be kept up-to-date.

## Here's what you need to know:

### Arriving to work

- **Parking:** Until July 31, anyone parking at the Bellwood lot may park at the main lot at no extra cost. Temporary parking passes are available for pick up at the hospital's main reception desk. Staff who do not have a parking pass and wish to drive to Holland Bloorview can get a monthly parking pass for \$40/month available for purchase at main reception.  
Note: Depending on usage of the main lot, we may need to revert parkers back to the Bellwood lot before July 31. We will provide staff with 1-2 weeks' notice if this occurs.
- **Entrance:** All staff must enter the building using the Bloorview School Authority (BSA) entrance. After 7 p.m. and on weekends, please use the main entrance.
- **Screening:** To ensure proper infection control practices, all entrants must be screened upon arrival. Proceed to a screening booth as directed and present your ID badge to the screener. The screener will then ask you a series of questions to determine if you can enter the hospital. Please listen carefully to the questions asked as they may change without notice based on guidance from Ontario Health.

At the end of screening, you will be asked to take a mask to wear during your shift. You can ask for a paper bag to store your unsoiled mask to use for another shift.

- **Elevator/stairs use:** Avoid elevator overcrowding – take the stairs when possible or wait for the next elevator. **Use your best judgement.**
- **Re-entrance:** You must complete the screening process again if you leave the hospital during your shift.

### During work:

- **Dress code:** Anyone coming to work can dress casually.

### Holland Bloorview Kids Rehabilitation Hospital

150 Kilgour Road, Toronto ON Canada M4G 1R8 **T** 416 425 6220 **T** 800 363 2440 **F** 416 425 6591 [hollandbloorview.ca](http://hollandbloorview.ca)

A teaching hospital fully affiliated with the University of Toronto.

- **Work stations:** You are encouraged to wipe down your desk, keyboard, mouse and telephone regularly. Due to limited CaviWipes and hand sanitizers inventory, please bring your own for personal use.
- **Wearing masks:** You must wear your mask in all common areas. You may remove your mask when sitting at your desk and when eating or drinking provided 2 meters distance from your colleagues is maintained.
- **Closed areas:** The staff gym and the pool are closed. The school gym is open on Tuesdays and Wednesdays between 12-2 p.m. and 3-5 p.m. for individual workouts. Maximum capacity is 5 people at a time and no group sports are permitted at this time. You can check the schedule and rules on [HBConnect](#) under the 'What you need to know' section.
- **Respite rooms:** Available to all staff at any time:
  1. Room 4E200 (the Concussion Centre) is a social-themed respite room, with snacks and the opportunity to socialize with your colleagues (entry code is 200#).
  2. Room 1W150 (in the school) is an art-themed room with supplies to promote relaxation through creative materials.
- **The Garden Grill and Tim Hortons**
  - Sodexo has paused all hot food offerings at The Garden Grill however, offers a variety of pre-packaged meals for purchase. Family-sized meals and a selection of grocery items are available for purchase.
  - Tim Hortons is open Mon-Fri 7:30 a.m. - 4 p.m. and is closed on weekends. Complimentary coffee is delivered every evening and twice on weekends to the inpatient units. Vending machines are available on first and third floors (including coffee).
- **Cafeteria seating arrangement** (indoor/outdoor): Chairs and tables have been arranged to ensure physical distancing. A minimum of 2 meters must be maintained. Two people may share a picnic table, seated diagonally from one another to maximize distance.

### Leaving work

- **Exit:** Please use the exit door by the pool window on level 1 when exiting the building at any time of the day. For WheelTrans pick up or drop off or for an accessible exit, please use the main entrance.
- **Mask and paper bag:** If your mask is unsoiled and could be saved for another shift, please take off your mask after you've exited the building and store it in the paper bag provided to you at screening or that can be found by the exit door. Fold the mask so that the inside of it (white side) is facing out when you place it in the bag to avoid potentially contaminating the paper bag. If your mask is soiled, please dispose of it in the bin by the exit door.

For more information on processes, procedures and practices (i.e. donning and doffing PPE, wellness initiatives and resources) please visit our [COVID-19: Wellness Initiatives and Resources web page](#), check the **All Staff FAQ** that gets updated regularly, tune into our **bi-weekly town halls** hosted by President and CEO Julia Hanigsberg and keep an eye out for our **COVID-19 weekly bulletins**.

If you have questions, you can send an email to [covid19@hollandbloorview.ca](mailto:covid19@hollandbloorview.ca).