

## Policy: Covid-19 Recovery Phase 2 Safety Precautions

The policies and practices in this document are to be applied in addition to our routine practices for infection prevention and control (*see A8 - Routine Practices* in the Health and Safety Manual).

### 1. Mandatory notification

If a staff member or person served is diagnosed with Covid-19, they (or their caregiver) will inform Individual Pursuits. The person will require a **written confirmation from a qualified medical practitioner** indicating they are no longer contagious before being allowed to return.

### 2. Prohibited from the workplace

Staff members and others showing symptoms of COVID-19 are prohibited from the workplace. This includes:

- Anyone who feels sick (*see 6. Arrival routine*)
- Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.
- Anyone directed by Public Health to self-isolate.
- Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case and has not yet completed the mandatory 14 days of self-isolation and monitoring for symptoms.
- Anyone who has had a confirmed case of Covid-19 but does not have written authorization from a health care professional stating that they are no longer contagious (*see 1. Mandatory notification*).
- Any visitors that have not been pre-authorized by management to enter the premises (*see 3. Visitors*)

### 3. Visitors

Visitors are prohibited from entering our premises unless the visit has been pre-arranged and approved by management.

**Day Program Facility (400 Craigflower Road):** Permission to enter the premises will be denied to all non-essential personnel. As these will be higher-trafficked areas, we are asking everyone to help us keep occupancy to a minimum.

**Group Homes:** Visitors will be asked to maintain safe practices while visiting persons living in the home, such as following the new arrival routine (*see 6. Arrival routine*) and maintaining social distancing guidelines throughout the visit (> 2m away). Approval for visitation will be based on ensuring we don't have multiple visitors at one time.

#### 4. Facility occupancy

Occupancy limits for the **group homes** are posted at each of the entrances of facilities. The limits are set by the Joint Health and Safety Committee and are based on the number of persons who live in the home, an appropriate staff complement and only one visitor at a time.

Occupancy limits for the **day program** are set on a room-by-room basis and are posted outside of each room. The limits are set by the Joint Health and Safety Committee and are based on ensuring each person served and their support staff will have an area of isolation from others in the facility.

#### 5. Pick-ups/drop-offs

We are asking drivers to notify us when they arrive and then wait for an Individual Pursuits staff member to assist the person served, if needed, to enter or exit the facility. **Drivers are not permitted to enter the facility.**

#### 6. Arrival routine

Upon arrival at any facility, **staff, persons served** and **visitors** will be asked to apply hand sanitizer and have their health status checked (see *Health Screening*)

#### 7. Health screening

Upon arrival at any facility, staff, persons served and visitors will:

- have their temperature taken
- asked if they have any Covid-like symptoms, such as: fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.

If the person exhibits any symptoms or has a fever ( $> 38\text{ C}^\circ$ ), they will be denied entry/sent home. In the case of persons served where it's not possible to immediately send the person home, they will be quarantined until a caregiver can pick them up.

#### 8. First aid attendants: extra precautions

Whenever possible, the staff member who is already working with a person served will act as the first aid attendant in order to reduce the number of persons exposed to a potentially contagious person.

First aid attendants, when evaluating someone who may be ill, will use a mask and gloves.

#### 9. If someone becomes sick at program

If either a person served or staff member requires an assessment due to feeling ill, management must be notified.

**Persons served:** If a person served complains of feeling unwell or otherwise shows signs of being sick, they will be immediately evaluated by a staff member.

1. If the individual appears to be severely ill (i.e. difficulty breathing, loss of consciousness, etc.), call 911.

2. Otherwise, assess the person's condition (*see 7. Health Screening*)

If it is determined that the person served is sick or may likely be sick, the person served should be isolated, offered a mask if they're willing to wear one, and arrangements will be made to get the person home: calling the caregiver and asking for a pick-up or possibly driving ourselves.

The staff person who has already been working with the individual will stay in the isolation area with the person served to wait with them while waiting for pick-up.

**Staff:** If a staff person begins to feel unwell during a shift, they should immediately contact a coordinator or manager to seek guidance. If none is available, the staff team will work together and follow this general process:

1. If the staff member becomes severely ill (i.e. difficulty breathing, chest pain, etc.) at any point, call 911.
2. The staff member feeling sick will immediately wash or sanitize their hands and put on their mask.
3. If the staff member is certain they are sick and feels they need to go home, they should go directly home immediately. The team will rearrange staffing assignments while ensuring all individuals are supported safely.
4. If the staff member is unsure whether they are sick or not, they will be isolated evaluated by another team member or will self-evaluate (*see the BC COVID-19 Assessment Tool*). Unless the staff member and the first aid attendant are convinced the staff member is not ill, the staff member should go directly home.

If a person served or a staff member has left the program due to illness, all surfaces that they may have come into contact with are to be disinfected.

## 10. Face masks

Use of face masks for persons served is optional except for situations described in *Mandatory Usage*, below.

Staff persons will always carry a face mask for personal use while at any of our facilities or when working in the community with any persons served. Use of face masks for staff members is optional except for situations described in *Mandatory Usage*, below.

Cloth face masks will be provided free of charge to all staff, although staff are free to use their own if they wish.

Cloth or paper masks are fine for most purposes.

N95/KN95 masks are available at all locations and are to be used if there is a known case of Covid-19 (group homes only).

### **Mandatory Usage:**

The following situations require a mask to be worn:

- Any person who begins to feel ill while receiving service (all programs/homes)
- Conducting a health assessment or otherwise providing first aid for a person feeling ill
- A staff member who is accompanying a person served who is being isolated while waiting for pick up

- A staff member providing close (< 2m) support to any person served who is at greater risk of health complications from Covid-19 due to pre-existing health conditions. The determination will be made by the Joint Health and Safety Committee, the person served (if they can self-advocate) and/or their caregiver or representative. If this applies to a person served, it will be outlined in their Procedures Guide and all staff supporting that person will be trained in the specific requirements.

## 11. Hand washing

Standard hand washing practices remain in effect, with the additional requirement to wash hands immediately prior to, and immediately after any activities requiring physical contact.

## 12. Washroom use

At the beginning of the day, the staff team at the day program will determine an arrangement of washroom usage that minimizes crossover (multiple persons using the same washroom).

Throughout the day, washrooms will be **disinfected after each use**, so a clean room is ready for the next usage.

## 13. Vehicle travel

As part of the lessening restriction during the phase-2 recovery period, staff are allowed once again to transport persons served in their own vehicles, subject to the following:

- Using your personal vehicle for work purposes is optional.
- All policies regarding the use of personal vehicles are in effect, i.e. driving record, insurance coverage, safety equipment, client-specific procedures
- No more than two persons, one driver and one passenger, are allowed in the vehicle at one time
- Windows of the vehicle should be cracked open to allow air flow to/from the outside

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Jun 4, 2020	Shawn Hart	Initial draft.

**Review History:**

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