

Work Safe BC COVID-19 Safety Plan – Beulah ADP

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Approved: November 4th, 2020

COVID-19 is a respiratory infection that is spread by droplets, which are small particles that are dispersed one to two metres when people cough or sneeze. Droplets can land on environmental surfaces and people who touch those surfaces and contaminate their eyes, nose or mouth can become infected. This is very similar to how influenza is spread.

COVID-19 can cause quite severe disease in certain populations, particularly the elderly and in adults with chronic, underlying health conditions.

Step 1 - Assess the risk at your workplace

- **Workers involved in COVID-19 safety planning:** All employees including director.
- **Identify areas where people gather:** Kitchen area in ADP, kitchen area in AL, waiting room, small room by waiting area, main activity area, activity workers office, bathrooms and hallway, dining tables in ADP, dining room in AL
- **Identify job tasks and processes where workers are close to one another or members of the public:** Meal service, health assessments by ADP nurse, almost every program, working in the activity workers office, receiving clients from HandyDart drivers, interacting with AL kitchen employees, interacting with contracted entertainers, if we do home visits coming in contact with family members and people passing by outside the clients home, morning meetings, care planning meetings between client and employees as well as employee discussion, ADP nurse interviewing new clients and their family members.
- **Identify the tools, machinery, and equipment that workers share while working:** all kitchen equipment (ex. microwave, fridge, sink, coffee and tea makers, kettle etc.), sanitation equipment (ex. Disinfectant containers, hand sanitizer bottles, laundry machine etc.), xerox machine, shared office supplies (ex. staplers, scissors, tape etc.), shared computers in the activity workers office, shared laptop, shared phones in the activity workers office, all equipment for activities (ex. weights, balls, tv remote, art supplies etc.), BP machine used on multiple clients.
- **Identify surfaces that people touch often:** entrance door handles, light switches, door knobs/handles, arms on chairs and the backs of the chairs (clients hold on to the chairs this way), handles to sinks in the bathrooms and activity rooms, handicap buttons to open doors, grab bars in the washrooms, locks inside the washroom doors, dining tables, phones, office desks, activity equipment.

Step 2 - Implement measures and protocols to reduce risks

First Level (Elimination) Maintain physical distance of at least 2 meters:

- Reduce the number of clients and employees on the floor. Start with 5 clients per day and would gradually increase to a maximum of 10 clients a day. 2 employees on the floor, remaining employees separate in their offices, and then rotate. No more than 2 employees in activity office.
- Continue calling clients virtually to deliver programs.
- Physical distancing home visits if the client has the cognitive ability to remain 2 meters away from staff.
- Re-organize dining and activity areas to maintain 2 meters between clients.

- Drop off/Pick up cart will be used to transfer food from AL kitchen to ADP space as a means to have no contact with AL staff. Meals will be consumed in the Adult Day Area on single use disposable plates, cups and utensils.
- Clients will have assigned sitting during the programs.
- Clients will have 2 dedicated washrooms within the ADP space, separate from the AL.
- Employees to stay home if feeling unwell
- Clients to stay home if feeling unwell
- Prior to arrival IPC entrance screener questionnaire via telephone will be required for all clients.
- Upon arrival, ADP nurse or designate will guide client to their assigned socially distanced seating, disinfect client's mobility aid and assess client in a Point of Risk Assessment for signs and symptoms of COVID-19.
- If client is being dropped off by family, family will be asked to wait in the car if HandyDart is currently on-site dropping clients off in order to avoid crowding the entrance.
- Client must have a family member or care giver available to pick client up at any point during ADP hours should they start to show symptoms of COVID-19, as they will need to be sent home immediately. This person must be identified and on file prior to the client resuming ADP at the centre. HandyDart will not transport a client home if they are showing signs or symptoms of COVID-19, a taxi is also not a viable route of transportation should the client be symptomatic as they can decline to drive the client.
- Upon departure from the centre ADP staff will guide clients one at a time to the exit. Family members will be asked to wait outside the centre or in their cars and ADP staff will guide clients to the vehicle. HandyDart drivers will be met at the doors and will not enter our facility.

Second Level (Engineering controls) Where physical distance cannot be maintained:

- Floor decals will be used where appropriate to indicate a proper 2m distance.
- COVID-19 signage will be posted throughout the centre indicating maximum number of people in the centre, reminders to distance 2 metres from others, and hand washing signs.
- Frequent hand washing or use of hand-sanitizer as needed.
- Use of PPE

Third Level (Administrative Controls): Rules and guidelines

- No more than 2 employees in activity office
- Employees must wear a mask when passing through activity office to use employee washroom
- No more than 4-5 people in main entrance area
- No more than 12 people in main activity room
- Staff to follow cleaning and disinfecting protocols as outlined in the IPAC Master Equipment Cleaning and Disinfecting Manual.
- All employees have completed the VCH Covid-19 Education Modules
- All employees have been trained in the sequence for donning and doffing personal protective equipment
- Ventilation System was last serviced on July 03, 2020, next service Oct 26, 2020. Ventilation system is check regularly.

Fourth Level of Protection: PPE

- All staff will wear face and eye protection. This will be ordered weekly from VCH.
- All employees to wear gloves if in direct contact with client.

- Staff to wear full PPE (mask, eye protection, gloves and gowns when there is a risk of coming in contact with any bodily fluids (ex. helping a client in a bathroom stall) or when a client is presenting with symptoms.
- Clients will be encouraged to wear a non-medical mask or face-shield while at the Centre as another level of protection.
- Frequent hand washing and frequent sanitizing of all shared surfaces and equipment (every half hour).
- When the client is finished in the bathroom, employees will safely seat the client in the program and go back to sanitize bathroom (door handle, toilet seat and flush valve, bars, sink and faucet and soap dispenser).

Reduce Risk of surface transmission through effective cleaning and hygiene:

- Employees must wash hands upon entering ADP, before meal service, before and after touching commonly used items, before and after their break/mealtime, after using the washroom and whenever their hands are visibly dirty.
- Hand washing must be done for at least 20 seconds or use hand sanitizer and allow it to completely dry before touching anything.
- Cleaning and disinfecting protocols will be followed as outlined in the IPAC Master Equipment Cleaning and Disinfecting Manual.
- Use of disposable cups, plates and utensils.
- No clients to serve themselves at meals or coffee/teatime.
- AL housekeepers will clean ADP washrooms before client arrival at 8am and after their departure at 4pm. ADP staff will sanitize washrooms after each use by clients.
- AL housekeepers will clean ADP area in the evening each day.
- ADP staff will clean and disinfect surfaces in the ADP every morning before client arrival, following IPAC cleaning and disinfecting protocols.
- Appropriate cleaning supplies will be order weekly through VCH portal.

Step 3 - Develop Policies

Anyone showing symptoms of COVID-19 are prohibited from entering the centre. This includes the following:

- Anyone who has had symptoms of COVID-19 in the last 14 days. Symptoms include fever, chills, new or worsening cough shortness of breath sore throat, new muscle aches or headache.
- Anyone directed by Public Health to self-isolate
- Anyone who has arrived from outside Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor symptoms.
- Visitors are prohibited in the centre until further notice
- HD drivers may come in for the sole purpose of using bathroom facilities.
- Employees who start to feel ill at work, even if symptoms are mild, must report to their supervisor, wash or sanitize their hands, isolate and will be asked to go home immediately. Employees will be directed to contact 811 to be tested for COVID, if symptoms are severe call 911. Nurse or designate will sanitize any surface that the ill employee came in contact with.
- Seniors who may start to feel ill at the centre, even if symptoms are mild, must report to an employee, wash or sanitize their hands and isolate while arrangements are made to take senior home. Caregiver will be directed to contact 811 to be tested for COVID, if symptoms are severe call 911. Nurse or designate will sanitize any surface that the ill client came in contact with.

- Monitor other employees and seniors that the person came in contact with for symptoms; inform client's Care Giver/Family and Case Manager about possible exposure.
- Hand washing policy – Refer to WSBC guidelines and poster
- Wearing of masks and/or face shields – Refer to WSBC guidelines and poster
- Help prevent the spread of COVID-19 – Refer to WSBC guidelines and poster
- Hand washing protocols – Refer to WSBC guidelines and poster

ASSESS CLIENTS READINESS PRIOR TO ARRIVAL

- ADP employees will call all the clients attending ADP on their corresponding day and will have client/caregiver answer the IPC entrance screener in accordance with IPC Requirements for LTC and AL.
- Consent form will be sent to client/caregiver for acknowledgement and signature along with letter of protocols to client/caregivers prior to re-opening.
- Remind and instruct caregiver/family to wait outside when dropping off and doing pick-ups.
- Every day before programming start, employees will meet to discuss any concerns or challenges with respect to clients or hygiene protocols.
- Every day before programming, employees will go over safety protocols and how to properly use PPE with clients and determine their understanding of physical distancing.

UPON ARRIVAL AT THE ADP:

- All staff and clients will be screened using the IPC screener in accordance to LTC and AL prior to entering the building.
- All employees and clients must practice hygiene upon entering the ADP by washing their hands or using alcohol-based hand sanitizers approved by Health Canada.
- Client's mobility aids will be disinfected upon arrival, and client will be guided to assigned seat for the day.
- All staff must wear a mask and eye protection upon entering the ADP until the time they leave the ADP. ADP will provide masks and face shields at the entrance to those who do not have one. PPE supplies will be ordered weekly through VCH.
- Every day before programming, staff will go over safety protocols and how to properly use PPE with clients and determine their understanding of physical distancing.
- Display appropriate signage at front door, bathroom and around centre to remind people to practice good hygiene.

WORKFLOW:

- 3 clients per staff (total of 5 clients, 2 employees on the floor)
- 2 employees on daily phone check ins and virtual programming for those clients not attending
- Nurse or designate do wellness check upon arrival of all clients and employees.
- Re-arrange program area such as spreading out all the tables and chairs in a way that allows at least two meters of physical distance between each client. Remove extra chairs and equipment.
- Staff and clients are to remain at home if they show symptoms of cold, flu, or Covid-19.
- Minimized or limit sharing of workstations, equipment, and materials. Sanitize before and after use.

HYGIENE:

- Sanitize all equipment before and after use such as scissors, colouring pens and exercise

equipment (weight).

- Deep cleaning of tables/chairs prior and after dining.
- All staff members and clients are required to wash their hands with soap after using the washroom (staff to assist client who needs assistance).

PREPARING FOR NEXT DAY/ END OF THE DAY:

- Ensure that all shared equipment and facility (e.g., telephones, computers, tables, chairs, door handles, light switches, cabinet handles, and commonly touched surfaces) receive cleaning and sanitizing after clients leave.
- Briefing on success/challenges regarding protocols, modify as necessary.
- A deep clean and disinfection will be performed in the morning and the end of the day.

Step 4 - Develop Communication Plans and Training

All employees were provided with WSBC Safety Plan in which COVID-19 policies and procedures are embedded.

- We will have posted signage on occupancy limits and effective hygiene practices
- We will have posted signage at the main entrance indicating who is restricted from entering the premises including visitors and employees with symptoms
- We will have posted signage on occupancy maximum inside the centre
- We will ensure that all employees are trained on the policies and procedures surrounding the COVID-19 Safety Plan. Program Co-ordinator and ADP Nurse to ensure policies and procedures are being followed.
- Team meetings will be held every morning.
- Care planning meetings will held on every Wednesday.
- Safety plans and policies will be displayed on the corkboards across from nurse's office and also will be available to access on SharePoint for staff's review as needed.

Step 5 - Monitor your workplace and update plans as needed

Things may change as we slowly resume operations. If we identify a new area of concern, or if it seems like something isn't working, we will take steps to update our policies and procedures and involve all employees in the process.

- Employees will give input on areas of the plan that could use improvement or change upon returning to work.
- At morning meetings each employee will have the opportunity to raise any safety concerns they may have. Policies and procedures will be adjusted upon review.

If you have any health or safety concerns please email maria.couto@southvan.org

Step 6 - Assess and address risks from resuming operations

- As an Adult Day Program we serve the highest at risk population – frail seniors with multiple health issues with an average age of 80. Our clients are based in community so by resuming operations, albeit at reduced capacity, we're increasing the risk to clients and employees by also bringing in all of our social bubbles as well as all the bubbles our bubbles have been in contact with.
- To those ends, employees will need to be in full PPE gear and adapt to new programs that allow for physical distancing as well as programs that share minimal to no items.