

CHOWN ADULT DAY CENTRE SOCIETY

Work Safe BC Covid-19 Pandemic Safety Plan

Step 1 - Assess the risk at your workplace

- **Workers involved in COVID-19 safety planning:** All employees including Executive Director.
- **Identify areas where people gather:** Kitchen area in ADP, Kitchen small room, main activity area, activity workers office, bathrooms and hallway, dining tables in ADP,
- **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.
- **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., hand sanitizer bottles, laundry machine etc.), photocopying 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.

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Step 2 - Implement measures and protocols to reduce risks

First Level (Elimination) Maintain physical distance of 2 meters: floor signs are in place

- Reduce the number of clients **TO 5 PER DAY.**
- All clients that will be attending the centre will be contacted via telephone by staff using questionnaire Form 1
- Staff will continue calling clients daily; virtually for Wellness checks.
- Developed arrival and departure protocols for clients, families and staff to follow, to ensure 2 meters apart.

- Staff will arrive and leave centre staggered times; complete staff **Assessment Form 1** if yes will not enter the centre

- Client will arrive and leave the centre staggered times
- Staff will meet each client at the entry and assess them in the lobby area of Centre using the attached questionnaire
- If client's answers **YES** to any of the questions Nurse will reassess and contact family member to pick up clients; Client will wait in a separate room used for Isolation at this time in main entrance of centre: or in lobby area.
- If answer is **No** staff will assist client to washroom for hand washing.
- Staff will hand sanitize themselves and clients each time they have contact

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- Re-organize dining and activity areas to maintain 2 meters between clients. Using floor signage and wall signage where possible.
- 2 people per dining table 1 staff 1 client during meal times. Clients and employees will have assigned seating.
- No clients to serve themselves at meals or coffee times. Morning snacks will be individually wrapped
- Employees and clients to stay home if feeling unwell;

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

- All staff have completed VCH Covid- 19 education Modules (Modules 1 to 3)
- IPAC's Regional Nurse and VCHA Project Lead for Adult Day Programs have completed an on-site consultation and passed the Chown centre to reopen date TBA
- Cleaning and disinfecting of all shared equipment and high touch areas, including the bathroom will be done as needed using IPAC cleaning and disinfection instructions.
- Frequent hand washing (every half hour) or use of hand-sanitizer as needed.
- Staff will sanitize all equipment after each program or when needed; using IPAC protocols.
- Cleaning supplies will be ordered through VCH.
- A deep clean of the centre will be performed at the end of the day, by Janitorial company

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Third Level (Administrative Controls): Rules and guidelines

- No more than 2 employees in activity office
- Employees must wear a mask and face shield when passing through hallway to use employee washroom
- No more than 2 people in main entrance area
- No more than 10 people in main activity room
- Installed floor decals on the interior and exterior floor to ensure 2 meters apart when clients arrive and depart.

Fourth Level of Protection: PPE

- When Clients are in the centre all staff will wear medical masks (level 2 or 3) and eye protection. This will be ordered from VCH
- Staff members are to wear gloves when in direct contact with clients.
- Staff to wear full PPE (mask, eye protection, gloves and gowns) when there is a risk of coming in contact with any bodily fluids 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.

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.

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- Hand washing must be done for at least 20 seconds or use hand sanitizer and allow it to completely dry before touching anything.
- Cleaning of high touch surfaces every hour and as needed.
- No clients to serve themselves at meals or coffee/teatime.
- Deep clean at the end of each day so it is prepared for the following day (ex. wiping down all surfaces, including phones and laptops, keyboards, etc. with disinfectant/bleach, sanitizing any equipment used in bleach)
- Cleaning of washrooms after client has use; staff to monitor number of clients in washroom max 2 clients (staff assigned)
- All HVAC and building systems have been inspected by reputable outside contractor every 6 months as per Lease; Filters last changed Sept 2020
- Windows can be opened when safe to do so.

Step 3 - Develop Policies

ALL CLIENTS TO PROVIDE A CONTACT NUMBER BEFORE CLIENT IS ALLOWED TO ATTEND THE CENTRE (FOR TRANSPORTATION PURPOSES)

- 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 will be prohibited from entering the center

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- Anyone directed by Public Health to self-isolate, will be prohibited from entering the center.
- 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. They will be prohibited from entering the center.
- 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 contact 811 to be tested or 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.
- The client or caregiver will Contact 811 to seek advice and 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

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- 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
- Donning PPE – VCH poster
- Doffing PPE- VCH poster

ASSESS CLIENTS READINESS PRIOR TO ARRIVAL;

Pre-Screening Telephone form (attachment 3)

- ADP employees will call all the clients attending ADP the day before and on their corresponding day and will have client/caregiver answer a screening questionnaire according to the IPC requirements for LTC and AL. Answers must be:
 1. *I am not showing signs of fever, cough, difficulty in breathing, headache, etc.*
 2. *I have not traveled or had contact with person(s) who travelled outside of Canada for the last 14 days.*
 3. *I have not been in contact with anyone who shows existing symptoms or exposed to person(s) with COVID-19.*
- Letter of explanation 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 (wearing a mask) when dropping off and picking –up .
- Daily staff meetings discuss any concerns or challenges with respect to clients or hygiene protocols.

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- 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 caregivers and clients will wait outside the centre ring doorbell to notify staff to open door.

Staff

- All employees and clients will also be screened according to the IPC requirements for LTC and AI, prior to attending the centre. Answer must be:
 - 1. I am not showing signs of fever, cough, difficulty in breathing, headache, etc.*
 - 2. I have not traveled or had contact with person(s) who travelled outside of Canada for the last 14 days.*
 - 3. I have not been in contact with anyone who shows existing symptoms or exposed to person(s) with COVID-19*
- All staff and clients must practice hygiene upon entering the ADP by washing their hands or using alcohol-based hand sanitizers approved by Health Canada.
- All staff are to change their outdoor shoes to shoes for the centre these can be kept in lobby area
- All staff wears a face mask and face shield upon entering the ADP until the time they leave the ADP. ADP will provide face masks and face shields as supplied by IPAC /VCH at the entrance to those who do not have one.
- Non-contact temperature screening at the entrance for all staff by

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nurse or designate upon entering the centre.

- Display appropriate signage at front door, bathroom and around centre to remind people to practice good hygiene.

WORKFLOW:

Total of 6 staff daily; excludes Executive Director, Admin, Cook; total daily; 9 staff 5 clients= 14

- 2 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 will 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).

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PREPARING FOR NEXT DAY/ END OF THE DAY:

- staff will assist maintaining 2 metres apart; client to exit making sure that they have washed their hands are wearing a mask if travelling on handy dart(as per HD Policy)
- If client are traveling by family times of pick up would have be prearranged and staggered as to not clash with handy dart arrival/ departure.
- 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.

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 have posted signage on occupancy limits and effective hygiene practices
- At this time no visitors are allowed on site without making an appointment
- 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.

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Step 5 - Monitor your workplace and update plans as needed

- This is a fluid document and will be continually reviewed and updated with Staff and VCHA
- Twice daily staff meetings each employee will have the opportunity to raise any safety concerns they may have. Policies and procedures will be adjusted upon review.

Step 6 - Assess and address risks from resuming operations

- Staff concerns always need to be addressed either 1 on 1 with their immediate supervisor or in a group setting.
- BC Medical plan now offers Mental wellbeing support to all members
- Constant communication with all families and caregivers.
- Positive liaison with HEU/BCNU
- Chown Board to be kept updated as to any changes
- VCHA to be advised of any concerns or changes

Items not addressed in the above

The majority of Chown population are cognitively impaired therefore we plan to provide 1: 1 programming where possible encouraging all safety protocols that have been reviewed.

- **Meal times;** No buffet style nor sharing of food, drinks or utensils. Kitchen staff will serve clients at their table wearing PPE. Chown has industry restaurant dishwasher therefore due to costs Chown has no plan to use disposable dishes. Cups etc. at this time but Chown will have a supply on hand.

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Attachments;

- *Form 1 & 2 Client and staff screening assessment*
- *Form 3 Client; Pre-screening telephone*
- *Appendix A Entrance Screening tool CDC*
- *Guideline ADC Programs and Covid -19*
- *Donning VCH*
- *Doffing VCH*