

# Work Safe BC Covid-19 Pandemic Safety Plan

## CHOWN ADP

Reviewed and updated May 4<sup>th</sup> 2021

### 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 Activity area, kitchen , small room AFTER YOU ENTER CHOWN main activity area, activity workers office, bathrooms and hallway, dining tables in Activity area,
- **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 (, 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 2 meters:**

- Reduce the number of clients **TO 5 PER DAY.**
- Continue calling clients virtually for Wellness checks.
- Re-organize dining and activity areas to maintain 2 meters between clients.
- 2 people per dining table 1 staff 1 client
- Employees to stay home if feeling unwell;
- Clients to stay home if feeling unwell

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

- Employees to use surgical masks and face shields (**updated April 30th only masks to be used are ASTM supplied by VCH**)
- Clients will be provided with a surgical mask upon entering the centre (**updated April 30th only masks to be used are ASTM supplied by VCH**). Clients will be encouraged to wear the surgical mask during the program, exceptions will be made for client who are not able to wear a mask.
- Clients and employee will change their mask if they become wet or damp.
- Frequent hand washing (every half hour) or use of hand-sanitizer as needed.
- Sanitize all equipment after use.

#### **Third Level (Administrative Controls): Rules and guidelines**

- No more than 2 employees in activity office

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- Employees must wear a mask when passing through activity office to use employee washroom
- No more than 2 people in main entrance area
- No more than 10 people in main activity room

### Fourth Level of Protection: PPE

- As per Handydart latest Policy Aug 24<sup>th</sup> All clients travelling on transit/HD WEARING OF MASKS are MANDATORY wear
- All employees wear as of April 30<sup>th</sup> ASTM masks supplied by VCH and face shields; However this may change according to any new updates for Infection control
- Employees wear gloves and gowns as needed; e.g. washrooms cleaning client contact

### 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.
- 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 )

### 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.
- Anyone directed by Public Health to self-isolate
- Anyone who has arrived from outside Canada must self-isolate for 14 days and monitor symptoms.
- Anyone who has been in close contact with someone with COVID-19 within the last 14 days. Close contact as per Public Health - meaning someone who you have interacted with in an enclosed environment for more than fifteen minutes while not wearing appropriate PPE or practicing physical distancing e.g. contact within own household / socialising with friends / family OR you have provided frontline care in an active

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outbreak setting and have not been cleared / exempted by Public Health to work elsewhere

- 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. If symptoms are severe call 911 or 811 for further advice. 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.
- 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 a screening questionnaire, IPC entrance screener in accordance with IPC Requirements for LTC and AL to ensure that they are safe to attend. 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.*
- Remind and instruct caregiver/family to wait outside (wearing a mask) when dropping off and doing pick-ups.
- Daily staff meetings 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 must practice hygiene upon entering the ADP by using alcohol-based hand sanitizers approved by Health Canada.
- All staff and clients must wear a mask and ~~/or~~ face shield upon entering the ADP until the time they leave the ADP. ADP will provide masks/face shields at the entrance to those who do not

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Chown ADP

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have one.

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

### WORKFLOW:

- 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
- Upon entering the centre, staff will be screened for COVID-19 according in to the IPC entrance screener in accordance with IPC Requirements for LTC and AL.
- Nurse/ or Designate will perform a wellness check upon arrival of all clients and employees.
- Re-arrange programs 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). If possible remove items from dial routines
- 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.

### 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.

### 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

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- 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.
- Chown staff will continue to program Virtual programs to any/all clients that wish to participate