

PATHWAYS ABILITIES SOCIETY

PROCEDURE: COVID 19 PANDEMIC PREVENTION AT SERVICE SITES

Applies to: All Personnel, Volunteers, Persons Served, Families, Advocates and Caregivers

Effective/Revision Date:

May 13, 2020

May 21, 2020

May 25, 2020

July 24, 2020

123 Franklyn Road

1. If you have the symptoms of a cold, flu, or COVID-19 stay at home and keep a safe distance from others until those symptoms have completely disappeared.
2. Upon entering, staff's temperatures are checked and they immediately wash their hands. If an above normal temperature is detected (above 38°C or 100.4°F), the person goes home. The staff also read the "COVID-19: Staff Screening Assessment" and let the designated staff know whether they have any of the symptoms listed. If they do, they notify their supervisor and go home. If they do not, the designated staff writes the staff's name and date on the checklist.
3. Individuals disembark HandyDART one bus at a time starting at 8:15 am.
4. People not arriving on HandyDART can only be dropped off at Franklyn between 8:45 am and 9:15 am.
5. Five people at a time (masks are mandatory) enter the building while practicing social distancing either via the auditorium doors or down the side to the service room/pod (formerly the Seniors Service).
6. Three staff are assigned to:
 - Take each person's temperature and then check it off on the attendance list once this has been completed. If an above normal temperature is detected the person is segregated, their family or caregiver contacted to arrange for the person to go home.
 - Check to ensure the person has their own water and/or beverages and mask. If not the supervisor is notified and the person's family or caregiver is contacted and directed to bring.
7. After their temperature is taken, individuals:
 - Immediately proceed to a handwashing station where they are assisted to wash their hands.
 - Proceed to a predesignated room.
8. One staff is assigned to continually sanitize surfaces daily.

9. Support staff practice and encourage individuals to practice safe social distancing constantly throughout the day.
10. Hands are washed after using the bathroom.
11. Hands are washed prior to and after supporting someone with personal care.
12. Hands are washed prior to and after eating lunch. Staff and individuals eat their lunches in their predesignated room. Food containers will not be cleaned by staff before they are sent home.
13. Other than the supply room, interior doors remain open and at the end of the day, the two doors to the front office are closed and locked.
14. Staff and individuals end their days in their predesignated room.

2476 Main Street

1. If you have the symptoms of a cold, flu, or COVID-19 stay at home and keep a safe distance from others until those symptoms have completely disappeared.
2. Upon entering, staff check their temperatures and immediately wash their hands. If an above normal temperature is detected (above 38°C or 100.4°F), the person notifies the supervisor and goes home. The staff also read the "COVID-19: Staff Screening Assessment" and let the designated staff know whether they have any of the symptoms listed. If they do, they notify their supervisor and go home. If they do not, the designated staff writes the staff's name and date on the checklist.
3. Individuals disembark HandyDART one bus at a time at the back of the building.
4. One person enters the building at a time (masks are mandatory) while practicing social distancing.
5. Staff are assigned to:
 - Take the person's temperature and then check it off on the attendance list once it has been completed. If an above normal temperature is detected the person is segregated, their family or caregiver contacted to arrange for the person to go home.
 - Check to ensure the person has their own water and/or beverages and mask. If not the staff contacts the person's family or caregiver and directs them to bring.
6. After each individual's temperature is taken, they immediately proceed to a handwashing station and are assisted to wash their hands. The same procedure is applied to each person entering.
7. Staff continually sanitizes surfaces daily.
8. Support staff practice and encourage individuals to practice safe social distancing constantly throughout the day.
9. Hands are washed after using the bathroom.

10. Hands are washed prior to and after supporting someone with personal care.
11. Hands are washed prior to and after eating lunch- Staff and individuals eat their lunches while practicing social distancing. Food containers will not be cleaned by staff before they are sent home.
12. Staff and individuals take their lunch garbage and recycling home.

1216 St. Paul Street

1. If you have the symptoms of a cold, flu, or COVID-19 stay at home and keep a safe distance from others until those symptoms have completely disappeared.
2. Upon entering, staff check their temperatures and immediately wash their hands. If an above normal temperature is detected (above 38°C or 100.4°F), the person notifies the supervisor and goes home. The staff also read the "COVID-19: Staff Screening Assessment" and let the designated staff know whether they have any of the symptoms listed. If they do, they notify their supervisor and go home. If they do not, the designated staff writes the staff's name and date on the checklist.
3. Individuals disembark HandyDART one bus at a time.
4. Five people at a time (masks are mandatory) enter the building, while practicing social distancing. Employees will not wear a mask while practicing the 6 foot social distancing rule and working within their designated work area.
5. Staff are assigned to:
 - Take each person's temperature and then check it off on the attendance list once it has been completed. If an above normal temperature is detected the person is segregated, their family or caregiver contacted to arrange for the person to go home.
 - Check to ensure the person has their own water and/or beverages and mask where applicable. If not, the staff contacts the person's family or caregiver and directs them to bring.
6. After each individual's temperature is taken, they immediately proceed to a handwashing station and are assisted to wash their hands.
7. Staff continually sanitizes surfaces daily.
8. Support staff practice and encourage individuals to practice safe social distancing constantly throughout the day.
9. Hands are washed after using the bathroom.
10. Hands are washed prior to and after supporting someone with personal care.
11. Hands are washed prior to and after eating lunch- Staff and individuals eat their lunches while practicing social distancing. Food containers will not be cleaned by staff before they are sent home.

Homes

1. Upon entering, staff check their temperatures and immediately wash their hands. If an above normal temperature is detected (38°C or 100.4°F) the person notifies the supervisor and when it is as safe to do so they go home. They do not provide support or care. Staff then check-off the COVID-19: Screening Assessment on ShareVision that they do not have any of the listed symptoms. If they have any of the listed symptoms, they notify their supervisor and when it is safe to do so they go home.
2. Staff is assigned to take each person's temperature daily and documents this in the person's Notables in ShareVision. If an above normal temperature is detected (above 38°C or 100.4°F), the person is segregated and the supervisor and LPN are contacted for further instruction.
3. Staff are required to wear masks and encourage home members to when individuals and others are active and in the homes.
4. Staff continually sanitizes surfaces daily.
5. Support staff practice and encourage individuals to practice safe social distancing constantly throughout the day.
6. Hands are washed after using the bathroom.
7. Hands are washed prior to and after supporting someone with personal care.
8. Hands are washed prior to and after eating. During meals, staff and individuals practice social distancing.

Home Members Leaving With-Out Support

1. Upon entering, staff checks the person's temperature. If an above normal temperature is detected (above 38°C or 100.4°F), the person is segregated and the supervisor and LPN are contacted for further instruction.
2. The person takes a shower immediately and the clothes they wore laundered.

Potential Exposure

1. If a person we support or staff come into contact with someone or where in a common area i.e. a restaurant, a social gathering, etc. with a person or a group who has potentially been exposed to COVID 19, the person must:
 - Call 811 immediately and seek direction.
 - Notify the area supervisor of the potential contact.
2. The supervisor:
 - Asks, the date of exposure and if the person is showing any symptoms.
 - Notifies the management team via email of the results.
 - Tells the person they must self-isolate for 14 days effective the date we were notified or must get COVID 19 tested.

3. The executive director or designate:

- Notifies the CLBC liaison.
- If the person is showing no symptoms posts a message on ShareVision i.e. "A person we support attending the 123 Franklyn Activity Service, was at a location where there was potentially someone who tested positive for COVID 19 on (DATE). We were notified (DATE). The person attended (SPECIFY DAYS) since the initial contact. Their temperature was checked which was normal and they have shown no signs or symptoms. Regardless they are required to self-isolate (not attend our services) for 14 days from the time we were notified not the date of exposure. Please, if you have any concerns or questions contact the executive director or management personnel". Designates a staff to notify each person and/or their family or caregiver with the same information posted on ShareVision.
- If the person is tested and the results are negative then the person in quarantine can return to service as long as they are not showing symptoms of COVID-19.
- If the person exposed is showing symptoms, the effected service area closes immediately and a staff is designated to contact and inform everyone who came into contact with person. They are told they must either get tested and or self-isolate for a 14 day period. They notify the board of directors and Interior Health.
- Completes and submits an incident report.