

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

October 19, 2020

November 23, 2020

November 26, 2020

December 14, 2020

General

1. Occupancy limits are established and reviewed for all locations.
2. Masks must be worn unless specific circumstance are identified and or as per policy.
3. Social distancing is practiced and paramount.
4. Contact sanitization is practiced and paramount.

123 Franklyn Road

1. If you have the symptoms of a cold, flu, or COVID-19 you are required to stay at home and keep a safe distance from others until those symptoms have completely disappeared.
2. Upon entering, staff are required to read the "COVID-19: Screening Assessment" and must answer no to all the screening questions. The staff's temperature is checked and they immediately wash/sanitize their hands. If the staff answer yes to any of the screening questions and/or have an above normal temperature (above 38°C or 100.4°F), they notify their supervisor and then they go home. Staff completes the COVID-19: Screening document checking who has entered the building and has been screened.
3. Individuals disembark HandyDART one bus at a time starting at 8:30 am.
4. People not arriving on HandyDART can only be dropped off at Franklyn between 8:45 am and 9:15 am.
5. One person at a time (masks are mandatory) enters the building while practicing social distancing via the auditorium doors.
6. Three staff are assigned:
 - Spray sanitizer on individual's hands upon entering the building.

- To read the "COVID-19: Screening Assessment" to each individual and the person must answer no to all the screening questions. If they answer yes to any of the screening questions the person is segregated, their family or caregiver contacted to arrange for the person to go home.
- The person's temperatures is checked. If an above normal temperature is detected (above 38°C or 100.4°F), the person is segregated, their family or caregiver contacted to arrange for the person to go home. Notify the supervisor.
- Complete the COVID-19: Screening document checking who has entered the building and who has been screened.
- 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 necessary items(s).
- After their temperature is taken, individuals is directed to proceed to a predesignated room.

7. Upon entering and using any room or service area, staff sanitize and complete the Room Sanitization form. Upon completion of the activity or leaving the room, staff conclude the Room Sanitization form and place it in the designated slot.

8. Staff practice and encourage and support 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. Staff must wear their mask at all times during personal care.

11. 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. Staff must wear their mask at all times while assisting individuals with their meal. Staff remove their masks and eat socially distanced.

12. 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.

13. 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 you are required to stay at home and keep a safe distance from others until those symptoms have completely disappeared.

2. Upon entering, staff are required to read the "COVID-19: Screening Assessment" and must answer no to all the screening questions. The staff's temperature is checked and they immediately wash/sanitize their hands. If the staff answer yes to any of the screening questions and/or have an above normal temperature (above 38°C or 100.4°F), they notify their supervisor and then they go home. Staff completes the COVID-19: Screening document checking who has entered the building and has been screened.

3. Individuals disembark HandyDART one bus at a time at the back of the building.
4. One person enters the building at a time while practicing social distancing.
5. Staff:
 - Read the "COVID-19: Screening Assessment" to each individual and the person must answer no to all the screening questions. If they answer yes to any of the questions the person is segregated, their family or caregiver contacted to arrange for the person to go home.
 - The person's temperatures is checked. If an above normal temperature is detected (above 38°C or 100.4°F), the person is segregated, their family or caregiver contacted to arrange for the person to go home. Notify the supervisor.
 - Complete the COVID-19: Screening document checking who has entered the building and who has been screened.
 - 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 necessary items(s).
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. 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. Staff must wear their mask at all times during personal care.
11. Staff and individuals eat their lunches while practicing social distancing. Food containers will not be cleaned by staff before they are sent home. Staff must wear their mask at all times while assisting individuals with their meal.
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 you are required to stay at home and keep a safe distance from others until those symptoms have completely disappeared.
2. Upon entering, staff are required to read the "COVID-19: Screening Assessment" and must answer no to all the screening questions. The staff's temperature is checked and they immediately wash/sanitize their hands. If the staff answer yes to any of the screening questions and/or have an above normal temperature (above 38°C or 100.4°F), they notify their supervisor and then they go home. Staff completes the COVID-19: Screening document checking who has entered the building and has been screened.

3. Individuals disembark HandyDART one bus at a time and enter the building, while practicing social distancing. Employees are not required to wear a mask while practicing the 6 foot social distancing rule and working within their designated work area.

4. Staff are assigned to:

- Read the "COVID-19: Screening Assessment" to each individual and the person must answer no to all the questions. If they answer yes to any of the screening questions the person is segregated, their family or caregiver contacted to arrange for the person to go home.

- The person's temperatures is checked. If an above normal temperature is detected (above 38°C or 100.4°F), the person is segregated, their family or caregiver contacted to arrange for the person to go home. Notify the supervisor.

- Complete the COVID-19: Screening document checking who has entered the building and who has been screened.

- 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 necessary items(s).

5. After each individual's temperature is taken, they immediately proceed to a handwashing station to wash their hands.

6. Staff continually sanitizes surfaces daily.

7. Support staff practice and encourage individuals to practice safe social distancing constantly throughout the day.

8. Hands are washed after using the bathroom.

9. Hands are washed prior to and after eating lunch- Staff and individuals eat their lunches while practicing social distancing.

BikeWays

1. Customers are encouraged to book appointments.

2. Customer are asked to pre-determine the type of bike they want to purchase as viewed on bikeways.ca.

3. No more than two customers are allowed in the store at any given time.

4. Six feet social distancing is maintained at all times including when purchase transactions are being completed.

5. The debit machine, sales area and door handles are disinfected after every customer purchase.

6. All bikes and sales parts are disinfected prior to being placed on the floor for sale.

7. Any bikes tested by the customer and not purchased are disinfected prior to being placed back on the sales floor.

Homes

1. If you have the symptoms of a cold, flu, or COVID-19 you are required to 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 (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.
3. 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.
4. Staff are required to wear masks and encourage home members to when individuals and others are active and in the homes.
5. Staff continually sanitizes surfaces daily.
6. Staff practice and encourage individuals to practice safe social distancing constantly throughout the day.
7. Hands are washed after using the bathroom.
8. Hands are washed prior to and after supporting someone with personal care. Staff must wear their mask at all times during personal care.
9. Hands are washed prior to and after eating. Staff must wear their mask at all times while assisting individuals with their meal. During meals, staff and individuals practice social distancing. Staff remove their masks and eat socially distanced.

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.

Home Share Visits

1. Hands are sanitized before and after entering the home share.
2. Cellphones and computer equipment is sanitized before and after entering the home share.

3. Home share managers or coordinators wear a mask for the duration of the home visit. It is strongly encouraged that home share providers and anyone else attending the meeting wear masks as well.
4. Social distancing is adhered to during the visit.
5. No in person visits will take place if any of the people attending the meeting have any symptoms of illness and/or are currently awaiting test results.

Transporting Individuals

1. Employees transporting individuals in vehicles must wear masks.
2. People receiving services who are able to wear a mask when being transported must wear a mask.
3. Windows must be rolled down a few inches while driving.
4. The number of people to be transported in a vehicle: 5 seatbelts - 3 people maximum, 6 or 7 seatbelts - 4 people maximum and 9 Seatbelts - 5 people maximum.
5. High touch surfaces in vehicles are sanitized before and after each use using the provided Lysol wipes.

Refusing to Wear a Mask or Practice Social Distancing

1. Individuals who (able and understand) refuse to wear a mask or practice social distancing are told they must wear a mask and practice social distancing.
2. Staff document in the person's Notables the date and time the person was told to wear a mask or practice social distancing.
3. If the same person is reminded 3 times in one week notify the supervisor or manager.
4. The supervisor or manager informs the person and or their supports that their services are suspended for 5 service days.

Potential Exposure and/ or having COVID Symptoms

1. If a person we support or staff come into close contact with someone who has tested positive for COVID-19 or is having symptoms:
 - Call 811 immediately and seek direction.
 - Notify the area supervisor of the potential contact and/or information on the person who potentially has symptoms. On weekends, notify the on-call person.
 - Send a follow-up email to the supervisor, executive director and LPN of the potential contact and/or information on the person who potentially has symptoms.
2. The supervisor or on-call person:
 - Asks, the date of exposure and/ or information on the symptoms.
 - Notifies the management team via email of the results.
 - Enter the information into the COVID Testing Contact ShareVision list.

- Consults with the executive director or designate and LPN to determine if the potential exposure or symptoms require self-isolation for 14 days effective the date we were notified or medical attention.
- Notifies the person of the results.
- If the person is being tested, follows up with the test results and updates the COVID Testing Contact ShareVision list.
- Designates a staff to notify each person and/or their family or caregiver with the same information posted on ShareVision (see below).

3. The executive director or designate (could be the on-call person):

- Notifies the CLBC liaison if it is a person receiving services.
- Posts a message on ShareVision, identifying the exposure.
- If the person tests positive for COVID-19 waits for direction from the provincial health authority and CLBC before responding.

4. The executive director and LPN monitors the COVID Testing Contact ShareVision list.

Staff or Individual Served Tests Positive for COVID-19

1. Notify your supervisor as soon as you get the positive test results. On weekends, call the person on call.

2. The supervisor notifies the executive director or designate and the LPN.

3. The supervisor determines the dates that the staff last worked going back 7 days before the person was tested. The supervisor compiles a list of everyone that was working or in attendance in the affected service area during each day.

4. The supervisor in conjunction with the executive director and/or LPN determine which people had direct contact or indirect contact with each person.

5. The executive director waits for additional guidance from Interior Health. Once Interior Health confirms the positive case, the people who were in direct or indirect contact are contacted and given the advice provided by Interior Health.

Travelling

1. Employees and individuals travelling outside of the Okanagan region notify the supervisor or manager. They notify the executive director or designate.

2. Employees and individuals travelling out of the Okanagan are required to quarantine for 14 days.