

## PATHWAYS ABILITIES SOCIETY

### **POLICY: COVID 19 PANDEMIC PREVENTION AT SERVICE SITES**

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

#### **PREAMBLE**

COVID-19: An infectious disease caused by a newly discovered type of coronavirus (SARS-CoV-2). Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness (World Health Organization).

Self-Isolation: Self-isolation means staying home and avoiding situations where you could come in contact with others (HealthLinkBC).

Social-Distancing (physical distancing): Limiting close contact with others. When outside of your home, keep two meters (six feet) away from other people (BC Centre for Disease Control).

Sanitize: Disinfecting surfaces and hands.

Disinfectant for hard surfaces: Surface disinfectant – Sani-Cide and bleach. Hand sanitizer – approved by Health Canada.

#### **POLICY**

Individuals receiving non-residential services, staff and volunteers are not permitted to attend services:

- If they are sick or have COVID 19 symptoms. Most common symptoms include: fever, chills, cough or worsening of chronic cough, shortness of breath, sore throat, runny nose, loss of sense of smell or taste, headache, fatigue, diarrhea, loss of appetite, nausea and vomiting and muscle aches. Less common symptoms - stuffy nose, conjunctivitis, dizziness and confusion, abdominal pain and skin rashes or discoloration of fingers or toes.
- If they are being tested for COVID-19.
- If they have come into close contact with someone who tested positive for COVID-19. They must self-isolate for 14 days. The 14-day isolation period starts once Pathways has been notified. If after 14-days you are showing symptoms of COVID-19, you must continue to isolate and call 811 for guidance.
- If they have been advised by Interior Health and/or 811 to self-isolate.
- If you have tested negative for COVID-19 but are still showing signs of illness, you cannot return to work until all the symptoms have been resolved.
- If someone in their household is awaiting COVID-19 test results.

If a staff, volunteer or individual alerts Pathways that they have tested positive, the executive director, licensed practical nurse (LPN) or designate will contact WorkSafe BC and 811 to seek direction. Pathways will compile a list of all people who had direct or indirect contact with the infected person. The people deemed to have direct contact will be sent home to self-isolate for 14 days or for the time-period determined by Interior Health. Pathways will follow all the recommendations and guidelines provided by Interior Health.

Pathways will ensure notification of all people effected by potential or perceived contact. Those notified are to be respectful and compassionate. Pathways will not tolerate any harassing or unkind behavior towards staff or the people we support.

Pathways will compensate employees who are required to self-isolate as outlined in most recent government and or employer guidelines. In the case of employees requiring to self-isolate due to non-compliance of provincial and/or federal recommendations and/or guidelines and/or orders, such employees are ineligible for compensation through Pathways for the duration of their self-isolation.

If staff, volunteers, individuals receiving service have COVID-19 symptoms, they should be tested as soon as possible.

Pathways adopts as part of this policy any provincial and federal COVID-19 health orders and recommendations. Individuals attending, staff and volunteers must adhere to provincial and federal orders and recommendations, this includes however is not limited to travel.

Individuals receiving services, staff and volunteers that chose to travel defying provincial and/or federal orders or recommendations are required to notify Pathways and must self-isolate for a 14-day period upon returning to the Okanagan.

Occupancy limits are established for all Pathway's buildings and specific rooms.

Reinforcing, applying social or physical distancing, and universal precautions is paramount to preventing the spread of diseases and directs service provision.

Everyone who is able to must wear a mask. Employees are encouraged to wear a mask that has three layers of fabric or is a medical grade mask. Masks must snugly fit around the face and cover your mouth and nose. Employees are not permitted to wear plastic visors unless they have communication issues. One reusable mask is provided to each person receiving services and staff. People enter sites maintaining social distance practices. A limited number of people enter a building at the same time.

Employees must wear their mask at all times during personal care and while assisting individuals with their meal. Employees remove their masks and eat socially distanced.

Employees transporting individuals in vehicles must wear masks. People receiving services who are able to wear a mask when being transported must wear a mask and

windows must be rolled down a few inches while driving. 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.

Individuals who are able to and refuse to wear a mask and/or practice social distancing, and/or defy provincial and/or federal recommendations and/or guidelines and/or orders who need to be told on more than 3 occasions in one week, will have their services suspended for 5 days.

Employees or volunteers who refuse to wear a mask and practice social distancing will be disciplined as outlined in the Pathways Discipline policy and procedure. Employees or volunteers who are non-compliant with provincial and/or federal recommendations and/or guidelines and/or orders and return to Pathways without notifying their supervisor and self-isolating will be subject to discipline up to and including termination of their employment or volunteer position.

Staff, individuals and visitors entering service sites must have their temperatures taken and immediately wash their hands. Anyone with an above normal temperature (above 38°C or 100.4°F) is segregated and must go home.

Hands must be washed throughout the day especially before and after eating, using the bathroom and before and after supporting someone with personal care.

Surfaces are continually sanitized daily including however not limited to table tops, chairs, light switches, door handles, bathrooms, taps, computer key boards, computer mice, photocopy machines, items used in activities, i.e. scissors, writing implements, sewing machines, bingo dabbers, etc.

All interior doors that are able to remain open remain open.

Unnecessary visitors are not permitted to enter the building.

Food and beverages will not be provided. Individuals and staff must bring their own drinks. Food containers will not be rinsed prior to being sent home.

Staff and individuals are strongly encouraged to bring their own hand sanitizer.

Activities and community participation will be limited to activities that minimize social and physical contact.

An Exposure Control Plan for SARS-CoV-2 is developed and adhered to.

Worksite Inspections are completed before individuals return to work or volunteer placements.

Individuals living at our residential locations who leave the home without staff support must immediately shower and have the clothes they wore laundered, upon returning.

## **BikeWays**

Customers are encouraged to book appointments.

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

No more than two customers are allowed in the store at any given time. Six Feet social distancing is maintained at all times including when purchase transactions are being completed.

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

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

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

## **Columbia Bottle Depot Sorting Area (1936 Kent Road)**

Daily, employee schedules are pre-determined to ensure ample space for social distancing based on COVID recommendations for available square footage.

No more than 30 people may be in the work space at any given time as posted signage on site.

Schedules are designed to accommodate no more than 12 people on site, at any given time during regular business hours.

All work stations provide 6 feet social distancing.

All employees must wear a mask.

All employees must wear work gloves.

All employees are supported and encouraged to sanitize and wash their hands frequently.

All employees rotate breaks to ensure no more than two people are in the break room at break time.

The general public is not permitted inside the sorting center.

This policy and the procedure will be reviewed every three months, with the intent to modify to the current guidelines identified by the federal and provincial governments and potentially eliminate.

Effective/Revision Date

May 4, 2020  
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Board Approval

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