

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:

Original Date: May 13, 2020

Effective Date: October 18, 2021

Replaces Procedure Dated: May 31, 2021

General

1. Masks must be worn unless specific circumstances are identified and or as per policy. Employees are strongly encouraged to wear either masks that are composed of at least three layers of fabric or a medical grade masks. Plastic visors do not provide adequate protection and can only be worn if a three layered mask or medical mask is also being worn.
2. Social distancing is practiced and paramount.
3. 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. Pathways strongly recommends anyone with symptoms of COVID-19 be tested.
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. Staff entering through the side door will use the station located in the center office area upstairs to read and agree to the "COVID-19: Screening Assessment" questions, take their temperature with a staff witness and immediately wash/sanitize their hands.
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. Staff are assigned to:
 - Spray sanitizer on individual's hands upon entering the building.

- 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 and their family or caregiver is contacted to arrange for the person to go home.
- Take the person's temperature. If an above normal temperature is detected (above 38°C or 100.4°F), the person is segregated and their family or caregiver is 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, to direct individuals 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, 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. Pathways strongly recommends anyone with symptoms of COVID-19 be tested.

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:

- Guide people to wash their hands or spray sanitizer on individual's hands upon entering the building.

- 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, and their family or caregiver is contacted to arrange for the person to go home.

- Take the person's temperatures. If an above normal temperature is detected (above 38°C or 100.4°F), the person is segregated and their family or caregiver is 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 item(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. Pathways strongly recommends anyone with symptoms of COVID-19 be tested.

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. 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.
- Take the person's temperatures. 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 item(s).

4. After each individual's temperature is taken, they immediately sanitize their hands.

5. Staff continually sanitizes surfaces daily.

6. Support 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 eating lunch- Staff and individuals eat their lunches while practicing social distancing.

BikeWays

1. Upon entering, customers are required to wear a mask and read the "COVID-19: Screening Assessment" and must answer no to all the screening questions. Their temperature is checked and they immediately sanitize their hands. If the person answer yes to any of the screening questions and/or have an above normal temperature (above 38°C or 100.4°F), they are not permitted to enter.

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

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

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

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

6. 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)

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. Pathways strongly recommends anyone with symptoms of COVID-19 be tested.
2. Upon arrival, each person's temperature is taken and hands sanitized.
3. Employee daily schedules are pre-determined by the support worker on-site in consultation with the Employment Manager to ensure ample space for social distancing based on COVID recommendations for available square footage.
4. No more than 30 people are permitted in the work space at any given time as posted on signage at the site.
5. Schedules developed by the support worker on-site in consultation with the Employment Manager are designed to accommodate no more than 12 people on site, at any given time during regular business hours.
6. All work stations are set-up to provide 6 feet social distancing.
7. All employees must wear a mask.
8. All employees must wear work gloves.
9. Employees support and encourage one another to sanitize and wash their hands frequently.
10. Employees rotate their breaks to ensure no more than two people are in the break room at break time.
11. The general public is not permitted inside the sorting center.

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. Pathways strongly recommends anyone with symptoms of COVID-19 be tested.
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 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.

Home Share Visits

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. Pathways strongly recommends anyone with symptoms of COVID-19 be tested.
2. If the Home Share Coordinator has been inside the home within the last year and does not have any health or safety concerns, the monitoring may be done online (i.e. preferably via Zoom or a video platform).
3. Hands are sanitized before and after entering the home share.
4. Cellphones and computer equipment is sanitized before and after entering the home share.
5. 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.
6. Social distancing is adhered to during the visit.
7. 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. 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.
- Enters 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.
- 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 Tested 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 executive director or designate and the LPN refer to the Potential Exposure and/ or having COVID Symptoms section and follows the procedure.
4. 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.
5. The supervisor in conjunction with the executive director and/or LPN determine which people had direct contact or indirect contact with each person.
6. 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.
7. If there is a positive COVID-19 case in one of the homes, in addition to the above:
 - Staff call 811 and seek direction.
 - Everyone in the home must not leave the house.
 - The infected person(s) must isolate in their bedroom and have food and items brought to them.
 - Proper social distancing, donning and doffing of Personal Protective Equipment (PPE) and sanitization protocols must be followed.
 - Isolation kits (i.e. isolation gowns, gloves, sanitizer, etc.) are located at 123 Franklyn Road in the technology storage room. Contact the supervisor during the week or the on-call person on weekends to arrange to pick up and bring to the home.
 - If the person does not have access to 123 Franklyn Road or a #1 key, they will need to phone a member of the leadership team to obtain one.
8. If there is a positive COVID-19 case in one of the home shares, in addition to the above:
 - Instruct the Home Share providers to call 811 and seek direction. The home share manager collects as much information as possible and calls 811 for direction as well.
 - Everyone in the home must not leave the house.
 - The infected person(s) must isolate in their bedroom and have food and items brought to them.
 - Proper social distancing, donning and doffing of PPE, and sanitization protocols must be followed.
 - PPE supplies may need to be brought to the home share provider. Contact the home share manager during the week or the on-call person on weekends to arrange to pick up and bring to the home.
 - Follow their Home Share Pandemic Plan which is located in the ShareVision list “Home Share Pandemic Plan” and in their file.
 - The home share manager notifies their CLBC Analyst.
9. Complete a Critical Incident Report.

Travelling

1. Employees, individuals, home share contractors and volunteers choosing to violate current provincial and federal travel recommendations and or restrictions notify the supervisor or manager. They notify the executive director or designate.
2. Employees, individuals, home share contractors and volunteers choosing to violate current provincial and federal travel recommendations and or restrictions are not permitted to enter a Pathways facility for 14 days upon returning to the Okanagan.

Camp Owaissi

1. If you have the symptoms of a cold, flu, or COVID-19 you are required to stay at home.
2. Masks must be worn unless specific circumstances are identified and or as per policy.
3. Staff and individuals have their temperatures checked upon arriving at camp and each morning. If an above normal temperature is detected (above 38°C or 100.4°F), the person is not permitted to stay and segregated. Their family or caregiver is contacted to arrange for the person to go home. Notify the supervisor.
4. If a person attending is showing symptoms of a cold, flu, or COVID-19 while at camp the person is segregated and their family or caregiver is contacted to arrange for the person to go home. Notify the supervisor.
5. If staff is showing symptoms of a cold, flu, or COVID-19 develop while at camp the staff is segregated and they would either go home or arrangements would be made for someone to pick them up. Notify the supervisor.
6. Staff continually sanitizes surfaces daily.
7. 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 supporting someone with personal care. Staff must wear their mask at all times during personal care.
10. 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.
11. Spray sanitizer on individual's hands constantly.