

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

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 8:30 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 to:

- Spray sanitizer on individual's hands upon entering the building.
- Take each person's temperature and 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 necessary items(s).

7. After their temperature is taken, individuals proceed to a predesignated room.

8. 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.

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 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. 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 necessary items.
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.

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 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."
- 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.