

NOVEL CORONAVIRUS

Policy

Guidelines/protocols are established in preparing and protecting Arcus clients and employees against Novel Coronavirus.

Symptoms are:

1-fever 2-cough 3-difficulty breathing.

Incubation Period:

Health care workers are operating under the assumption that the **incubation period** for the illness is about 14 days, meaning that it takes roughly that amount of time for symptoms to show up after a person is infected.

People who think they may have been exposed to COVID-19 should contact their physician immediately.

Objective

To protect clients and staff against the Novel Coronavirus.

Procedures

- All Arcus staff who have returned from travelling outside of Canada (including the United States of America) will follow the 14 day self-isolation procedure. If there are is no evidence of illness/free of symptoms after the 14 days they can return to work.
- If staff are experiencing any of the above noted symptoms they are to use the self-assessment tool <https://covid19.thrive.health/> and follow the direction given.
- If staff receive a positive test for COVID-19 they must inform the on-call nurse immediately as we are required to report this to the local health unit.
- If staff are living with someone who has to self-isolate, the staff member can still come to work by following these protocols:
 - The family member who is self-isolating should stay in a separate room, use a separate bathroom, wear a face mask around others, don't share dishes, towels or bedding (as per the Centers for Disease Control and Prevention recommendations).

- Staff must complete the following to be safe to return to work in addition to universal precautions:
- All staff must wash their hands immediately on entering the home as well as regularly throughout the shift (as per Arcus Policy/Universal Precautions)
- All staff are required to wear clean clothing that has not been worn to any location prior to coming onto shift.
- Staff will have their temperature checked, at the front door by one of the staff on shift, when arriving at work.
 - The staff member on shift will record the date; time; symptoms; check off that the temperature was taken and sign on the Infectious Control Checklist form.
 - If staff have a temperature of 38C or above they wait for 5 minutes then have their temperature checked again. If the temperature is below 38C they can start their shift. If the temperature is still 38C or above they will leave the building and contact the house nurse (if after business hours the on-call nurse) to report their temperature and follow the direction of the nurse.
 - The nurse will contact the COVID on-call person, the COVID on-call person will notify staffing.
 - As per the Coronavirus policy the staff member will report a positive test result to an Arcus nurse who will notify the required authorities
 - The nurse will record the staff members name and temperature for the purpose of contact tracing in the event the staff member tests positive for COVID-19. If the staff member does not test positive their temperature record will be shredded by the nurse, unless the information is requested by local or provincial health authorities.
- Social distancing (2 meters/6.5 feet) from the other staff working in the home will be maintained, when not possible, staff will:
 - wear a mask when 2 staff are required to provide personal care to one client, and are unable to maintain social distancing.
 - wear a mask when providing training to a new hire and are not able to maintain social distancing.
 - Wear a mask in any instance they are not able to maintain the social distance from a client or another staff member.
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As a temporary precaution:

- Hiring and training has been put on hold to reduce the number of people entering worksites.
- Levels of 1 to 5 will be assigned to each Arcus home as required, with specific protocols for each level.
- Specific reporting protocols will be put in place based on funder requirements
- For staff meetings, staff may attending via zoom meeting app to ensure social distancing

- Staff are to bring a pair of shoes to be worn in the house only, they will be left at the worksite.
- Enhanced cleaning/disinfection protocol will be implemented and updated as needed
- Suspended all non-mandatory staff training and limiting community outings.
- Non-Violent Crisis Intervention (NVCi) in-class training is suspended until further notice.
- Day programs will be suspended until further notice.
- Respite clients will be suspended until further notice.
- All family visits and client visits to family are suspended, will be reviewed on a weekly basis by the management team. If family have questions please refer them to Paulette MacLean 604-341-6073.
- Arcus clients will not be visiting/socializing with each other, except for those living in the same home, until further notice.
- If your client has specific appointments, such as employment or medical appointments, please contact your nurse and it will be determined on a case by case basis.
- When taking Arcus vehicles to be filled with gas staff will wear gloves when touching the pumps.
- Use rubber gloves for cleaning/disinfecting to maintain supply of gloves for personal care.

In the case of a client being suspected of or testing positive for COVID-19, specific isolation procedures will be implemented by the Nurse Clinician. Procedures will include all PPE (personal protective equipment) including gowns, masks, goggles, face shield, etc. and the nurse will provide all necessary training and education for staff providing care.

We recommend that all staff monitor local health notices and regularly update themselves by checking the BC Center for Disease Control (<http://www.bccdc.ca/>) and the Fraserhealth website (https://www.fraserhealth.ca/employees/clinical-resources/coronavirus-information/fraser-health-employee-information#.XI_pA3JKhhE)

As a reminder, everyday preventive actions are recommended to help prevent the spread of respiratory viruses, which includes:

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose when you sneeze or cough with a disposable tissue or the crease of your elbow

- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your cough in your sleeve or sneeze into a tissue, then throw the tissue in the trash. Wash your hands immediately after.
- Clean and disinfect frequently touched objects and surfaces with Bleach solution or Action DSC as per the Outbreak Disinfection Protocol.

Policy revision to occur with new instructions regarding staff returning from international flights

Information

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|---------------------------------------------------------------------------------------------|------------------------------------------------|------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| Title: | Coronavirus Virus | | |
| Reference Number: | HS | Filename: | As above |
| Group Reference: | Health and Safety | | |
| Section Reference: | HS-Staff Only-23 | | |
| Page(s): | 2 | | |
| Development Date: | JANUARY 2020 | Revision Date(s): | Feb 2020, Feb 28, 2020, March 5, 2020, March 16, 2020, March 19, 2020, March 24, 2020, March 30, 2020, April 6, 2020, April 15, 2020, May 12, 2020 |
| Review Instructions: | Annual | | |
| Reviewer Credentials: | RN/RPN | Facilitator Credentials: | N/A |
| Authorizer: | Denise Stone, RN | | |
| Instructional Equipment: | N/A | | |
| Committee/Sub-Committee Involvement: | Approved: | Reviewed: | <u>N/A:</u> |
| Affiliated Health Professional | | | |
| Business Development | | | |
| Client and Family | | | |
| Community | | | |
| Continuous Quality Improvement – Client Care | X | | |
| Continuous Quality Improvement - Support Services | | | |
| Labour Management | | | |
| Occupational Health and Safety | | | |
| Strategic Planning | | | |
| Training and Development | | | |
| Union Bargaining | | | |
| Distribution Level Instructions: | Unit – Health and Safety Policy and Procedures | | |
| Internal Cross Reference Title(s): | | | Reference Number: |
| Latex Allergy | | | |
| | | | |
| | | | |
| External Reference Title(s): BC CONTROL DISEASE, CENTRE FOR DISEASE CONTROL & PREVENTION | Primary Author: | Publish Date: January2020 | |
| Health Canada | Minister of Health Canada | January 2020 | |
| SafeCareBC COVID-19 update | SafeCareBC | March 14, 2020 | |