

Renfrew Collingwood Seniors Society

Covid-19 Workplace Safety Plan



Contents

Contents	2
Renfrew Collingwood Safety Plan Summary	3
Physical Distancing	3
Disinfecting and Personal Protection	3
Policies, Rules and Guidelines	3
Assess Risks	4
Implement Protocols to Reduce Risks	4
First Level Protection – Limit number of people and ensure physical distancing	4
Second Level Protection – Barriers and partitions	5
Third Level Protection – Rules and guidelines	5
Fourth Level Protection – Using masks and PPE	5
Implement Effective Cleaning and Hygiene Practices	5
Develop Policies	6
Develop Communication Plans and Training	7
Monitor your Workplace and Update Plans as Necessary	7
Assess and Address Risks from Resuming Operations	7
Appendix A	9
Workplace Covid-19 Safety Rules and Guidelines	9
Physical Distancing	9
Signs and Symptoms of Illness	9
Shared Spaces and Equipment	9
Break Times	9
Disinfecting Procedures	9
Appendix B	10
Areas for Disinfecting – Assignment Plan	10
Appendix C	12
Procedures for Distanced Activity Programs	12
Appendix D	14

Renfrew Collingwood Safety Plan Summary

Physical Distancing

- The number of people allowed in the centre at one time will be reduced according to new regulations.
- Family members and handydart drivers will drop off seniors at the door.
- No visitors, volunteers, entertainers, or tours will be permitted at the centre.
- Staff have undergone training and practice in keeping safe distances, re-arranged furniture and equipment and established procedures for safe activity programming.
- There is posted signage throughout the centre to remind everyone to keep a safe distance.

Disinfecting and Personal Protection

- Seniors and staff will be pre-screened for symptoms of illness before leaving their home to attend the centre each day in accordance with the IPC requirements for LTC and AL.
- Upon arrival seniors will sanitize hands and any mobility aids.
- All staff will wear medical face masks and face shields.
- All staff will wear gloves when in direct contact with clients.
- All staff will wear PPE (mask, eye protection, gloves and gowns) when there is a risk of coming in contact with any bodily fluids (ex. Helping a client in the bathroom) or when a client is presenting with symptoms.
- All clients will be encouraged to wear a non-medical mask or face-shield while at the centre as another level of protection.
- All staff has been provided with education regarding donning on and off PPE, & information about COVID-19 through VCH.
- All supplies, equipment and high touch surfaces will be cleaned and disinfected throughout the day. There will be a safety monitor assigned daily to disinfect washrooms, chairs, tables, and other equipment after each use. Waste receptacles will be placed throughout the centre.
- Cleaning and disinfecting protocols have been reviewed by IPAC and recommendations have been implemented.
- All items and equipment which are porous or plush will either be removed or covered.
- PPE and Cleaning supplies will be ordered through VCH.

Policies, Rules and Guidelines

- Anyone showing symptoms of COVID-19 (including fever, coughing, chills, shortness of breath, sore throat, new muscle aches or headaches will be prohibited from entering the centre.

- Anyone who has travelled from outside Canada in the last 14 days will be prohibited from entering the centre.
- Clients who present with symptoms while at the centre or upon arrival will have arrangements made to be taken home.
- Staff will be knowledgeable in all areas of safety, including policies, rules, and procedures
- Clients will be given an orientation of all guidelines in the first week of returning to the centre.
- Families will be kept informed in writing of all policies, rules, and guidelines.
- Building management has ventilation system on a regular cleaning and maintenance schedule.

Assess Risks

Staff meeting was held to discuss and evaluate current risks and procedures. All staff were included in the process from each department (Administration, Recreation, Nursing and Food Service)

We have identified all high touch areas, common workspaces, and shared equipment (see Appendix B for list).

Areas and incidents of high interaction include: main entrance during senior's arrival and departure, transitions with seniors between areas in the centre, use of washrooms, program activities, dining room and meal service.

Implement Protocols to Reduce Risks

The organization has taken guidance from WorkSafe BC and Vancouver Coastal Health (VCH) to implement the following:

First Level Protection – Limit number of people and ensure physical distancing

- According to the guidelines of allowing five m^2 per person and accounting for walkways, offices, washrooms, and kitchen, it was determined that the maximum number of individuals permitted in the centre should be 24. Signage is posted at the entrance.
- Clients on site will be reduced to maximum ten per day to allow for distancing with revised staff/client ratios.
- No visitors, volunteers, entertainers, or tours will be permitted at the centre unless pre-approved by the Executive Director.
- Family members and Handydart drivers will drop off and pick up seniors at the door on a staggered schedule. Proper spacing will be indicated by markers.
- Directional arrows have been placed on the floor to control the flow of movement and allow for distancing.
- Arrival and departure area including comfy chairs will be reconfigured to separate clients by a distance of two meters.

- The dining room will have a limit of 15 people at one time with a maximum of two clients and one staff per table. Signage is posted.
- All activity programs have been redesigned to accommodate for physical distancing. Remote program will be ongoing to reduce the need for in person attendance.
- Breaktimes have been staggered and a common space assigned. Schedule will be communicated, and signage posted.
- Recreation office, kitchen and nurse's office will have a maximum of one person. Signs have been posted.

Second Level Protection – Barriers and partitions

- Separated workstations have been assigned and equipment will no longer be shared.
- A plexiglass partition will be installed at reception
- A digital thermometer will be purchased in case of staff developing signs or symptoms of illness.

Third Level Protection – Rules and guidelines

- Workplace Covid Safety Rules and Guidelines document outlines procedures for staff. See Appendix A
- Staff will have regular monthly meetings for updates and evaluations of procedures.

Fourth Level Protection – Using masks and PPE

- All staff will wear medical face masks and face shields.
- All staff will wear gloves when in direct contact with clients.
- All staff will wear PPE (mask, eye protection, gloves and gowns) when there is a risk of coming in contact with any bodily fluids (ex. Helping a client in the bathroom) or when a client is presenting with symptoms.
- All staff has received education in how to properly use PPE.
- Supply of masks and PPE will be purchased through VCH.

Implement Effective Cleaning and Hygiene Practices

- Disinfecting schedule and assignments - see Appendix B – checklist forms have been posted in all cleaning areas and will follow cleaning and disinfecting instructions from IPAC.
- Staff will wash hands frequently and prior to use of any common equipment or supply drawers.
- Staff will be assigned on a rotating basis to perform safety monitor duties. Tasks will be to oversee continuous cleaning and disinfecting of washrooms, equipment, and shared spaces.
- Clients will sanitize hands and any mobility aids upon arrival, before and after meals, after washroom use and before and after activities.
- Common surface areas and staff workspaces have been decluttered for ease of cleaning.

- Shared equipment has been minimized and will be sanitized after each use.
- All items and equipment which are porous or plush will either be removed or covered.
- Waste receptacles have been placed throughout the centre.
- VCH approved hand sanitizer will be placed at key areas throughout the centre.
- Staff have divided supplies and stationery for individual use to reduce cross contamination.
- Staff will monitor beverage and meal service, including the distribution and use of clean dishes, cutlery, and glassware to maintain sanitized condition.
- Staff will maintain precautions by sitting with clients and monitoring all meal and beverage service. Staff will have their meals at different times than clients.

Develop Policies

- All policy updates for Workplace safety related to COVID-19 will be drafted and presented to the board for approval.
- The centre will follow public policy for staff and clients - Anyone showing any symptoms of COVID-19 (including fever coughing, chills, shortness of breath, sore throat, new muscle aches or headaches) will be prohibited from entering the center.
- Anyone who has travelled from outside Canada in the last 14 days will be prohibited from entering the center.
- Staff who are feeling unwell while at work must report to the nurse or Executive Director immediately. They will wash hands, ensure PPE is in place, temperature will be taken, and staff will not return to work, isolate, and monitor symptoms or go home as directed. The Provincial Workplace Call Centre will be notified as needed.
- If staff are feeling unwell at home, they must report by phone to the Executive Director no later than 7am on the day of work. If symptoms are related to COVID-19, staff must be tested immediately, and results communicated to the Executive Director. The employee must provide enough of an explanation to reasonably show that a request for leave falls within the circumstances set out in subsection (2) of the BC Covid-19 workplace employee standards act.
- Upon return to the centre, clients will participate in a small group orientation session to inform them of the safety plan and guidelines. At the end of the session they will be asked to sign an acknowledgement that they have received and understood the information. For clients unable to sign for themselves, family and/or caregivers will be contacted and given the information package and asked to return a signed acknowledgement. Records will be kept ensuring all clients and families have received the information.
- Clients will be contacted daily prior to departure from their home and given appropriate verbal questionnaires regarding signs and symptoms of illness in accordance with the IPC

requirements for LTC and AL. Clients that are unable to reliably answer will have a caregiver answer the questionnaire. If symptoms are present clients will be asked to stay home and family/caregivers will be notified.

- If a client presents with symptoms while at the centre, they will perform hand hygiene, be given a mask, isolated away from others, and family/caregiver will be contacted for immediate pick/up. They will be referred to REACH Urgent and Primary Care Centre Staff and staff will then clean and disinfect any surfaces or materials that was in contact with the client.

Develop Communication Plans and Training

- Workplace safety plan will be distributed by e-mail, posted on the website, and printed copies made available for all staff.
- Staff will be trained on COVID-19 information, handwashing protocol and the correct use of PPE according to Point of Care Risk Assessment (PCRA) best practice guidelines.
- Management will update staff through in-person monthly meetings, e-mail and signed agreements for all updated policies and procedures.
- Appropriate signage (see Appendix D) will be posted throughout the centre and at the front entrance.
- Staff training sessions will be scheduled prior to clients returning to the centre to discuss all procedures including, arrival and departure, meal service, transitions between areas within the centre, washroom use, safety monitor responsibilities and activity program delivery.
- Activity Program adaptations will be addressed in departmental training. Procedures for Distanced Programs have been developed. See Appendix C.

Monitor your Workplace and Update Plans as Necessary

- All policies, procedures and practices will be monitored daily and any issues or concerns will be reported by staff to either supervisor or Executive Director immediately.
- Modifications will be made accordingly, and any amendments will be communicated to staff in person and by e-mail.

Assess and Address Risks from Resuming Operations

- Workplace safety plan will be included in the employee orientation package. All policies and procedure will be discussed, signed, and entered in the new employee's work file.
- Weekly recreation meetings will assess and evaluate all activity programming with a focus on safety and risk management.

- Workplace safety plan and procedures will be evaluated weekly after the initial reopening period of one month. Adjustments and revisions will be updated accordingly after consultation and feedback from all departments.

Appendix A

Workplace Covid-19 Safety Rules and Guidelines

Physical Distancing

1. Staff, clients, and visitors should always remain six feet apart. When physical distancing is not possible, please use a mask and or/gloves.
2. There is visual signage (see Appendix E) at eye level in all areas of the centre, including entry, hallways, dining room and activity spaces. While moving in the centre all staff and clients will follow coloured directional arrows on the floor.
3. Be aware of entering other staff workspaces and avoid unnecessary close contact.

Signs and Symptoms of Illness

1. If a client presents with symptoms while at the centre, they will perform hand hygiene, be given a mask, isolated away from others, and family/caregiver will be contacted for immediate pick/up. They will be referred to REACH Urgent and Primary Care Centre Staff and staff will then clean and disinfect any surfaces or materials that was in contact with the client.
2. If staff experience any sign of illness such as fever, coughing, sore throat, or runny nose, please refrain from coming to work. See policy on calling in sick.
3. If staff experience an onset of any of these symptoms while at work, please isolate yourself from others, wash hands, wear a mask and report to the Executive Director or Nurse.

Shared Spaces and Equipment

1. Follow posted signage regarding maximum number of staff in shared areas.
2. Use only assigned washrooms and follow disinfecting procedures after each use.
3. Wash or disinfect hands and surfaces before and after using any shared equipment or spaces.

Break Times

1. Follow staggered break schedule and guidelines for distancing.
2. If leaving the centre on break, disinfect outer door surfaces on return and wash hands immediately.

Disinfecting Procedures

1. Follow disinfecting assignments and complete checklist each morning.
2. Wash hands regularly throughout the day and disinfect washrooms after use.
3. Follow procedures for use of shared equipment and spaces.
4. Replenish supplies as needed and report low cupboard inventory to supervisor.

Appendix B

Areas for Disinfecting – Assignment Plan

	Staff	Date/Time
Front Door Area – repeated twice daily		
Door handles – inside and out		
Doorbell		
Auto door openers – inside and out		
Keypad		
Light switches		
Comfy Chair Area – daily		
Blind Rods		
Countertop on sideboard		
Drawer handles on sideboard		
Phone		
Side tables		
Dining Room Area – after each use		
Counter tops near sink and kitchen		
Microwave		
Kettle		
Fridge		
Coffee Machine and Pot handles		
Faucet and taps		
Drawer handles		
Cupboard doors and handles		
Tables		
Chairs		
Kitchen – daily in addition to regular disinfecting		
Outer doorway panel		
Light switches		
Fridge doors		
Washrooms (1,2,3,4) – after each use		
Door handles		
Toilet seat and handle		
Faucets and taps		

Safety Rails		
Paper towel dispenser		
Hallway/Recreation Area – daily		
Door handles		
Freezer top/handle		
Light switches		
Fire door		
Chairs		
Countertops		
Washing machine outer surface		
Reception Area – daily		
Door handles		
Drawer handles		
Keyboards		
Phones		
Chair arms		
Countertop		
Desk surfaces		
Recreation Office – after each use		
Desk surfaces		
Phone		
Keyboards		
Computer mouse		
Door handles		
Desk chair arms		
Workstations – daily		
Desk surfaces		
Phone		
Keyboards		
Computer mouse		
Chair arms		
Client Equipment		
Walkers		
Canes		
Nametags/Coat Tags		
Activity Equipment		

Appendix C

Procedures for Distanced Activity Programs

Program set up:

- Program equipment, chairs, tables, must be sanitized before and after the program
- Programs that include supplies/cards/tools etc. must have items prepared ahead of time for each individual to be given their own set of equipment to work with (that have been sterilized before programming, and again after).
- Participants must sit 6 feet apart, no more than two seniors per table, with one staff member for a maximum of three people per table. Staggered seating will be in place.
- Hand sanitizer and wipes must be available at all program areas.
- Where social distancing cannot be maintained staff and participants must wear personal protective equipment i.e. a mask and/or plastic face shield.

Program numbers:

- Clients will return in small group cohorts.
- Small groups - two seniors per table with staggered seating.
- Large groups - five to eight in large recreation areas with staggered seating at least six feet apart.

Transitions:

- Staff will lead participants (with distanced or no contact) to the program area 1 by 1.
- Following directional arrows on the floor/walls
- If clients need assistance or use a mobility aide that staff must bring them, staff, and clients (when possible) must wear personal protective equipment i.e. gloves and a mask.

Running programs at a distance:

- Follow procedures for program facilitation applicable to each domain (social, emotional, cognitive, physical) as stated in the session plan binder. Focus is to address goals and objectives as stated.
- Program spaces will be designated at the beginning of each day for each activity. Outdoor spaces will be used as much as possible dependent on weather.
- Word and picture games can be used with a white board and dark marker using a large print or picture style.
- Music/video/ brain teasers/game show programs can be run using the smart TV, or the TV and laptop.
- Craft programs - each participant will be given their own tray of items to work with. Staff must prepare an example ahead of time for a visual reference. Step by step craft ideas will help reduce contact when clients need assistance.

- Active games can be facilitated without shared items. Each client would have their own equipment identified by colour. That item can be wiped between uses (i.e. vinyl ball or bean bags)
- At no time will activity equipment touch the floor and be touched immediately afterwards by clients (ie- bouncing balls)
- Clients or staff that touch their face frequently must wash their hands or use sanitizer right away.

Conference call programs:

- Clients who are not able to participate in on-site programming will be offered virtual services
- Other clients at home who wish to participate in either 1:1 or group programs will also be scheduled for conference call programming.
- Program groups and activities will be scheduled according to the monthly calendar.
- Clients will be called in the morning and reminded of the program time.
- Clients and staff call in at designated time using a dedicated phone line.
- Group Programs run for 30-50 min.
- 1:1 programs run for a minimum of 15 min.
- Attendance is recorded by the end of the day.

Appendix D



Help prevent the spread of COVID-19

To reduce risk of exposure to the virus that causes COVID-19, we are limiting the number of people in this space.

Address/room/space

Occupancy limit _____ people

