

# **PAUL'S CLUB**

## **SAFETY PLAN**

**APRIL 2021**

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## **ABOUT THIS COVID-19 SAFETY PLAN**

All employers are required to develop a COVID-19 Safety Plan based on guidelines developed by WorkSafe BC that outlines the policies, guidelines, and procedures they have put in place to reduce the risk of COVID-19 transmission. Employers must involve frontline workers, joint health and safety committees, and supervisors in identifying protocols for their workplace.

Safety plans are based on the six steps: 1 - Assessed risk in workplace, 2 - Implement measures and protocols to reduce risk, 3 - Develop policies, 4 - Develop communication plans and training, 5 - Monitor your workplace and update your plans as necessary, & 6 – Assess and address risks from resuming operations.

## **ABOUT PAUL'S CLUB**

Paul's Club is a social and recreational adult day program for men and women living with a Young Onset dementia causing illness.

We provide a physically and emotionally safe environment, with activities geared towards the specific needs of those experiencing symptoms of a Young Onset dementia causing illness. Paul's Club opened in 2012 and is the first and only program of its kind in Vancouver.

The Club has a warm, welcoming atmosphere, where everyone's diagnosis is left at the door and it is designed to be fun. An integral part of Paul's Club philosophy is to eliminate anything that our Members might find challenging.

## **UNIQUE CHALLENGES OF PAULS CLUB:**

Paul's Club has always been a unique Adult Day Program (ADP), serving a population group very different than most other ADPs. Our Members are much younger than the average ADP participants, tend to be physically healthy/active, and have varied levels of cognitive impairment. Programming at Paul's Club has always been challenging as we must pay attention to the high physical activity needs of our Members, ensure all programming feels age appropriate, while also considering the cognitive limitations of our Members and their inability to complete some simple tasks required in many activities. We have always strived to make Paul's Club an emotionally safe environment for our Members, where the activities they are encouraged to participate in are both enjoyable and suitable for them.

Some of our favourite activities at Paul's Club are enjoying tea or coffee, morning snacks, dancing, singing, exercise, yoga, and dining out for lunch

together at an Italian restaurant next door, conversing about current events and life in general, playing trivia, going on community walks, and visiting a gelato parlour. After more than eight years of running Paul's Club with plenty of trial and error, we have found that these specific activities are the most enjoyed by our Members. We plan to continue daily walks in the community and we will still get gelato or ice cream while we are on these walks but will find a place to enjoy them outdoors until it is safe to do so inside again.

We have met with the Infection Prevention and Control (IPAC) team for a site visit where they provided us consultative support in proactive planning for our anticipated reopening. Some of the areas that were addressed as significant areas of focus or concern include social distancing; wearing masks; frequent and proper hand hygiene; frequent sanitizing of furniture and equipment; eating as a group (specifically the risk for staff eating with Members); avoiding indoor activities that involve exertion; limiting the amount of Members attending each day; increasing the square footage of the room where Paul's Club is held, and having daily cohorts of four Members with no attendance overlap or makeup days.

**Social Distancing** – We recognize that social distancing is our best option for preventing the spread of Covid-19. However, we know that this will be an issue for many of our Members and they will need to be reminded frequently. We plan to have assigned seating spaced apart while indoors at Paul's Club with a photo and name of each Member on each of the seats and on individual tables. We also will have areas taped off behind our tables for each Member to dance or participate in any physical activity. We plan to do our absolute best to ensure this distance between our Members, but know that through the day they will gravitate towards each other and we need to consider our Members becoming irritated or agitated by constant reminders from staff.

**Masks/PPE** – All Members will be asked to switch into a new medical grade mask upon arrival at Paul's Club. Staff are required to wear these medical masks together with eye protection at all times while at the Club. We recognize that for the same reasons as listed above some of our Members may have difficulties wearing masks for the entire time they are at Paul's Club. They will not be required to wear eye protection. We will gently and creatively encourage our Members as much as we can to continually wear a face mask while at Paul's Club..

Beverages/snacks/meals – Though IPAC has strongly suggested that for their own safety staff should not eat or drink at the same time as Members, we recognize that this is not possible at Paul's Club due to staffing limitations. We have always participated in all activities together, including meals, which has been a fundamental part of Paul's Club. We will of course prioritize social distancing even more while eating and follow all guidelines for sanitizing and hand hygiene. Until it is safe to dine inside a restaurant we will be eating lunch in our room at Paul's Club.

Indoor Activities: IPAC has recommended that our indoor activities avoid anything that involves exertion. Due to our Members' young age and good physical health, regular physical activity has been crucial in keeping our Members happy and engaged while at Paul's Club. We do not feel that we are able to remove these programs, as passive or sedentary activities at Paul's Club do not meet all of our Members' needs. We recognize that exertion increases the chance of the airborne spread of Covid-19 and we will prioritize social distancing and mask wearing during this time.

Daily Cohorts: Club Members will be divided into 3 cohorts of 4 members; each cohort has a designated day of the week to come to the Club, where they are supported by 4 staff members (We have hired a second member of staff). As much as possible, attempts are made to ensure a 1:1 ratio between staff and Club Members throughout the day. The same staff members remain on shift for all 3 days. Due to these new cohort restrictions we will not be able to offer makeup days if a Member is unable to attend any of their assigned days.

## STEP 1 – ASSESSED RISKS IN WORKPLACE

All staff were involved in creating this safety plan which is based on the recommendations of WorkSafe BC (WSBC), Vancouver Coastal Health Authority, Ministry of Health and the specific needs of Paul's Club. The safety plan identifies:

1. **Areas where people gather:** hotel lobby, elevator, common activity area, outside bathrooms, hallways, restaurant lobby, restaurant tables, restaurant washrooms, break areas and washrooms on community walks, and gelato parlour.
2. **Job tasks and processes where workers are close to one another or members of the public:** health screening upon arrival, any transitions between programs and arrival and departure at the Club, receiving Members from HandyDart drivers (HD drivers) or caregiver, assisting

Members with putting on and removing jackets and personal items, assisting Members with hand hygiene and other tasks where support may be required, interacting with hotel staff, interviewing potential new Members and their family members, employee meetings, passing or interacting with the public on walks, in the hotel and interaction with volunteers.

3. **Identified tools, machinery, and equipment that workers share while working:** sanitation equipment (ex. hand sanitizer bottles, cleaning spray, etc.), audio and video equipment (speaker, projector, etc.) and all equipment for activities.
4. **Identified surfaces that people touch often:** Elevator buttons, door handles, light switches, arms and backs of the chairs (used during exercise and yoga classes), bathrooms, tables, phones, and activity equipment.

## STEP 2 - IMPLEMENT MEASURES AND PROTOCOLS TO REDUCE RISKS

### 2.1 First Level Protection (Elimination):

Limit the number of people in the workplace and attempt to maintain physical distance of at least 2 meters

- Reduce the number of Members and volunteers. Upon reopening we will start with a maximum of four Members per day. We will also start with four staff due to the unique needs of our Members. We will increase numbers of Members when we feel we can safely run our program with more Members present.
- Paul's Club will be held in a larger meeting room to encourage social distancing during programs and throughout the day. Each Member will have an assigned seat while at Paul's Club.
- Club Members are divided into 3 cohorts of 4 Members; each cohort will have a designated day of the week to come to Paul's Club.
- Staff will continue to perform regular checks via phone, email and text.
- Specific programs being offered at Paul's Club will continue to be offered virtually via zoom.
- We will endeavour for Members to be spaced 2 meters apart at all times while at Paul's Club. However due to the varying degrees of cognitive limitations of our Members this will not always be possible.
- Snacks, beverages, and meals will be consumed in assigned seating in Paul's Club. There will be no shared food.
- No Members to serve themselves during snack, meal or coffee time.
- Tables will be sanitized after food or beverage is consumed.
- Staff to stay home if feeling unwell. In the event of staff sickness it might not be possible to continue to operate Paul's Club as there are only 4 people on staff.

- Members to stay home if feeling unwell.

## **2.2 Second Level (Engineering controls) where physical distance cannot be maintained:**

### Barriers and partitions

- We were previously looking into the cost and potential benefits of using Plexiglas barriers on tables but do not currently feel it would be an effective control given the specific challenges of our Members and their level of mobility, cognition, and often restlessness.

## **2.3 Third Level (Administrative Controls): Rules and guidelines**

- We have a pod of 4 employees who have all received their first vaccination dose and who work together exclusively to minimize the risk of broad transmission. All employees are aware and conscious of recommendations from the provincial government and take precautions outside of the workplace to reduce the spread of Covid-19.
- No more than 2 individuals in the elevator at one time.
- As far as possible given that Paul's Club's location is in a hotel, no more than 4 people (e.g., employees, volunteer or family member) in entrance where Members will be screened and checked in.
- No more than 8 people in Paul's Club initially.
- Occupancy will be posted in all spaces.
- Increased cleaning practices before opening, throughout the day, and at end of day.
- Front Doors- Established pick-up and drop-off zones at the front door of hotel to stagger as far as possible arrival and departures of Members and family/friends to ensure social distancing.
- A designated staff will contact Members on the day they attend and will have caregiver/Member answer the Long-term Care COVID-19 Resident Screening. Please see the appendix for screener.
- When Members arrive at Paul's Club, staff will complete a point of care risk assessment as far as is possible.
- Upon arrival staff will carry out the Long-Term Care COVID-19 Staff and Visitor Screening Form and have their temperature taken by non-contact temperature screener.
- Handwashing/sanitizing upon arrival. All Members, caregivers, and employees must use hand sanitizer when entering the lobby and again before entering Paul's Club.
- All hand sanitizer will be at least 70% alcohol to be effective against COVID19
- Floor decals will be placed to indicate 2 meters apart as Members enter the coat area and then come into the Club space.

- Chairs and tables will be set up to practice as far as possible social distancing 2 meters apart.
- Washroom usage: Paul's Club will have a washroom in the hotel that will dedicated to be used by Members, family, and employees. This washroom will be signed to preclude guests or employees of the hotel from having access. The washroom will accommodate only one person at a time.

#### **High touch areas and high-contact surfaces:**

- Increased disinfection on high touch areas and high-contact surfaces: Such as doors, cabinet handles, chairs, tables and light switches, communications devices, bathroom surfaces (e.g., door handles, faucets, toilet seats and soap dispensers).
- A deep clean will be completed at the end of each day in preparation for the next day with disinfectant, sanitizing any equipment used. This will be done on two levels, first by employees and then a deeper clean will be conducted by hotel cleaning staff.
- Cleaning supplies used will be ordered from VCH.

#### **Education:**

- All employees will be continuously updated on resources, information, materials, policies, and FAQ on COVID 19.
- All employees will complete the VCH Covid-19 Education Modules.
- All employees will have been trained in the sequence for donning and doffing personal protective equipment (PPE) by the CLEAR team.

#### **Ordered:**

- Window Clings - Main door of hotel and again outside of the elevator on the third floor - COVID Educational Information.
- Interior floor decals in hallway and Paul's Club – "Stand 2 meters apart".
- Posted occupancy limits.

### **2.4 Fourth Level of Protection: Personal Protective Equipment (PPE)**

- When Members are at Paul's Club all staff will wear face and eye protection. This will be ordered from VCH. All staff have been trained on proper use of PPE.
- Staff to wear full PPE (mask, eye protection, gloves and gowns when there is a risk of coming in contact with any bodily fluids (e.g. helping a Member in a bathroom stall) or when a Member is presenting with symptoms.

- Members will be encouraged to wear a medical mask while at the Club as another level of protection.
- Members' jackets, bags, and any other personal items will be stored in a labelled individual specific garment bag.

**Reduce Risk of surface transmission through effective cleaning and hygiene:**

All employees must wash their hands and use sanitizer frequently throughout the day:

- Upon entering the hotel Members will use hand sanitizer and again at the entrance of the Club; before any meal, snack or beverage; before and after touching commonly used items; after touching shared equipment; after using the washroom and whenever their hands are visibly dirty.
- Hand washing should be done for at least 20 seconds or use hand sanitizer and allow it to dry completely before touching anything.

**Cleaning protocols have been implemented for all common areas and surfaces:**

- Increased disinfection on high traffic areas and high-contact surfaces such as doors, cabinet handles, chairs, tables and light switches.
- All bathroom surfaces and door handles, faucets, toilet seats and soap dispensers will be disinfected after every use.
- A deep clean will be completed at the end of each day in preparation for the next (ex. wiping down all surfaces, including phones, audio and video equipment etc. with disinfectant/bleach solution, sanitizing any equipment used).
- Cleaning and disinfection is a two-step process: the first pass (cleaning) uses vigorous friction to remove any surface dirt/bioburden, and the second pass (disinfecting) wipes the surface and allows the product to remain wet on surface for the manufacturer's recommended contact/dwell time and air dry.

**Supplies and Procedure:**

- Employees will follow all steps recommended for proper sanitizing.
- Paul's Club will only use a specific disinfectant provided and approved by VCH.
- All sinks have soap for handwashing
- Directions for use regarding cleaning products will be reviewed by all employees.



- Paul's Club receives custodial services from the Hampton Inn & Suites to provide deep clean/disinfection when our program is over.

### STEP 3 – DEVELOPMENT OF POLICIES

**Anyone showing symptoms of COVID-19 are prohibited from entering Paul's Club. This includes the following:**

- Anyone who has had symptoms of COVID-19 in the last 14 days. Symptoms include fever, chills, new or worsening cough shortness of breath, sore throat, new muscle aches or headache
- Anyone directed by Public Health to self-isolate.
- Anyone who has travelled outside of Canada needs to self- isolate for 14 days.
- Anyone who has been in close contact with someone with COVID-19 within the last 14 days. Close contact as per Public Health - meaning someone who you have interacted with in an enclosed environment for more than fifteen minutes while not wearing appropriate PPE or practicing physical distancing e.g. contact within own household / socialising with friends / family OR you have provided frontline care in an active outbreak setting and have not been cleared / exempted by Public Health to work elsewhere.
- Visitors are prohibited at the Club until further notice.
- While HandyDart drivers are there to pick up or handover Members they may come in for the purpose of using bathroom facilities at the hotel, but must use the washroom located in the lobby.
- Employees who start to feel ill at work, even if symptoms are mild, must report their symptoms, wash or sanitize their hands, isolate, and be asked to go home immediately. Staff will be directed to contact 811 and to go to a COVID-19 testing site. A designated staff member will sanitize any surface that the ill employee came in contact with.
- Members, who may start to feel ill at the Club, even if symptoms are mild, must wash or sanitize their hands and isolate while arrangements are made to get them home. Staff will direct Member's family member/caregiver to contact 811 and to go to a COVID-19 testing site. A designated staff member will sanitize any surface that the ill Member came in contact with.
- Monitor other employees and members that the person came in contact with for symptoms. Inform Member's Care Giver/Family and Case Manager about possible exposure.
- Hand washing signage/posters will be posted and sanitizer in bottles will be available around Paul's Club

- Signage upon entering Paul's Club with guidelines about how to prevent the spread of COVID-19
- Signage regarding the number of people in shared spaces will be posted where applicable.
- For programs lead by volunteer or non – Paul's Club employees and for any volunteers assisting (e.g., yoga instructors), there are clear safety protocols in place to ensure employee, volunteer and Member safety.

### **Assess Members Prior To Arrival**

- Employees will call all of the Members attending Paul's Club on their corresponding day and have the caregiver/Member answer the LTC – Covid-19 resident screening tool.

### **Upon Arrival at Paul's Club:**

- An additional wellness check will be performed for all Members upon arrival.
- All employees and Members must practice proper hygiene upon entering the Hampton Inn Hotel by sanitizing or washing their hands. Staff or family member to assist or observe during this time.
- All caregivers must wear a mask upon entering Paul's Club until the time they leave.
- Non-contact temperature screening at the entrance for all Members and employees.
- Appropriate signage at the front door, bathroom and around Paul's Club will be displayed to remind people to practice good hygiene.
- All employees will monitor how they are feeling throughout the day and report any symptoms.

### **Workflow:**

- Upon reopening we will operate with a reduced number of Members at the Club and continue to support others in their homes by way of virtual programs.
- For Members who are not able to attend the program employees will continue to perform regular phone check-ins and encourage participation on Zoom.
- The goal is to have all of our Members attend Paul's Club a minimum of 1 day a week and receive outreach support and virtual programming on the other days.
- Minimized or limited sharing of equipment and materials. Sanitize before and after use.

- Initially a ratio of one to one (Members to staff). We will increase the number of Members as soon as we feel it is safe to do so.
- One on one wellness checks will be performed upon arrival of all Members and employees
- Paul's Club will be held in a larger room until social distancing recommendations are no longer in effect. The additional space allows us to spread out all the tables and chairs in a way that allows at least two meters of physical distance between each Member.
- Remove extra chairs and equipment that is not needed.
- We will have access to another meeting room that will be used as an isolation room if any Members start to show symptoms during their time at Paul's Club. This room will have minimal furniture or equipment and a staff will stay with the Member until a family member arrives to pick them up.
- Isolation room will be thoroughly cleaned and disinfected after use by symptomatic Member.
- Any Member who is showing symptoms of Covid-19 will be asked to get tested prior to returning to Paul's Club.
- Employees and Members are to remain at home if they show symptoms of cold, flu, or Covid-19.

#### **Hygiene:**

- Sanitize all equipment and supplies before and after use.
- Deep cleaning of tables/chairs prior and after any eating or drinking.
- All employees and Members are required to use hand sanitizer regularly and use sanitizer and/or wash their hands with soap after using the washroom.

#### **Preparing for Next Day/ End of the Day:**

- Ensure that all shared equipment and Club space (e.g., telephones, computers, tables, chairs, door handles, light switches, cabinet handles, and commonly touched surfaces) receive cleaning and sanitizing after Members leave.
- Daily staff meeting will now include discussion on what is and is not working with regards to Covid-19 protocols and procedures.

### **STEP 4 - DEVELOP COMMUNICATION PLANS AND TRAINING**

All employees and volunteers have read the WSBC Safety Plan in which COVID-19 policies and procedures are embedded.

- Staff will meet daily to address any concerns and make changes to the safety plan, policies and procedures as need be.

- If we have volunteers join us or need to hire additional staff we will ensure that they are trained on all new policies and procedures that have been put in place in response to COVID-19.
- We will ensure that our posted signage is appropriate and straightforward for our Members and includes graphics for anyone who is unable to read.
- We will ensure the hotel signage at the main entrance meets our requirements and then will develop our own signage to be posted in the hallway, washrooms, and in the Club space.
- We will have posted signage on occupancy maximum inside the Club.
- Safety plan and policies will be placed on designated wall for review each day.

## **STEP 5 - MONITOR YOUR WORKPLACE AND UPDATE PLANS AS NEEDED**

We recognize that we are still in the planning stage and due to the unique challenges of our Members it is hard for us to know exactly how things will go once we are operating. We have done our best to plan for all possible scenarios, but understand that our Safety Plan will need to be reviewed regularly and we will make changes as needed. We will also stay up to date with the current recommendations by the provincial government and VCHA and the Ministry of Health. Our ability to communicate as a team and continuously adapt our program has always been crucial in the success of Paul's Club. We understand that this will be even more important while we work our way through reopening and find a new normal at Paul's Club.

## **STEP 6 - ASSESS AND ADDRESS RISKS FROM RESUMING OPERATIONS**

Paul's Club serves an at risk population on multiple levels-specifically because of the age of our Members and their cognitive impairment. Our Members tend to be quite healthy other than the dementia causing illness that they are living with. This presents us with additional challenges as our Members have good mobility but lack the cognitive ability to reliably wear a mask or to maintain social distance without regular reminders. Our ability to continually strive for compliance from our Members without them becoming annoyed, anxious, agitated, impatient, offended, combative or finding it so irritating that it stops their enjoyment of Paul's Club will be significantly challenging. We understand that there is no way for us to reopen without increasing risk to both our Members and staff. However, we will ensure that all protocols and procedures as far as possible are followed by staff in order to keep risk to everyone to a minimum.











### Long-term Care COVID-19 Resident Screening

Check all that apply (v)

Screen all residents once a day. When on outbreak: Increase Screening to Morning and Evening

If ANY new signs and symptoms place on contact and droplet precautions immediately, obtain nasopharyngeal swab, initiate COVID-19 Care Plan and notify MRP. <http://www.vch.ca/Documents/Care-plan-for-residents-with-COVID-or-suspected-COVID.pdf>

Affix Label

Name: \_\_\_\_\_

DOB: \_\_\_\_\_

PHN: \_\_\_\_\_

Assessment Date													
Time													
Fever * (Document Temp.)													
Chills													
New Cough or Worsening Chronic Cough													
Short of breath													
Runny or Stuffy nose													
Nausea/vomiting/ loss of appetite													
Diarrhea													
Sore Throat / Painful Swallow													
Loss of smell/taste/ appetite													
Headache													
Body aches or muscle pain													
More tired than usual (fatigue)													
Change in behaviour delirium / confusion													
Dizziness / ↑falls frequency													
None													
MRP Informed													
Initials													

\*Older adults may not display typical signs of fever. A temp greater than 37.5°C or an increase of 1.5°C or more above baseline may indicate fever.

5<sup>th</sup> November 2020

## LONG-TERM CARE COVID-19 STAFF AND VISITOR SCREENING FORM

ALL STAFF<sup>(i)</sup> AND VISITORS<sup>(i)</sup> TO LONG-TERM CARE (LTC) FACILITIES MUST BE SCREENED BY A TRAINED SCREENER AT FACILITY ENTRANCE

**Note:** In addition to Facility Entry Screening, **Enhanced Screening** is required for any new staff or students as well as facility staff whose last shift was equal to or greater than 14 days ago.

**Procedure:** Check (✓) all that apply

- 1) On entry, prior to screening instruct staff / visitor to perform hand hygiene with facility provided Alcohol Based hand sanitizer and don a facility provided new mask covering nose and mouth.

**SCREENER NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**STAFF NAME:** \_\_\_\_\_ **ROLE:** \_\_\_\_\_

**VISITOR:** \_\_\_\_\_ **Name of resident:** \_\_\_\_\_

**CONTACT PHONE NUMBER (staff and visitors):** \_\_\_\_\_

- 2) Using a non-invasive thermometer<sup>(i)</sup>, take temperature and record. **TEMPERATURE:** \_\_\_\_\_

a) If 37.9°C or LESS, proceed to question # 3

b) If 38.0 °C or ABOVE, deny staff / visitor entry to the facility **AND**

☐ **STAFF** –Send for COVID Testing<sup>(ii)</sup> -see p2

☐ **VISITOR**- inform visitor to contact health care provider / call 811 to determine need for testing

- 3) ASK staff / visitor “Have you experienced any of the following since the last time you were screened? (If the person has any of these symptoms at baseline or as part of an underlying condition e.g. asthma, COPD, migraine, further assessment is required before proceeding)

- Fever or sweats or chills

- Diarrhea

- Cough / worsening chronic cough

- Shortness of breath / difficulty breathing

- Loss of appetite / nausea/ vomiting

- Loss of taste or smell

- Fatigue, muscle aches, or weakness

- Runny nose or congestion

- Headache

- Sore throat / painful swallowing

☐ **Yes to any symptoms:**

**STAFF** – Further Assessment:: Are symptoms new? Have baseline symptoms worsened or changed in any way?

☐ **Yes** - Deny Entry to Facility and Send for COVID Testing<sup>(ii)</sup> -see p2

☐ **No** - Proceed to question # 4

**VISITOR**– Deny Entry to Facility and advise to contact health care provider / call 811 to determine need for testing

☐ **NO** to all symptoms – Proceed to question # 4



3. Have you travelled outside of Canada - including the United States within the last 14 days?

- ☐ **YES** – Deny entry to facility
- ☐ **NO** – Proceed to next question #4

4. Have you been in CLOSE<sup>(i)</sup> contact with someone with COVID-19 within the last 14 days and / or have you been advised to self-isolate by public health?

- ☐ **YES** – Deny entry to facility and advise to return home and complete 14 days isolation period
- ☐ **NO** – go to # 5

5. Have you had a COVID -19 test for any reason since your last shift / visit?

- ☐ **Yes** – go to # 6
- ☐ **No** – Proceed to shift / visit

6. Was the COVID test negative?

- ☐ **Yes** – proceed with shift
- ☐ **No** – Deny Entry to facility and advise to return home and await further instruction from Public Health

#### **i. Definitions:**

*Close contact:* someone who you have interacted with in an enclosed environment for more than fifteen minutes while not wearing appropriate PPE or practicing physical distancing e.g. contact within own household / socialising with friends / family **OR** you have provided frontline care in an active outbreak setting and have not been cleared / exempted by Public Health to work elsewhere.

*Non-Invasive thermometer* e.g. contactless or temporal thermometer. If touching skin is required to obtain an accurate result the thermometer must be disinfected between staff / visitors. Oral thermometers must **NOT** be used.

*Staff:* Facility employed staff and regular contracted staff such as kitchen services, administration, housekeeping, cleaning services, and other essential staff

*Visitors:* Resident visitors, essential visitors, non-facility professionals such as plumbers, electricians.

#### **ii. Testing: Staff requiring testing must continue to wear a mask and go to a COVID-19 testing site immediately or as soon as site opens.**

Screener to:

- ☐ Provide list of site locations and hours
- ☐ Instruct staff to self-isolate at home pending results
- ☐ Confirm location of COVID testing site ☐ VCH OR ☐ FHA.
- ☐ Inform Facility Manager

### iii. Additional Resources

Screening Training video link: <https://youtu.be/LEAd-8Ad0nU>  
[Enhanced Screening Questionnaire](#)

## IPC Entrance Screener

In the past 14 days, have you returned from travel outside of British Columbia?

In the past 14 days, have you had exposure\* to a confirmed case of COVID-19?

\*Exposure may include scenarios like: large events or settings with confirmed case(s) of COVID-19

In the past 14 days, have you been instructed to self-isolate?

In the past 14 days, have you had:

- New onset of any of the following symptoms: fever/chills, cough, sore throat/ hoarse voice, shortness of breath/ breathing difficulties, loss of taste or smell, vomiting or diarrhea (more than 24 hours), poor feeding (infant) OR
- New onset of two or more of the following symptoms: runny nose, muscle aches, fatigue, conjunctivitis (pink eye), headache, skin rash of unknown cause, nausea or loss of appetite

# Help prevent the spread of COVID-19

## Cover coughs and sneezes



Cough or sneeze into your sleeve, not your hands. Avoid touching your face with your hands.

Or



Cover your mouth and nose with a tissue and put your used tissue in a wastebasket.



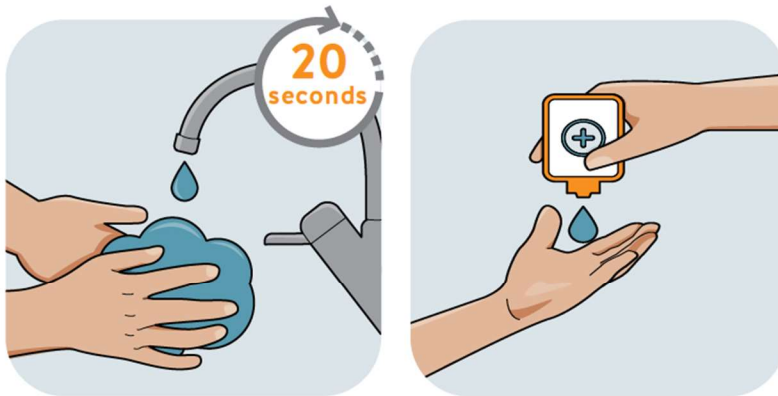
Wash your hands with soap and water for at least 20 seconds.

Or



Clean hands with alcohol-based hand sanitizer.

# Help prevent the spread of COVID-19



Wash your hands often with soap and water for 20 seconds. If soap and water aren't available, use an alcohol-based hand sanitizer.

## Wash your hands:

- When you arrive at work
- Before and after going on a break
- After using the washroom
- After handling cash or other materials that have come into contact with the public
- Before and after handling shared tools and equipment
- Before and after using masks or other personal protective equipment

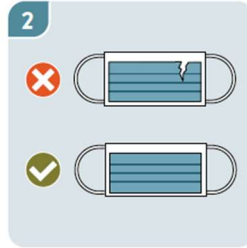
[worksafebc.com](https://www.worksafebc.com)

**WORK SAFE BC**

## Help prevent the spread of COVID-19: How to use a mask



Wash your hands with soap and water for at least 20 seconds before touching the mask. If you don't have soap and water, use an alcohol-based hand sanitizer.



Inspect the mask to ensure it's not damaged.



Turn the mask so the coloured side is facing outward.



Put the mask over your face and if there is a metallic strip, press it to fit the bridge of your nose.



Put the loops around each of your ears, or tie the top and bottom straps.



Make sure your mouth and nose are covered and there are no gaps. Expand the mask by pulling the bottom of it under your chin.



Press the metallic strip again so it moulds to the shape of your nose, and wash your hands again.



Don't touch the mask while you're wearing it. If you do, wash your hands.



Don't wear the mask if it gets wet or dirty. Don't reuse the mask. Follow correct procedure for removing the mask.

### Removing the mask



Wash your hands with soap and water or use an alcohol-based hand sanitizer.



Lean forward to remove your mask. Touch only the ear loops or ties, not the front of the mask.



Dispose of the mask safely.



Wash your hands. If required, follow the procedure for putting on a new mask.

Note: Graphics adapted from BC Centre for Disease Control (BC Ministry of Health), "How to wear a face mask."

# Help prevent the spread of COVID-19

## **Please do not enter this workplace if you:**

- Have any of the following symptoms:
  - Fever
  - Chills
  - New or worsening cough
  - Shortness of breath
  - New muscle aches or headache
  - Sore throat
- Have travelled outside of Canada within the last 14 days
- Are a close contact of a person who tested positive for COVID-19

All other visitors, please wash your hands or clean them with hand sanitizer before and after your visit. Please maintain physical distancing of 2 metres.

**If you are displaying symptoms of COVID-19, refer to HealthLink BC at 811.**

[worksafebc.com](https://worksafebc.com)

**WORK SAFE BC**