

## COVID 19 Safety Plan Instructions – Long Term Care

This planning tool has been designed to guide Long Term Care organizations through WorkSafeBC's [six-step process](#) to reduce the risk of COVID-19 in Long Term Care. Briefly, these steps are:

- ✓ Step 1: Assess the risk at your workplace
- ✓ Step 2: Implement measures to reduce the risk
- ✓ Step 3: Develop policies
- ✓ Step 4: Develop communication plans and training
- ✓ Step 5: Monitor your workplace and update your plans as needed
- ✓ Step 6: Assess and address the risks from resuming operations.

**This plan is a template and is designed to be modified based on the needs of your organization.**

**Green text throughout the document can be replaced with your organization's information.**

**The checklists in each section are fillable – if the item listed is applicable to your workplace, you can click on the box and a checkmark will appear. If the item as written is not applicable, you may re-word it to meet the needs of your workplace or delete it.**

**There are boxes to add additional information at the end of each section. If there is no additional information to be added, the box can be deleted.**

### Process:

Assemble a team including leadership and worker representatives from the [Joint Occupational Health and Safety Committee \(JOHSC\)](#). For sites that do not have a JOHSC, a worker safety representative must be involved in the process of developing your COVID-19 Safety Plan.

You may wish to perform an inspection of the care home as a part of developing your COVID-19 Safety Plan. SafeCare BC has developed a [COVID-19 Safety Inspection Tool](#) that can guide you through the development of your COVID-19 Safety Plan.

Once completed, forward a copy of the Safety Inspection Checklist to your Joint Occupational Health and Safety Committee, and keep a copy on file.

A copy of the COVID-19 Safety Plan and other associated documentation must be provided if requested by a WorkSafeBC officer, and posted in the workplace if required by order of the [Provincial Health Officer](#).

**This COVID-19 Safety Plan should be regularly reviewed and updated as work processes change or new orders from the Provincial Health Officer (PHO) or Medical Health Officer (MHO) are implemented.**

## COVID 19 Safety Plan

Organization Name	West Coast Seniors Housing Management - Langley
Address	2A – 20363 65 <sup>th</sup> Avenue   Langley, BC   V2Y 3E3
Date of Creation	May 2020
Date of Revision(s)	March 2022

**Orders from the Provincial Health Officer (PHO) or a Medical Health Officer (MHO) take precedence over this policy.**

All employers in British Columbia have an obligation under the *Workers Compensation Act* to ensure the health and safety of workers and others at their workplace and to implement policies and procedures to protect workers from the risk of exposure to COVID-19.

At West Coast Seniors Housing Management we have developed a COVID-19 Safety Plan (Safety Plan) mandated by the [order of the Provincial Health Officer](#). This plan outlines the policies, guidelines, and procedures put in place to eliminate, and where elimination is not possible, to reduce, the risk of COVID-19 exposure to West Coast Seniors Housing Management workers, contractors, volunteers, residents, and visitors.

This Safety Plan addresses current operating status at West Coast Seniors Housing Management – Langley.

As services are gradually increased within the care home, this plan will be updated.

As a part of **assessing the risk** of transmission of COVID-19 in the workplace, the following groups and information sources were consulted:

- ✓ West Coast Seniors Housing Management - Langley staff, including front line workers and managers.
- ✓ Health and Safety Advisor

The following documentation was used to assist in developing West Coast Seniors Housing Management COVID-19 Safety Plan:

- ✓ [Information about COVID-19 \(BCCDC\)](#)
- ✓ [SafeCare BC's COVID-19 Safety Inspection Tool](#)
- ✓ [SafeCare BC's Hierarchy of Control for Long-Term Care](#)
- ✓ [British Columbia Center for Disease Control](#)
- ✓ [WorkSafeBC](#)
- ✓ [Orders, guidance, and notices](#) issued by the provincial health officer relevant to long term care.
- ✓ [Infection prevention and control interim guidance for long-term care and assisted living facilities \(BCCDC\)](#)
- ✓ [West Coast Seniors Housing Management Exposure Control Plan](#)

- ✓ [West Coast Seniors Housing Management COVID-19 and Outbreak Management Prevention Audit Tool](#)

This plan applies to all workers, including management, supervisors, front line workers, volunteers, and visitors to West Coast Seniors Housing Management

## Current Control Measures in place at West Coast Seniors Housing Management - Langley

### Workers (including Contractors & Volunteers)

- ✓ West Coast Seniors Housing Management - Langley follows the direction of the Provincial Health Officer (PHO), which limits workers from working at more than one Long Term Care Home and/or WCSHM facility ([Facility Staff Assignment Order – Dated April 15<sup>th</sup>, 2020](#))
- ✓ Workers are encouraged to use the BCCDC [Health-Care Worker Self-Check and Safety Checklist](#) before each shift and are instructed not to come to work if they are experiencing or have [COVID-19 like symptoms](#).
- ✓ Workers with signs or symptoms of illness, as well as those in self-isolation or quarantine in accordance with public health directives, are not permitted to enter the facility.
- ✓ Signage is posted at points of entry indicating people are not to enter if they are sick or if they are required to self-isolate in accordance with Public Health directives.
- ✓ Entry point to the facility is limited to one access (in and out) point and all are to use to confirm temperature with provided thermometer and sign in and out in the log book
- ✓ A list of all workers and visitors is maintained seven days a week, 24 hours/day.
- ✓ Procedures are in place for workers to follow should they develop symptoms consistent with COVID-19 while at work or after work.
- ✓ Vaccination requirements for all staff are in place as per [Provincial Health Officer order\(s\)](#)
- ✓ Rapid Point of Care Testing procedure in place at West Coast Seniors Housing Management - Langley follows [current guidance](#) from the provincial health office.
- ✓ Workers who are working alone are required to follow West Coast Seniors Housing Management - Langley Working Alone Policy.
- ✓ Workers have received training and strategies to address the risk of violence that may arise and follow WCSHM violence prevention program.
- ✓ Workers are aware of how to report hazards in the workplace.
- ✓ Workers have received refresher training on infection control practices.
- ✓ Supervisors have been trained on how to support workers in following the policies/procedures and know how to monitor/respond to identified hazards.
- ✓ **All training has been documented and can be provided upon request.**

### Additional Information:

- 1) Staff who have signs and symptoms are encouraged to rapid test
- 2) Physical distancing measures (2m) are in place
- 3) Occupancy limits for workers: including meeting rooms, and elevators

## Visitors/Contractors

- ✓ Virtual meetings continue to be encouraged
- ✓ A written plan detailing practice requirements for essential and family/social visits has been developed according to [BCCDC Guidelines](#).
- ✓ Visitors with signs or [symptoms](#) of illness, as well as those in self-isolation or quarantine in accordance with public health directives, are not permitted to enter the WCSHM facility.
- ✓ All visitors are actively screened for signs and symptoms of illness, including COVID-19 prior to every visit. Visitors with symptoms identified via screening do NOT enter the facility.
- ✓ Visitors to the facility must provide proof they are fully vaccinated with two doses of COVID-19 vaccine (excluding children under 12 years or those with an approved medical exemption).
- ✓ Visitors must sign in when entering the facility, and a visitor list with contact information is maintained.
- ✓ Visitors are instructed to adhere to infection prevention and control guidance regarding safe visitation practices such as hand hygiene, respiratory etiquette and maintaining their physical distance from other visitors and staff.
- ✓ Visitors must wear a medical mask in hallways, common areas and multiple occupancy rooms.
- ✓ Visitors are instructed on how to put on and remove any required PPE when visiting the facility

### Additional Information:

- If you do have a visitor coming to the office, please provide them this information ahead of their visit:

*Dear Visitor:*

*Company is committed to ensuring the health and safety of our Employees and anyone visiting our offices.*

*We ask that you complete this brief self-assessment prior to coming to the office:*

*Are you experiencing cold, flu or COVID-19-like symptoms, even mild ones?*

- *Symptoms include: Fever\*, chills, cough or worsening of chronic cough, shortness of breath, sore throat, runny nose, loss of sense of smell or taste, headache, fatigue, diarrhea, loss of appetite, nausea and vomiting, muscle aches.*
- *While less common, symptoms can also include; stuffy nose, conjunctivitis (pink eye), dizziness, confusion, abdominal pain, skin rashes or discoloration of fingers or toes.*
- *Fever: Average normal body temperature taken orally is about 37°C. For more on normal body temperature and fevers, see HealthLinkBC's*



*information for children age 11 and younger and for people age 12 and older .*

*Did you provide care or have close contact with a person with confirmed COVID-19?*

*If you answer yes to any of these questions, please contact me to reschedule your appointment.*

*If you have answered no, please proceed to the office. Use the hand sanitizer provided standing at a safe distance Please refrain from walking around the office area and adhere to physical distancing requirements. We can provide PPE for your comfort. We will also be collecting your name and contact information for tracing purposes.*

*Thank you for your understanding and cooperation.*

#### **Hand Hygiene**

- ✓ Hand hygiene practices are followed as outlined by [BCCDC](#) Guidelines
- ✓ [Hand hygiene audit tool](#) is performed as outlined within [Infection Prevention Control Audit Frequency](#) on staff, contracted staff and/or volunteers to ensure understanding and compliance with hand hygiene
- ✓ Signs and posters are posted throughout the care home to promote and guide proper hand washing by workers, visitors, and residents.
- ✓ Alcohol based hand rub (ABHR) with at least 70% alcohol content is available at all entry and exit points, common areas, desks and meetings rooms.
- ✓ Workers must practice diligent hand hygiene before, after and during each episode or provision of care – cleaning their hands with soap and water or ABHR.
- ✓ Sinks are well stocked with plain soap and paper towels for hand washing.
- ✓ Supplies such as disinfecting wipes, tissues and waste receptacles are available as required at point-of-use.

#### **Additional Information:**

- 1) Staff and visitors are directed to perform proper hand hygiene prior to entering the building using soap and water (hot/cold running water, plain soap and paper towels have been provided).

#### **Respiratory Hygiene**

- ✓ Signs and posters are posted throughout the facility to encourage and guide workers, contractors and visitors on proper respiratory hygiene.
- ✓ An adequate supply of tissues and lidded, non-touch waste baskets are available for use by workers, residents, and visitors.

- ✓ Workers are aware and are instructed on the importance of diligent respiratory etiquette. This includes [covering coughs and sneezes](#), avoiding touching the face, mouth, nose, eyes, and mask.

**Additional Information:**

- 1) PPE education is completed on a regular basis to support staff understanding of the importance of wearing masks

**Workplace Arrangements**

- ✓ Hand hygiene stations are available and easily accessible at points of entry/exit to the care home.
- ✓ Signs are posted to promote and encourage safe physical distancing by workers and visitors.
- ✓ Work areas including the following have been assessed for occupancy limits and arranged (where feasible) to maintain physical distancing:

<ul style="list-style-type: none"> <li>✓ <b>Organization Entrance</b> One door for entry, one door for exit.</li> </ul>	<ul style="list-style-type: none"> <li>✓ <b>Organization Lobby</b> Consider spacing seating arrangements or removing seating. Barriers around reception desk if physical distancing can not be maintained.</li> </ul>	<ul style="list-style-type: none"> <li>✓ <b>Worker Lunchroom/break room</b> Consider arrangement of furniture, staggered breaks. <b>1 meeting room</b> <b>Limit: 3</b></li> </ul>
<ul style="list-style-type: none"> <li>✓ <b>Worker shared spaces</b> Consider arrangement of furniture, staggered breaks.</li> </ul>	<ul style="list-style-type: none"> <li>✓ <b>Administrative areas</b> Arrangement of workstations/furniture</li> </ul>	<ul style="list-style-type: none"> <li>✓ <b>Hallways/Corridors</b> Directional signage</li> </ul>
<ul style="list-style-type: none"> <li>✓ <b>Elevators</b> <b>Occupancy limit: 2</b></li> </ul>	<ul style="list-style-type: none"> <li>✓ <b>Staff Washrooms</b> <b>Occupancy limit: 1</b></li> </ul>	<ul style="list-style-type: none"> <li>✓ <b>Training Rooms</b> Consider arrangement of furniture.</li> </ul>
<ul style="list-style-type: none"> <li>✓ <b>Board Room</b> Consider arrangement of furniture. <b>Occupancy Limit: 3</b></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>[Other]</b></li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>[Other]</b></li> </ul>

- ✓ Virtual meeting tools and/or phone calls in lieu of in-person meetings or training sessions are held whenever possible. All required control measures, such as physical distancing, must be in place if communication or training takes place in person.
- ✓ Workers will maintain physical distancing measures when entering/exiting the workplace, while travelling through corridors and accessing common areas.
- ✓ Work tasks have been postponed, re-arranged, or planned in such a way that workers are not required to work in proximity to one another and/or share desks
- ✓ Where 2 meters cannot be maintained between workers, the work task is planned and instructions to workers are provided to ensure that time spent in close proximity is minimized.

- ✓ Wherever possible, work processes within the organization are re-organized to designate teams of workers to specific units or cohorts.
- ✓ Building ventilation systems are properly maintained.

**Additional Information:**

### Personal Protective Equipment (PPE)

- ✓ Workers are trained on the proper use, care, maintenance, and disposal of personal protective equipment (PPE). This includes [donning \(putting on\)](#) and [doffing \(removing\) PPE Airborne Precaution](#) and [doffing \(removing\) PPE \(droplet precaution\)](#).
- ✓ West Coast Seniors Housing Management – Langley leadership has trained and monitored worker compliance to ensure vigilant donning, wearing, and doffing of PPE.
- ✓ Signs are posted throughout the care home indicating PPE requirements, and West Coast Seniors Housing Management - Langley staff follows guidelines for PPE use as set out by the [BCCDC](#).
- ✓ During the COVID-19 pandemic, all persons working in West Coast Seniors Housing Management - Langley wear a medical mask and any other PPE as directed for the full duration of their shift.
- ✓ Workers always follow [droplet and contact precautions](#) when entering COVID-19 units or rooms on droplet and contact precautions (i.e., rooms where residents diagnosed with confirmed or suspected COVID-19)

**Additional Information:**

### Cleaning and Disinfection

- ✓ Cleaning products and disinfectants used at West Coast Seniors Housing Management - Langley are [effective against COVID-19](#). Disinfectants are classed as hospital grade and registered in Canada with a Drug Identification Number (DIN). Manufacturer’s instructions for dilution, contact times, safe use and material compatibility of all cleaning products is followed.
- ✓ Workers responsible for cleaning resident care equipment have been informed and are trained in and aware of their duties. This training has been documented.
- ✓ Equipment and supplies are dedicated to a single resident where possible. If this is not possible, all reusable equipment that is shared between clients must be cleaned and disinfected with a hospital grade disinfectant first.
- ✓ All shared equipment (phones, tablets, computers, printers etc.) are cleaned and disinfected regularly.
- ✓ Any furniture and surfaces in communal visiting areas will be sanitized as per the [BCCDC guidelines](#) at the end of each visit.

**Additional Information:**

## Environmental Cleaning

- ✓ West Coast Seniors Housing Management - Langley [Exposure Control Plan](#), includes Cleaning and Disinfection process (pg 21) and [COVID-19 Environmental Cleaning Poster](#) (Appendix F) have been developed that outlines the procedure for enhanced daily cleaning throughout the care home as well as high touch surfaces in nursing areas, staff room, common areas, hallways, resident rooms, bathrooms and other applicable areas. [Environmental cleaning guidelines](#) from the BCCDC are followed.
- ✓ Cleaning staff are dedicated to specific units or areas where possible. If not possible, cleaning staff should provide service to non-COVID-19 areas first

### Additional Information:

Provide information about your cleaning plan. Specify who is responsible for cleaning, the cleaning schedule, and what the cleaning protocols will include (e.g., which surfaces, tools, equipment, and machines).

- 1) Enhanced cleaning plan is outlined in the Exposure Control Plan
- 2) All staff have a role in enhanced cleaning. Housekeeping staff play a particularly important role in disinfecting high-touch areas including:
  - a. Hand rails in stairwells
  - b. Door handles
  - c. Door lock keypads
  - d. Hand rails in hallways
  - e. Elevator buttons
  - f. Buttons and handles on equipment and machines
  - g. Bathrooms
- 3) The staff in charge of disinfecting these high-touch areas will be cleaning these surfaces at least twice per day
- 4) Proper hand hygiene technique education has been provided to all staff

## Expansion of Services

- ✓ Any modifications made to the current method of service delivery/work operations will be made in full consultation with those potentially affected by those changes, as well as the latest direction from the PHO, MHO, BCCDC and WorkSafeBC.
- ✓ Prior to any modifications being made, workers will be notified of the updated safety controls being implemented, including any new safe work procedures via safety huddles and staff meetings and email communications. These changes will be posted on the JOHS Committee bulletin board

West Coast Seniors Housing Management - Langley has reviewed our existing risk assessments for the jobs and areas affected in the workplace. We have considered the effects of control measures discussed in this COVID-19 Safety Plan on existing safeguards and controls and revised our risk assessments and other documentation accordingly.



**Additional Information:** If workers require greater specificity/clarity in their work they can reach out to their manager or supervisor to discuss concerns.

A copy of West Coast Seniors Housing Management - Langley COVID-19 Safety Plan has been posted on the website and on site as required by the order of the Provincial Health Officer.