

COVID 19 Safety Plan

Company Name	Homecare West
Address	#330-233 West 1 st Street, North Vancouver, BC V7M 1B3.
Date of Creation	March 2020
Date of Revision(s)	<i>Dec 23, 2020.</i>

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 *Homecare West* we have developed a COVID-19 Safety Plan (Safety Plan) mandated by the [Provincial Health Officer Order dated May 14th, 2020](#). 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 *Homecare West* workers, contractors, volunteers, clients and visitors.

This Safety Plan addresses current operating status of *Homecare West*. As services are gradually increased within the organization, 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:

- ✓ *Homecare West* staff, including workers, supervisors, and managers

The following documentation was used to assist in developing *Homecare West* COVID-19 Safety Plan:

- ✓ [Information about COVID-19 \(BCCDC\)](#)
- ✓ *Homecare West* Exposure Control Plan (**updated to reflect COVID-19**)
- ✓ [SafeCare BC's Home- Care Safety Inspection Tool](#)
- ✓ [SafeCare BC's Hierarchy of Control for Home and Community Care](#)
- ✓ [British Columbia Center for Disease Control](#)
- ✓ [WorkSafeBC – Health care and COVID-19 safety](#)
- ✓ [Orders, guidance, and notices](#) issued by the provincial health officer relevant to home care/community care.
- ✓ [See Homecare West COVID-19 Safety Plan Binder](#)

This plan applies to all *Homecare West* workers, including management, supervisors, front-line workers, and volunteers.

Current Control Measures in place at Homecare West

Workers (including Contractors & Volunteers)

- ✓ Workers are encouraged to use the BC COVID-19 [self-assessment tool](#), Homecare West Screening Questionnaire (completed prior to 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 come to work.
- ✓ Procedures are in place for workers to follow should they develop symptoms consistent with COVID-19 while at work or after their shift.
- ✓ All workers are self screened for signs and symptoms of illness, including COVID-19 prior to every shift. Screening results are documented.
- ✓ 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.

Clients

- ✓ Virtual visitation is strongly encouraged and is supported where in-person visitation is not possible.
- ✓ All clients are actively screened for signs and symptoms of illness, including COVID-19 **prior to every visit (sometimes more than once in a 24 hr period)**. In-person screening is done at a 2-meter distance using appropriate Personal Protective Equipment (PPE).
- ✓ Family members or others in the home at the time of the client visit are screened for signs and symptoms of illness and are asked to maintain a 2-meter distance throughout the visit.
- ✓ If a client cannot be effectively screened (e.g. dementia) the worker will use a [Point-of-Care Risk Assessment](#) to determine their level of risk and PPE required to provide care.
- ✓ Procedures are in place if a client is positive for symptoms of COVID-19 as a result of the screening.
- ✓ **If providing care to clients who are symptomatic or pending/confirmed COVID-19 positive, the worker is to follow contact and droplet precautions. Workers are aware of and trained in those procedures.**

Hand Hygiene

- ✓ 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.
- ✓ Clients should perform hand hygiene at the start of the visit and are encouraged to perform hand hygiene as needed throughout the visit.
- ✓ Supplies such as tissues and waste receptacles are available as required at point-of-use.

For workers in an office environment

- ✓ ABHR is available at entry and exit points.
- ✓ Sinks are well stocked with plain soap and paper towels for hand washing.
- ✓ Signs are posted to promote and guide proper hand washing by workers and visitors.

- ✓ Supplies such as disinfecting wipes, tissues and waste receptacles are available as required at point-of-use.
- ✓ Signage for “Masks Mandatory”, employee “Health Check”, Social distancing, and occupancy limits posted.
- ✓ Cleaning protocols and check-list for office staff can be found under office sink.

Respiratory Hygiene

- ✓ 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.

Workplace Arrangements

- ✓ 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 whenever possible.
- ✓ 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.
- ✓ Wherever possible, client visits are scheduled so that asymptomatic are seen before clients who are on droplet and contact precautions.
- ✓ Maximum occupancy is effect – 6 people maximum – signage posted on office door and inside.
- ✓ Masks are mandatory by everyone when in common areas of building and office.

For workers in an office environment

- ✓ Signs are posted to promote and encourage safe physical distancing by workers and visitors.
- ✓ Work areas including the following (as applicable) have been assessed for occupancy limits and arranged (where feasible) to maintain physical distancing.

<ul style="list-style-type: none"> ✓ Organization entrance/Lobby -Consider spacing seating arrangements or removing seating. -Barriers around reception desk if physical distancing can not be maintained. 	<ul style="list-style-type: none"> ✓ Worker shared spaces -Masks are to be worn -2 m distance between employees 	<ul style="list-style-type: none"> ✓ Administrative areas -6 person maximum in office
<ul style="list-style-type: none"> ✓ Elevators 2-person limit. 	<ul style="list-style-type: none"> ✓ Staff Washrooms 2-person limit. 	<ul style="list-style-type: none"> ✓ Lunchroom/break room -Chairs, surfaces, utensils used are cleaned and sanitized after each use.
<ul style="list-style-type: none"> <input type="checkbox"/> Hallways/Corridors Not applicable. 	<ul style="list-style-type: none"> ✓ Board Room -All surfaces, chairs sanitized and cleaned after use. 4-person limit. 	<ul style="list-style-type: none"> ✓ Training Rooms - All surfaces, chairs sanitized and cleaned after use. 4-person limit.

Additional Information/Measures Implemented:

All office visitors:

- Report to front desk.
- Asked to wash hands in washroom and **wear mask at all times.**
- On their return, questionnaire completed and reviewed.
- Entry permitted based on questionnaire response.

*Deliveries permitted, 2 m distancing in place, no entry to office, **mask to be worn per building/office policy.**

All office employees to perform health check and wear mask on entering office. If employee doesn't pass health-check, the Director is informed and they are asked to not enter office.

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.
- ✓ **Homecare West** has provided informative materials and monitored staff compliance to ensure vigilant donning, wearing, and doffing of PPE.
- ✓ During the COVID-19 pandemic, all workers should wear a surgical/procedure mask, and gloves when visiting clients who are asymptomatic. Eye protection and aprons worn when necessary.
- ✓ Workers always follow droplet and contact precautions when providing care to clients who are symptomatic or pending/confirmed COVID-19 positive.
- ✓ Clients who are symptomatic or pending/confirmed COVID-19 positive and can tolerate wearing a mask are encouraged to wear one for the duration of their care visit.
- ✓ **Office staff are to wear mask on entering the building, to wear at all times when in common areas.**

Cleaning and Disinfection

- ✓ Cleaning products and disinfectants used at **Homecare West** are **effective against COVID-19.**
- Workers responsible for cleaning resident care equipment have been informed and are trained in and aware of their duties. **No shared resident care equipment used.**
- Equipment and supplies are dedicated to a single client where possible. If this is not possible, all reusable equipment that is shared between clients must be cleaned and disinfected after use with each client. **No equipment or supplies are shared between clients.**
- Workers have access to approved cleaning/disinfection wipes that can be easily carried to home environments. **Client-provided cleaning supplies, used as required.**
- Workers using a vehicle for work routinely clean and disinfect high touch point areas such as seatbelt, steering wheel, head rest, door handles and hand holds. **Not applicable.**

For workers in an office environment

- ✓ All shared equipment (phones, tablets, computers, printers etc.) are cleaned and disinfected regularly. *Limited use of shared equipment cleaned, as required – cleaning directions and information found under office sink.*
- ☐ Unnecessary tools and equipment that may elevate the risk of transmission such as coffee makers have been removed from the workplace. **Not applicable. Cleaned as required.**

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.

Homecare West 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.

In accordance with the [order of the Provincial Health Officer](#) dated **December 23rd, 2020** a copy of Homecare West COVID-19 Safety Plan has been posted at: <https://www.homecarewest.com/>, #330-233 West 1st Street, North Vancouver, BC V7M 1B3.