



COVID 19 Safety Plan

Organization Name	Augustine House
Address	3820 Arthur Drive, Delta
Date of Creation	July 3, 2020
Date of Revision(s)	

Orders from the Provincial Health Officer (PHO) or a Medical Health Officer (MHO) that reference Assisted Living 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 Augustine House 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 Augustine House workers, contractors, volunteers, residents and visitors.

This Safety Plan addresses current operating status of Augustine House. 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:

- ✓ Augustine House staff, including front line workers, supervisors, and managers
- ✓ Joint Occupational Health and Safety Committee (JOHSC)
- ✓ Management

The following documentation was used to assist in developing Augustine House COVID-19 Safety Plan:

- ✓ [Information about COVID-19 \(BCCDC\)](#)
- ✓ Augustine House Infection Control Policies
- ✓ [SafeCare BC's COVID-19 Safety Inspection Tool](#)
- ✓ [SafeCare BC's Hierarchy of Control](#)
- ✓ [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 Assisted Living.
- ✓ [Infection prevention and control interim guidance for long-term care and assisted living facilities](#) (BCCDC)

This plan applies to all workers, including management, supervisors, front line workers, volunteers, and visitors to Augustine House.



Current Control Measures in place at Augustine House

Workers (including Contractors & Volunteers)

- ✓ Access to Augustine House is limited as per the direction of the Provincial Health Officer (PHO), which limits workers from working at more than one Assisted Living facility ([Facility Staff Assignment Order – Dated April 15th, 2020](#))
- ✓ Workers are encouraged to use the BC COVID-19 [self-assessment tool](#) 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 points to the organization have been limited, and are actively screened seven days a week, 24 hours/day.
- ✓ Protections for screeners have been put in place (i.e. maintaining 2-meter distance, transparent barriers).
- ✓ 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.
- ✓ All workers are [actively screened](#) for signs and symptoms of illness, including COVID-19 prior to every shift. Screening results are documented.
- ✓ Workers who are working alone are required to follow Augustine House Working Alone Policy.
- ✓ Workers are aware of how to report hazards in the workplace.
- ✓ Workers have received refresher training on infection control practices.
- ✓ Workers are required to wear dedicated work clothing during their shift.
- ✓ 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:

Staff at Augustine House has been working diligently to ensure the safety and wellbeing of the residents of this community.

Visitors

- ✓ Virtual visitation is strongly encouraged and is supported where in-person visitation is not possible.
- ✓ Visitors are restricted to essential visits and family/social visits within established criteria. [Social visiting guidelines signage](#) is posted at all points of entry to the Organization.
- ✓ A written plan detailing practice requirements for essential and family/social visits has been developed according to [BCCDC Guidelines](#).
- ✓ Family/social visits will only be allowed if there is no active COVID-19 outbreak.
- ✓ 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 visit.
- ✓ Family/social visits will be scheduled in advance between the visitor and the 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 must sign in when entering the facility.
- ✓ Visitors are instructed when and how to perform hand hygiene, respiratory etiquette, and safe physical distancing.
- ✓ Visitors must bring and wear a mask for the duration of their visit.
- ✓ Visitors are instructed on how to put on and remove any required PPE when visiting or caring for residents on droplet and contact precautions. If the visitor is unable to adhere to appropriate precautions, the visitor shall be excluded from visiting.
- ✓ Visitors shall go directly to the resident they are visiting and exit the organization directly after their visit.

Additional Information:

Inside visits continue to be limited and require approval of DOC and/or Executive Director.

Residents

- ✓ All new residents undergo screening prior to moving into Augustine House, and procedures are in place to isolate residents who are required to undergo 14 days of isolation upon admission to the organization. Residents undergoing 14-day isolation are placed on droplet and contact precautions.
- ✓ During Isolation, the following measures are implemented: Droplet precaution is in place, room service is provided, and virtual social visitation is encouraged.
- ✓ Residents who leave for medical appointments or other approved reason are instructed in appropriate procedures to follow off site and are screened upon return.
- ✓ Residents are screened and assessed for symptoms on an ongoing basis as directed by the [BCCDC](#).
- ✓ Procedures are in place if a resident is suspected of having COVID-19.
- ✓ Procedures are in place for transferring residents from Augustine House to acute care if required.

Additional Information:

Residents have been provided with a cloth mask for use at Augustine House. A medical grade mask is provided when a resident is leaving the site for designated appointments. A refresher re: appropriate Infection control measures are given with each appointment.

Hand Hygiene

- ✓ Signs and posters are posted throughout the organization 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, resident areas, and point-of-care in residents' 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:

Staff have received enhanced hand hygiene education. Hand hygiene audits are done regularly to ensure compliance.

Respiratory Hygiene

- ✓ Signs and posters are posted throughout the organization to encourage and guide workers, residents, 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:

Staff and residents have received education regarding respiratory hygiene.

Workplace Arrangements

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

<p>Organization Entrance One door for entry of any non-staff/ non-resident individuals.</p>	<p>Organization entrance/Lobby - seating arrangements have been reconfigured and some seating has been removed. -Barriers around reception desk if physical distancing cannot be maintained. - visitation monitor is stationed at entrance to screen all individuals entering.</p>	<p>Dining Room Dining services for less than 50 residents per setting with physical distancing is provided. Remainder of meals are delivered as room service. Occupancy Limit - 50</p>
<p>Worker shared spaces Expanded areas in the building have been identified and designated staff break areas. Max. occupancy is posted or these areas Staff are encouraged to ensure physical distancing is practiced. PPE is worn throughout building at all times except while eating.</p>	<p>Recreation/Media lounges- Furniture has been arranged to promote physical distancing. Occupancy varies by space. Sanitation of space occurs after each program</p>	<p>Administrative areas Clear barriers installed at Reception to promote safety. All deliveries are sanitized prior to delivery to suites or work areas. Supplies are unboxed and placed in storage areas</p>



Elevators Occupancy Limit – 2 persons	Staff Washrooms Individual washrooms	Lunchroom/break room Areas identified throughout building to allow physical distancing. Max occupancy posted
Hallways/Corridors No change required at this time	Board Room Not in use except as break area	

- ✓ 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.
- ✓ 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 floors/wings of residents. If dedicated teams or workers for areas housing residents who are ill are not an option, workers must first work with asymptomatic residents before moving on to work with residents who are on droplet and contact precautions.
- ✓ Where 2-meter distancing cannot be maintained such as recreation and group activities with residents, these activities have been stopped.
- ✓ Building ventilation systems are properly maintained.

Additional Information:
Work schedules have been adapted as much as possible. Due to the nature of the services provided, staff are required to wear appropriate PPE at all times, including a medical grade procedural mask and eye coverings. N95 masks are available for use where required.

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.
- ✓ Augustine House has trained, tested, and monitored workers compliance to ensure vigilant donning, wearing, and doffing of PPE.
- ✓ Signs are posted throughout the organization indicating PPE requirements, and Augustine House follows guidelines for PPE use as set out by the [BCCDC](#).
- ✓ During the COVID-19 pandemic, all persons working in Augustine House wear a surgical/procedure mask 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, newly admitted residents, or residents transferred from acute care).



Additional Information:

Work schedules have been adapted as much as possible. Due to the nature of the services provided, staff are required to wear appropriate PPE at all times, including a medical grade procedural mask and eye coverings. N95 masks are available for use where required.

Cleaning and Disinfection

- ✓ Cleaning products and disinfectants used at Augustine House 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 visiting areas will be sanitized as per the [BCCDC guidelines](#) at the end of each visit.

Additional Information: Two indoor visiting areas have been identified, with appropriate Plexiglas barriers to facilitate 6 feet distance and minimize risk of infection. These areas are sanitized between use. Resident and visitor are provided with hand sanitizer prior to meeting. Visitor must wear a mask during visit. Visitors are screened prior to visit.

Environmental Cleaning

- ✓ The units within the organization require daily enhanced cleaning. [Environmental cleaning guidelines](#) from the BCCDC are followed.
- ✓ Unnecessary tools and equipment that may elevate the risk of transmission have been removed from the workplace.
- ✓ Cleaning staff are dedicated to specific units or areas where possible. Rooms on droplet and contact precautions, COVID-19 suspected or COVID-19 positive rooms to be cleaned last.

Additional Information:

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. These changes will be posted in the staff room and on Senior Care Software.

Augustine House 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:

The Augustine House OH& S committee was instrumental in the completion of this document.

In accordance with the [order of the Provincial Health Officer](#) dated May 14th, 2020 a copy of Augustine House COVID-19 Safety Plan has been posted in prominent locations in staff areas and on the Augustine House website.