

6.29

COVID-19 Exposure Control Plan

1.0 Policy

WeCONNECT as mandated by Worksafe BC with direction from the BC Ministry of Health has produced the following emergency preparedness policy to provide a concrete course of action in the event that an outbreak of COVID-19 occurs in the workplace.

All employees and volunteers must be familiar with and adhere to the procedures outlined in this policy. The purpose of this policy is to ensure the safety and well-being of the residents of Mount Nelson Place, as well as the staff, management, contract workers, volunteers and guests. It is the primary responsibility of management to ensure that the residents (who are high risk due to elderly age and complex health care needs) at best are not at any risk of exposure or at the least, minimally at risk of exposure. However, it is also the responsibility of staff to be consciously aware of inherent potential of risk exposure.

Employees should follow the following procedures during the COVID-19 outbreak with temporary alterations of existing sick leave and work from home policies being put into place.

This policy includes the measures we are actively taking to mitigate the spread of coronavirus. Staff are requested to follow all these rules diligently, to sustain a healthy and safe workplace in this unique environment. It's important that we all respond responsibly and transparently to these health precautions, we assure you that we will always treat your private health and personal data with high confidentiality and sensitivity.

This coronavirus (COVID-19) policy is susceptible to changes with the introduction of additional governmental guidelines. If so, it will be updated as soon as possible indicating these changes to staff by email.

Pandemic Plan guidelines implemented in March 2020 should be referenced for further information.

Scope

This coronavirus policy applies to all our employees who physically work at Mount Nelson Place, and all other stakeholders.

How severe is illness associated with COVID-19 virus?

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, or from touching a contaminated surface before touching the face. The virus can enter the body, by way of these droplets, through the eyes, nose or throat if you are in close contact. The virus is not known to be air-borne and it is not something that comes in through the skin.

The following outlines the required actions employees should take to protect themselves and their co-workers and our residents from a potential coronavirus infection.

General hygiene rules:

- Follow Universal Health Care Precautions.
- Wash your hands after using the toilet, before eating, and if you cough/sneeze into your hands (follow the [20-second hand-washing rule](#)). You can also use the sanitizers you'll find around Mount Nelson Place.
- Upon arriving at Mount Nelson Place, please use the hand sanitizer, then proceed to the bathroom for a thorough hand washing.
- Ensure you are using gloves and masks for all care.
- Cough/sneeze into your sleeve, preferably into your elbow. If you use a tissue, discard it properly and clean/sanitize your hands immediately.
- Open the windows regularly to ensure open ventilation.
- Avoid touching your face, particularly eyes, nose, and mouth with your hands to prevent from getting infected.
- If you find yourself coughing/sneezing on a regular basis, avoid close physical contact with your coworkers and take extra precautionary measures (such as requesting sick leave).
- Maintain a distance of 2 meters (6 feet) between workers and others wherever possible.
- Casual staff will not be called upon to fill in shifts if they currently work at other facilities.
- A cleaning protocol for all common areas and surfaces, including washrooms, equipment, tools, common tables, desks, light switches, and door handles will be established. Adequate training and materials will be provided.
- During the COVID-19 outbreak signage will be posted of who will be restricted from entering the premises (including visitors)
- Signage including effective handwashing practices are to be posted at the main entrance.
- Staff will have opportunities to raise safety concerns. Concerns can be brought forward to the Occupational Health and Safety Representative Committee.

Date Issued: April, 2020

Date Revised: N/A

References: N/A

Policy & Procedure Manual: Risk Management, Section 6
Windermere District Social Service Society DBA WeCONNECT

pg. 2

When Providing Care for Our Residents:

- Apply Routine Practices as per IH Infection Prevention and Control.
- Practice frequent, proper hand hygiene.
- Ensure you are using gloves and masks when doing all care.
- Use extreme care when doffing/removing personal protective equipment.

Sick leave arrangements:

- If you have cold symptoms, such as cough/sneezing/fever, or feel poorly, request sick leave or work from home.
- If you have a positive COVID-19 diagnosis, you can return to work *only after* you've fully recovered, with a doctor's note confirming your recovery.

Work from home requests or leaves of absence due to COVID-19:

- If you are feeling ill, but you are able to work, you can request to work from home.
- If you have recently returned from areas with a high number of COVID-19 cases (based on BC Ministry of Health announcements), we'll ask you to remain at home for 14 calendar days, and return to work only if you are fully asymptomatic. You will also be asked not to come into physical contact with any colleagues during this time.
- If you've been in close contact with someone infected by COVID-19, with high chances of being infected yourself, you are requested to remain at home for 14 calendar days. You will also be asked not to come into physical contact with any colleagues during this time.
- If you're a parent and you have to stay at home with your children, follow up with your manager to make arrangements and set expectations.
- If you need to provide care to a family member infected by COVID-19. You'll only be permitted to return to work 14 calendar days after your family member has fully recovered, provided that you're asymptomatic or you have a doctor's note confirming you don't have the virus. You will also be asked not to come into physical contact with any colleagues during this time.

Travelling/commuting measures:

- In-person meetings should be done virtually where possible, especially with non-company parties (e.g. candidate interviews and partners).
- If you are planning to travel voluntarily to a high-risk country with increased COVID-19 cases, we'll ask you to remain at home for 14 calendar days after your return. You will also be asked not to come into physical contact with any colleagues during this time.

On the advice of Worksafe BC, a COVID-19 Safety Plan has been developed following a six-step process. (See attached COVID-19 Safety Plan)