

## **COVID-19 SAFETY PLAN**

On the advice of Worksafe BC and direction from the BC Ministry of Health, the following COVID-19 Safety Plan has been developed following a six-step process. In accordance with the order of the Provincial Health Officer, this plan will be posted at Mount Nelson Place. We will continue to update and comply with all relevant direction from the provincial health officer, BCCDC, government authorities, and professional regulatory bodies.

### **Step 1: Assess the risks**

The virus that causes COVID-19 spreads in several ways. It can spread in droplets when a person coughs or sneezes. It can also spread if you touch a contaminated surface and then touch your face.

The risk of person-to-person transmission increases the closer you come to other people, the more time you spend near them, and the more people you come near.

The risk of surface transmission increases when many people contact the same surface and when those contacts happen over short periods of time.

#### Involving workers when assessing Mount Nelson Place:

- ✓ WeCONNECT has involved frontline workers, and the Occupational Health and Safety Committee.
- ✓ WeCONNECT has identified areas where people gather, such as break rooms, and meeting rooms.
- ✓ WeCONNECT has identified job tasks and processes where workers are close to one another or members of the public. This can occur at Mount Nelson Place or in Society vehicles.
- ✓ WeCONNECT has identified the tools, and equipment that workers share while working.
- ✓ WeCONNECT has identified surfaces that people touch often, such as doorknobs, elevator buttons and light switches.

### **Step 2: Implement protocols to reduce the risks**

WeCONNECT has implemented protocols to minimize the risks of transmission.

- ✓ WeCONNECT has reviewed industry-specific protocols on worksafebc.com to determine whether any are relevant to the Society.
- ✓ Frontline workers, management and the Occupational Health and Safety Committee have been queried.
- ✓ Orders, guidance, and notices issued by the provincial health officer and relevant to WeCONNECT have been implemented.

To reduce the risk of person-to-person transmission of the virus, protocols have been implemented to protect against the identified risks.

- ✓ WeCONNECT has implemented measures to keep workers and others at least 2 meters apart, wherever possible.
- ✓ The use of medical masks and gloves have been implemented ensuring workers are using them appropriately--all personal care, feeding and bathing of residents **and when working in the kitchen and in the preparation of food**. Staff understand the limitations of masks to protect the wearer from respiratory droplets. Staff understand that masks should only be considered when other control measures cannot be implemented.
- ✓ If a case of COVID-19 is identified at Mount Nelson Place, 12 packages of PPE are readily available as needed. Manager will ensure PPE stock is available.
- ✓ Administration has had the opportunity to work offsite and has done so.
- ✓ Increased hygiene providing adequate hand-washing facilities onsite is visible and easily accessed.
- ✓ WeCONNECT has implemented a cleaning protocol for all common areas and surfaces, including washrooms, equipment, tools, common tables, desks, light switches, door handles, and vehicle interiors. Those engaged in cleaning have adequate training and materials. Increased sanitizing has been implemented twice daily.
- ✓ WeCONNECT has reviewed the information on cleaning and disinfecting surfaces.
- ✓ Mount Nelson Place has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed.
- ✓ WeCONNECT has a policy that specifies when workers must wash their hands and we have communicated good hygiene practices to workers. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus.
- ✓ Barriers and partitions are currently not required.
- ✓ WeCONNECT has identified rules and guidelines for how staff should conduct themselves.
- ✓ Management has clearly communicated these rules and guidelines to staff through a combination of training and signage.
- ✓ Residents have received handwashing and hygiene training.
- ✓ Residents have been asked to refrain from helping with kitchen duties until COVID-19 guidelines have been removed.
- ✓ We continue to encourage and support residents to maintain physical distance from other individuals, except primary support where direct care to residents is regularly required.

### **Step 3: Develop Policies:**

WeCONNECT's workplace policy ensures that workers and others showing symptoms of COVID-19 are prohibited from being at Mount Nelson Place.

- ✓ Anyone who has had symptoms of COVID-19 in the last 10 days, including fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headaches should not be present in the workplace.
- ✓ Those who have been directed by Public Health to self-isolate.

- ✓ Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor themselves for symptoms.
- ✓ Visitors are prohibited or limited to visit Mount Nelson Place at the current time. A protocol to assess and approve visitors and visits as appropriate to our residents is determined by the Manager based on case by case considerations.
- ✓ The use of outdoor space is utilized as much as possible.
- ✓ We have considered work-from-home arrangements, virtual meetings, and rescheduled work tasks.
- ✓ WeCONNECT has a Working Alone Policy in place. (Policy 6.27)
- ✓ WeCONNECT has a Work from Home Policy in place. (Policy 6.28)
- ✓ Staff have the training and strategies required to address the risk of violence that may arise as residents and stakeholders adapt to restrictions or modifications at Mount Nelson Place.
- ✓ Daily resident temperature checks are monitored and documented by staff. Any symptoms are recorded.

WeCONNECT's Policy 6.29 addresses workers who may start to feel ill at work. It includes the following:

- ✓ Sick workers should be asked to wash or sanitize their hands, be provided with a mask, and isolate. Manager will request the worker to go straight home. 811 could be called for further guidance related to testing and self-isolation.
- ✓ If the worker is severely ill 911 will be called. Cleaning and disinfecting of any surfaces that the ill worker has come into contact with will be performed.

If a resident has symptoms of COVID-19:

- ✓ At the first onset of any symptoms in a resident, staff will isolate the resident in their own bedroom and monitor their meals.
- ✓ Personal care will be done in their own room and a separate bathroom will be designated for their own personal use.
- ✓ Laundry will be kept separate.
- ✓ Eating tools will be separated and disinfected after each meal.
- ✓ HSCL Nurse will be called along with their family Doctor if suspicion of COVID-19 is present.
- ✓ Doctor will make the call for testing to be done.

#### **Step 4: Develop Communication Plans and Training:**

WeCONNECT will ensure everyone entering Mount Nelson Place, including workers from other employers, know how to keep themselves safe while at Mount Nelson Place.

- ✓ WeCONNECT has a training plan to ensure everyone is trained in workplace policies and procedures.
- ✓ All staff have received policies for staying home when sick.
- ✓ WeCONNECT has posted signage at Mount Nelson Place, including occupancy limits and effective hygiene practices.
- ✓ WeCONNECT has posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and staff with symptoms.

- ✓ Manager has been trained on monitoring staff and Mount Nelson Place residents to ensure policies and procedures are being followed.

**Step 5: Monitor your Workplace and update your plans as necessary:**

Things may continue to change at Mount Nelson Place. If new areas of concern arise or if it seems like something is not working, Manager will take steps to update WeCONNECT policies and procedures. Staff will be involved in this process.

- ✓ WeCONNECT has a plan in place to monitor risks. We make changes to our policies and procedures, as necessary.
- ✓ Staff know who to go to with health and safety concerns--Manager and Occupational Health and Safety Committee.
- ✓ When resolving safety issues, WeCONNECT will involve the Occupational Health and Safety Committee and the Manager.

**Step 6: Assess and address risks from resuming operations:**

- ✓ WeCONNECT has a training plan for new staff.
- ✓ Manager has reviewed the start-up requirements for vehicles that have been out of use.

Resources

Staff with questions or concerns about workplace exposure to the COVID-19 virus can call WorkSafeBC's Prevention Information Line toll-free at 1.888.621.SAFE

Resources are also available that can assist with maintaining and supporting mental well being.