



COVID-19 Safety Plan

W. 10th Adult Day Program

First Level of Protection- Elimination/ Environmental Considerations

1. Building

- Limiting number of persons on premises at one time: Total maximum capacity for location= 25
- Maximum 14 clients
- Maximum 11 staff
- Pods of 3-4 clients with assigned days and schedule w/ independent area for each pod
- Visual signage and floor markings to maintain physical distancing
- Occupancy limits posted in kitchen area, and staff room area
- No visitors allowed in the program area.
- All outside service providers must complete a COVID 19 assessment and wear PPE while in the building.

2. Washrooms

- One designated for staff, sanitized after each use
- One designated for each client pod, sanitized after each use
- Change room for peri-care, sanitized after each use
- Signage on walls: Washing hands and infection control measures

3. Kitchen

- Limited to staff use only, max. 2 staff at a time. Not for client uses at this time.
- Occupancy limits posted in kitchen area

4. Staff cloak room/ office

- One staff at a time in cloakroom
- Two staff in staff room area at a time
- Occupancy limits posted in staff room area
- Only 2 computers available for use with 6ft distance apart

5. Programming area

- All pod areas have independent worktables & supplies for each client with 6ft apart distances and visual signage

- Sunroom pod: 4 clients to 3 staff.
- Tiki Lounge pod: 3 clients to 2 staff
- Lunchroom pod: 3 clients to 2 staff
- Art room pod: 2 clients to 2 staff
- All program areas accommodate the 6ft distancing requirements
- Sanitizing high touch areas 4 times a day. See attached sign off sheet
- Deep cleaning on Wednesdays and regular cleaning done daily

Second Level of Protection: Personal & Operational Considerations

Clients

- Infection Control – COVID-19 Screening Assessment /
 - Telephone screening with caregivers before clients arrive
 - Staff to take temperature & a visual assessment upon arrival
- Client shoes sanitized
- Put belongings in assigned personal bucket
- Hand washing with support upon arrival/after using washroom/before lunch
- Wheelchairs sanitized upon arrival
- Assigned own chair. sanitized after use
- No hugs, no high fives
- Maintaining 6-foot distance between each other

Staff

- Complete screening as COVID-19 Screening assessment: Wash hands or sanitize; take temperature; sanitize shoes: at beginning and end of shift
- Optional: to use a work set of clothing and shift and then change into street clothing.
- Staff to wear masks, gloves & goggles within 6 feet of clients & in change room
- Staggered lunch breaks, separate eating location away from clients
- No hugs, no high fives
- Regular hand washing. Hand sanitizer provided to all staff when out in the community with clients.

Third Level of Protection: Administrative Measures

Clients

- Arrive and depart via handydart or in personal vehicles
- Programming will be limited to in-house, neighbourhood walks, local parks/use of public transport is prohibited.
- No sharing of activity tools, books, magazines, and equipment.
- Each client will have own basket for activity tools i.e., markers, coloring pens, scissors etc.

- Adhere to floor markings to keep distance with staff support
- Pod's remain consistent throughout each phase. Ensures contact tracking.

Staff

- 11 staff maximum per day
- 3 staggered shifts times for staff 8-4pm: 8:30-4:30: 9:00-5:00
- Consistent staff members
- Adhere to social distancing
- Staff to follow occupancy limits posted within the building.
- Staff to follow PPE protocols at all times.

June 2020: Updated July 23, 2020

SV

Site:

[illegible]



Day Program Hand Contact – Sanitizing Schedule

Updated: May 28th, 2020

Sanitizing 'high contact' Surfaces is a Pro-Active measure to reduce cross-contamination of Germs / Viruses.

Sanitizing Solution = 2 Tsp BLEACH to 500mls Water **Contact Time = 2 minutes** ... then wipe off with a CLEAN paper towel & discard
Hand Washing upon Entering / Leaving the Work Site & Before / After / Between Client Care is most effective to reduce cross contamination of Germs / Viruses.

PLEASE SANITIZE ALL HAND CONTACT SURFACES 4 X DAILY ... 8am, 11pm, 1pm, 4 pm

Month / Year	Mon			Tue			Wed			Thu			Fri			
Description	8 am	11 a m	1 p m	4 p m	8 am	11 a m	1 p m	4 p m	8 am	11 a m	1 p m	4 p m	8 am	11 a m	1 p m	4 p m
Door/Dresser Knobs																
Telephones																
Faucet Taps, toilet handle, fridge handles																
Cupboard& Dresser Handles																
Remote & Lift Controls																
Bed Railings & knobs																
Counter Tops																
Isogel dispensers																
Water coolers																
Table tops																
Feed pumps & equipment																
Documentation Books/ staff room area																
Wheelchair handles, brakes, armrests, driving knobs (upon arrival and when leaving)																
Laundry Baskets & handles																
Garbage cans & lids																

Please initial off after each Task has been completed.

VRS INFECTION CONTROL GUIDELINES FOR STARTING AND ENDING SHIFT

A. WHEN STARTING SHIFT:

- 1) Sanitize hands and put on gloves.
- 2) Take temperature (it is aimed between eyebrows on forehead)
- 3) Fill COVID-19 SCREENING ASSESSMENT FORM.
- 4) Sanitize cell phone, personal glasses (if applicable) and goggles with cavi wipes.
- 5) Spray sole of shoe with bleach solution, wait at least 10 seconds, then dry shoes on paper towel. Throw away paper towel.
- 6) Remove gloves.
- 7) Sanitize or wash hands.
- 8) Put on mask.
- 9) Change from street clothes to work clothes (optional)

B. WHEN ENDING OR GETTING OFF SHIFT:

- 1) Change work clothes to street clothes. (optional)
- 2) Wash or sanitize hands
- 3) Take off mask and discard at end of shift.
- 4) Sanitize cell phone, personal glasses (if applicable) and goggles with cavi wipes.
- 5) Wear glove to disinfect shoes (bleach and paper towel) then remove and discard glove.
- 6) Sanitize or wash hands
- 7) When you arrive home, take a shower and launder your work clothing.

If you choose to use only one pair of shoes for the work site, ensure your street shoes are kept in a plastic/ paper bag.

VRS INFECTION CONTROL GUIDELINES FOR CLIENTS UPON ENTERING DAY PROGRAM

- 1) If your individual is sick, we ask that you keep them home. If at any point in the day a client becomes sick, they will be sent home immediately. Clients will be asked to wear a mask, and day program staff will drive them home.
- 2) Between 9-10 am, day program staff will call your home and complete a COVID-19 screening assessment. Staff will be asking does your individual have a cough, sore throat, difficulty breathing, traveled outside of Canada within/ the last 14 days, or have any other symptoms.
- 3) Only one client will be allowed into the day program at a time. Staff will support clients with sanitizing hands and taking client temperatures.
- 4) Staff will sanitize all wheelchair handles, bars, brakes, and wheels. Staff will assist ambulatory clients with sanitizing shoes.
- 5) Clients will then go into pod assigned area and place personal items into bins provided. No clients will be using the cloakroom at this time.
- 6) Clients will be reminded and assisted in washing hands/ or sanitizing hands upon arrival, before and after meals, and upon leaving the washroom.

The BC CDC has developed a hierarchy of infection prevention and exposure control measures for communicable disease, which describe the measures that can be taken to reduce the transmission of COVID-19. By implementing a combination of measures at each level, the risk of COVID-19 is substantially reduced. We have implemented several measures for the day programs at each level and you will find those measures discussed below.

Public Health Measures (Orders from the Provincial Health officer, improved testing, and contact tracking)

- Unable to fully open with all-day program clients due to the prohibiting of mass gatherings
- Emphasizing the need for staff and clients to stay home if they are sick. If at any point a client becomes ill, they will be asked to wear a mask and be sent home immediately via day program staff.
- Health care providers/ staff with common-cold, influenza, or COVID 19 like symptoms should stay home, be assessed by a healthcare provider, and tested for COVID-19. Self-isolation is advised for those who are considered a close contact of confirmed case and are waiting to see if they develop symptoms.

Environmental Measures (Includes being outdoors, using visual cues for physical distancing, and more frequent cleaning and disinfecting)

- Encouraging programming to occur outdoors as much as possible. Increase in community walks and use of the garden area.
- No bus trips in the VRS vehicles, unless with one client to one staff. Vans are sanitized pre and post trips. No public transit outings at this time.
- Kitchen area for staff use only. 2 staff at a time only.
- Visual signage on floors and walls regarding physical distancing.
- Handwashing signage in washrooms.
- Frequently- touched surfaces will be sanitized 4 x a day.
- Clean and disinfect any surface that is visibly dirty.
- Day program closed on Wednesday to allow for deep cleaning and sanitization.
- Washrooms will be sanitized after each use.
- Clients will have lunch at their own tables and will be reminded to stay 6 ft apart from others at all times.

- Clients will be provided with individual program supplies. Sharing of program materials will not be prohibited.

Administrative Measures (Includes changes in scheduling and work practices, and decreased density of individuals)

- Maintaining a distance of 6 ft between two or more people.
- Reducing the number of people in the day program.
- Staggered staff lunch breaks away from client area. Two staff only at a time in the office area. One staff at a time in staff cloakroom.
- Staff will arrive one hour before the day program opening to complete sanitization routines.

Personal Measures (Includes staying home when sick, maintaining physical distance/ minimize physical contact and hand hygiene)

- Infection Control guidelines/ COVID screening for staff upon entry & exiting work.
- Infection Control guidelines/ COVID screening for clients upon entry & exiting day program. (See attached)
- Avoid close greetings such as handshakes, hugs, or high-fives.
- If a client is unable to maintain physical distances, they will be asked to stay home.
- Emphasizing the need for staff and clients to stay home if they are sick. If at any point a client becomes ill, they will be asked to wear a mask and be sent home immediately via day program staff.
- Clients and staff will be reminded and assisted in washing hands/ or sanitizing hands upon arrival, before and after meals, and upon leaving the washroom.

Personal Protective Equipment (Includes gloves, masks and goggles/glasses)

- Staff will be required to wear medical grade mask, gloves, and goggles/glasses when with the clients.

Morning Handydart process

- 1) Greet clients. If more than one arrives at a time, guide them to be seated on the chairs in the hallway and sanitize hands with hand sanitizer.
- 2) Sanitize wheelchair handles, brakes, wheels.
- 3) Direct client into cloakroom for COVID assessment

COVID Assessment station

- 1) Take clients temperature and document in binder.
- 2) Sanitize shoes.
- 3) Have client sanitize hands with sanitizer
- 4) Direct client to pod area.

Pm Handydart process

- 1) Each POD staff will sanitize client shoes and wheelchair handles, brakes, wheels.
- 2) Have client sanitize hands with sanitizer before getting on the handydart.

Freshening Routines

- There will be no fitted sheets on the beds.
- Use peach pads and client individual slings
- After each freshening wipe down mattress with CAVI wipes

Sanitization station

- All bleach supplies will be kept in the kitchen
- Bleach bottles should be kept in laundry room, kitchen area or in cupboard