



Pandemic Preparedness Addendum:

Specific Response Plan for COVID-19

March 23, 2020

This document will provide guidance to staff during a pandemic event. This plan will be specifically tailored to the defined pandemic event. This document is meant to accompany CSCL Pandemic Continuity Plan - HC017. This document contains information specific to this outbreak and may be revised as more information is available. In a pandemic outbreak, there will be defined stages and the responses will be specific to each stage.

Stage 1: Prevention

Stage 1 will focus on steps that can be taken to prevent the possible spread of the illness and will identify who will take the lead in each section.

1. Ensure that all programs increase their emergency preparedness supplies to a 2-week supply. As this is not a natural disaster, this would not include bottled water as we will have access to tap water. It will include cleaning supplies, particularly disinfectants, thermometers, waste containers with plastic liners and food on-site.
2. All gowns, gloves, mask hand sanitizer and extra cleaning products will be stored at the Main Administration office so the supplies can be distributed equally to all site. Leadership staff will monitor the quantities and endeavour to purchase more supplies if and when necessary.
3. Staff and individuals should avoid community activities especially where others congregate. Limit outings to open spaces such as parks and other nature type settings.
4. Practice physical distancing, ensuring 6 feet or two arm's lengths space from another person (where possible; given some of the individuals we support, this isn't always possible).
5. In the home, avoid congregating in one area.
6. Utilize resources that will allow you to avoid crowded waiting areas with potentially sick people, such as calling the local health unit or 8-1-1 prior to going to a doctor's office or the emergency room, except in the case of an immediate/urgent emergency.
7. Visitor's will not be permitted unless pre-approved by the site manager, CEO or designate.
8. Staff and all approved visitor's will be asked to use hand sanitizer when entering the home.

9. Increase cleaning regimens.
10. Residential programs will identify a staff, each shift, who would be responsible for ensuring cleaning and disinfecting is thoroughly completed at a minimum of twice per shift. This includes: tables, non-porous chair arms, counters, taps, doorknobs, railings, grab bars, handles on appliances, equipment, etc. They will report any barriers or challenges back to their supervisor and note any supplies that are running low and need replenishing.
11. Avoid shaking hands and giving high fives.
12. Staff will ensure they are engaging in good hand hygiene and respiratory hygiene and will support persons served to do the same.

This includes:

- Avoid touching your face.
 - Increase your personal space, whenever possible, to 6 feet.
 - Remind or help others to practice good hand hygiene.
 - Wash hands with soap and warm water for at least 20 seconds.
 - If soap and water are not available, use an alcohol hand sanitizer containing at least 60% alcohol.
 - Cover the mouth and nose during coughing or sneezing with a tissue or a flexed elbow and immediately dispose, wash hands immediately after with soap and water.
 - Masks should be used by sick people to prevent transmission to other people. A mask will help to keep a person's droplets in. It may be less effective to wear a mask in the community when a person is not sick themselves. Mask may give a person a false sense of security and are likely to increase the number of times a person will touch their face.
13. There will be no communal/shared food left out. At residential programs, designated staff will serve each plate while distance is maintained between persons served.
 14. Staff who have been out of country, or someone living in their household, will need to follow the recommendation of the BC Health Minister and stay away from work

for 14 days following their return to BC (whether they are symptomatic or asymptomatic) and must inform their manager.

15. Observe recommendations of recognized health officials, such as World Health Organization (WHO) or Health Canada (see links at the end and links on ShareVision)
16. Any staff that develop symptoms of COVID-19 and/or are tested for COVID-19 must inform their manager or On-call Manager immediately.
17. Staff who are presenting with symptoms should complete the self -assessment tool and contact 8-1-1 for advice and direction. Inform your manager or On-call Manager if the advice will impact the individual's you support or co-workers.
18. Staff who arrive to work and display symptoms consistent with COVID-19 will be sent home from work immediately.
19. In any case where an employee, or person served, tests positive for COVID-19, CSCL will inform all necessary people. This would include persons served, their families and employees working in that program.
20. CSCL Senior Leadership staff will monitor notices from Interior Health, BC Centre for Disease Control (BCDC) and the WHO on an ongoing basis and any changes to procedures will be relayed in a timely manner.
21. Senior Leadership will meet on a regular basis to provide support and guidance.
22. Weekly communication bulletins will be posted along with FAQ's or as required.
23. Programs will continue to implement all procedures outlined in Stage 1.

Stage 2: Preparation

Stage 2 will be implemented when the province or health authority declares a pandemic. Formation of a Pandemic Response Committee consisting of Senior Leadership, who will meet on a regular basis to provide support and guidance.

1. The main administration will close to the public, Leadership staff will work remotely, and conference calling will be implemented for meetings. If staff need to access the main administration office for supplies, they can phone ahead for an appointment.

2. The CEO, in conjunction with the Senior Leadership team, will ensure contingency plans are in place for all residential programs in the event of a person we support contracting COVID-19.

3. Contingency plans will outline things such as staffing levels, isolation procedures, movement of staff between homes and additional training that may be needed.

4. Visitors to residential programs will be assessed for symptoms prior to visiting in the home. COVID-19 information posters will post be posted on the front doors of programs. Visitors with symptoms will not be permitted to visit

5. CSCL recognizes that many staff may not be able to attend work due to illness and will create a pool of workers to call on, including those working in programs that have been closed, based on their qualifications and experience. Staffing levels may differ from typical levels.

Quarantine Procedures

Stage 3: Implementation

Stage 3 will be implemented when CSCL has been advised that of Individual living in a CSCL residential Home has contracted COVID-19.

- Individual's in CSCL residence who display new or worsening respiratory symptoms, should be immediately isolated from others in the home.
- Report the concerns to the manager or On-Call Manager immediately.
- The manager will contact Public Health, 8-1-1 or their family doctor immediately for advice on next steps.
- Individuals who contract COVID-19 will be either quarantined in their rooms or supported to be admitted to hospital, based on the medical advice.
- Persons served at high risk, (for example with trach's, compromised immune or respiratory systems or other risk factors) will be supported to access medical assistance as soon as possible.

- Staff who support persons served who need to be quarantined will be provided with, and trained on, the appropriate use of Personal Protection Equipment (PPE), including how to put on, remove and dispose of. Current WHO guidance for workers caring for suspected or confirmed COVID-19 acute respiratory disease patients recommends the use of contact and droplet precautions.
- Make sure that shared spaces in the home have good air flow, such as by an air conditioner or an opened window, weather permitting.
- The individual will not utilize other areas of the house.
- If possible, the individual will be provided with a surgical mask and asked to wear one.
- In terms of PPE, contact and droplet precautions include wearing disposable gloves to protect hands, and clean, non-sterile, long-sleeve gown to protect clothes from contamination, medical masks to protect nose and mouth, and eye protection (e.g., goggles, face shield), before entering the room where suspected or confirmed COVID-19 acute respiratory disease individuals are isolated.
- The “6 steps to Doff (take off) Personal Protective Equipment (PPE)” and the “5 steps to Don (put on) Personal Protective Equipment (PPE)” posters will be posted at the residence for all staff to reference.
- Upon leaving the infected individual’s bedroom, place used masks, gloves and other contaminated items in a lined container, secure the contents and dispose of them with other household waste.
- Do not walk through the home with contaminated PPE. A garbage disposal will be set up directly inside the bedroom door.
- The individual will be given all meals in their room while plastic utensil and disposable dishes will be used whenever possible.
- All non-disposable dishes will be placed in the dishwasher and the sanitation cycle used.
- Clean frequent touch services frequently.
- The laundry procedure for the individual’s laundry will be as follows:
 - Wash the ill person’s linens and clothing separately, in water that is 60-90 degrees Celsius, with regular laundry detergent.

- Wear appropriate PPE's while doing laundry and do not carry against your body.
 - Soiled linens must be carried in a leak proof container.
 - Solid excrement (feces, vomit) must be disposed of in toilet, do not place in washing machine.
- Use extreme care when doffing/removing PPE and always clean hands when finished.

Further information can be accessed in the following resources:

Websites

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html>

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/health-professionals/covid-19-affected-areas-list.html>