



## COVID 19 Safety Plan Instructions – Home Care/Community Care

### Our Process:

This COVID-19 Safety Plan, was developed in consultation with our [Joint Occupational Health and Safety Committee \(JOHSC\)](#).

SafeCare BC has developed a COVID-19 [Safety Inspection Tool](#) that was reviewed as a part of our COVID-19 Safety Plan.

In accordance with the [order of the Provincial Health Officer](#) dated May 14<sup>th</sup>, 2020 a copy of the completed COVID-19 Safety Plan must be posted on your website (if you have one) and also made readily available at the workplace for review by workers, contractors, volunteers, suppliers, visitors, and any other person who could be providing services at the workplace.

**This COVID-19 Safety Plan should be regularly reviewed and updated as work processes change or new orders from the Provincial Health Officer (PHO) or Medical Health Officer (MHO) are implemented.**

### COVID 19 Safety Plan

Company Name	Care At Home Services
Address	204-15288 54A Ave
Date of Creation	July 13, 2020
Date of Revision(s)	

**Orders from the Provincial Health Officer (PHO) or a Medical Health Officer (MHO) 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 **Care At Home Services** we have developed a COVID-19 Safety Plan (Safety Plan) mandated by the [Provincial Health Officer Order dated May 14<sup>th</sup>, 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 **Care At Home Services** workers, contractors, volunteers, clients and visitors.

This Safety Plan addresses current operating status of **Care At Home Services**, 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:



- ✓ Care At Home Services staff, including workers, supervisors, and managers

The following documentation was used to assist in developing **Care At Home Services** COVID-19 Safety Plan:

- ✓ [Information about COVID-19 \(BCCDC\)](#)
- ✓ [SafeCare BC's Home- Care Safety Inspection Tool](#)
- ✓ [SafeCare BC's Hierarchy of Control for Home and Community Care](#)
- ✓ [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 home care/community care.

This plan applies to all **Care At Home Services** workers, including management, supervisors, front-line workers, and volunteers.

## **Current Control Measures in place at Care At Home Services**

### **Workers (including Contractors & Volunteers)**

- ✓ 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 come to work.
- ✓ Procedures are in place for workers to follow should they develop symptoms consistent with COVID-19 while at work or after their shift.
- ✓ All workers are [self screening](#) 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 Care At Home Services Working Alone Policy.
- ✓ Workers have received training and strategies to address the risk of violence that may arise and follow Care At Home Services violence prevention program.
- ✓ Workers are aware of how to report hazards in the workplace.
- ✓ 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.

### **Clients**

- ✓ Virtual visitation is strongly encouraged and is supported where in-person visitation is not possible.
- ✓ Family members or others in the home at the time of the client visit are screened for signs and symptoms of illness and are asked to maintain a 2-meter distance throughout the visit.
- ✓ If a client cannot be effectively screened (e.g. dementia) the worker will use a [Point-of-Care Risk Assessment](#) to determine their level of risk and PPE required to provide care.
- ✓ Procedures are in place if a client is positive for symptoms of COVID-19 as a result of the screening.



### Hand Hygiene

- ✓ Alcohol based hand rub (ABHR) with at least 70% alcohol content is available in portable sizes that can easily be transported by the worker to home visits.
- ✓ 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.
- ✓ Clients should perform hand hygiene at the start of the visit and are encouraged to perform hand hygiene as needed throughout the visit.
- ✓ Supplies such as disinfecting wipes, tissues and waste receptacles are available as required at point-of-use.

### For workers in an office environment

- ✓ Sinks are well stocked with plain soap and paper towels for hand washing.
- ✓ Signs are posted to promote and guide proper hand washing by workers and visitors.
- ✓ Supplies such as disinfecting wipes, tissues and waste receptacles are available as required at point-of-use.

### Respiratory Hygiene

- ✓ 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.

### Workplace Arrangements

- ✓ 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 whenever possible.
- ✓ 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.

### For workers in an office environment

- ✓ Signs are posted to promote and encourage safe physical distancing by workers and visitors.
- ✓ Work areas including the following (as applicable) have been assessed for occupancy limits and arranged (where feasible) to maintain physical distancing.

<p><input type="checkbox"/> <b>Organization entrance/ Lobby</b></p> <p>-Consider spacing seating arrangements or removing seating.</p> <p>-Barriers around reception desk if physical distancing can not be maintained.</p>	<p><input type="checkbox"/> <b>Worker shared spaces</b></p> <p>Consider arrangement of furniture, staggered breaks.</p> <p>4 person max capacity</p>	<p><input type="checkbox"/> <b>Administrative areas</b></p> <p>Consider arrangement of workstations/furniture</p>
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<input type="checkbox"/> <b>Elevators</b> 1 person	<input type="checkbox"/> <b>Staff Washrooms</b> 4 person max capacity	<input type="checkbox"/> <b>Lunchroom/break room</b> Consider arrangement of furniture, staggered breaks. 3 person max capacity
<input type="checkbox"/> <b>Hallways/Corridors</b> Directional signage	<input type="checkbox"/> <b>Board Room</b> Consider arrangement of furniture. 6 person max capacity	<input type="checkbox"/> <b>Training Rooms</b> Consider arrangement of furniture. 6 person max capacity

**Additional Information/Measures Implemented:**

All new hire interviews will be conducted by phone and paperwork submitted on line or at a drop off location limiting the amount of people coming in and out of our offices.

**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. Video link was sent via email to staff.
- ✓ During the COVID-19 pandemic, all workers providing personal care should wear a surgical/procedure mask, eye protection and gloves when visiting clients who are asymptomatic.
- ✓ Workers always follow droplet and contact precautions when providing care to clients who are symptomatic or pending/confirmed COVID-19 positive.
- ✓ Clients who are symptomatic or pending/confirmed COVID-19 positive and can tolerate wearing a mask are encouraged to wear one for the duration of their care visit.

**Cleaning and Disinfection**

- ✓ Cleaning products and disinfectants used at Care At Home Services are [effective against COVID-19](#).
- ✓ Workers responsible for cleaning resident care equipment have been informed and are trained in and aware of their duties.
- ✓ Equipment and supplies are dedicated to a single client where possible. If this is not possible, all reusable equipment that is shared between clients must be cleaned and disinfected after use with each client.
- ✓ Workers have access to approved cleaning/disinfection wipes that can be easily carried to home environments.

**For workers in an office environment**

- ✓ All shared equipment (phones, tablets, computers, printers etc.) are cleaned and disinfected regularly.



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## **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 on our Care At Home Services website and Workplace Health and Safety Board.

Care At Home Services 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.