

Prince George New Hope Society COVID-19 Safety Plan



Worksite Location: 1046 4th Ave, Prince George, BC
Updated July 9, 2020

1. Background

COVID-19, an illness caused by a newly identified type of coronavirus, can cause a respiratory infection and lead to health problems. It's usually mild and most people recover quickly if they have it, but it can be very serious for people with stressed immune systems or underlying conditions or older adults, so it's important to stay informed.

The most important thing is to be prepared and knowing what to do will help you. Even if we don't see a widespread COVID-19 outbreak in our area, the hand-washing and other prevention actions described here are good practices for fighting off bugs like the cold or the flu.

The purpose of this plan is to provide clear communication and instructions to all staff, with the understanding that this document is a living document and future edits will be made by the Executive Director and/or members of the Board of Directors. Any changes will be posted at the worksite.

2. When not to come to work:

- The single staff person at New Hope will self-assess daily for potential COVID symptoms, prior to arrival at work using the COVID-19 Self-Assessment Tool Link: <https://bc.thrive.health/>
- If symptoms develop while at work, the staff person will leave the worksite immediately.
- If the staff member has travelled internationally, they must remain away from the workplace for 14 days.
- If anyone living in the same household as the staff member has a confirmed COVID-19 case, or who is self-isolating, the staff member must remain away from the workplace for 14 days.

3. If staff person must remain home from work:

- The New Hope drop-in centre will remain closed until the staff person is able to return to work. Clients will be alerted by signage posted at the front door.

4. Protocols implemented at the worksite:

Hand hygiene (Appendix B):

Wash hands as you enter and leave worksite. Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before preparing food, eating; and after blowing your nose, coughing, or sneezing.

If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty. Hand sanitizer is in limited supply, and we are relentlessly pursuing our current and provincial supply chains to ensure access to hand sanitizer for staff and clients on an ongoing basis.

Respiratory Etiquette: cough or sneeze into a tissue or elbow.

Personal Protective Equipment (PPE) (Appendix D)

- Staff must know how to use PPE in the following situations:
Disinfecting/Cleaning; First Aid; Naloxone.

Physical Distancing (Appendix C)

Ensure Physical Distancing (2 meters) while in your worksite, this includes office, kitchen, any open spaces (indoor/outdoor) and adjusting your worksite as needed (i.e.: removing chairs, couches, minimizing staff/clients/volunteers, posting signage to promote social distancing).

- **Occupancy Limits:** Occupancy limits must be adhered to and are posted on doors.
- **Office Etiquette:** Please ensure that you are designating a pen for your own use and disinfecting common use items after your use (Phones, computer, photocopier, stapler, etc.)

Prescreening of clients/visitors

- Pre-screening must be done prior to entering premise (Appendix A)

Prevention for clients/visitors

- All staff/clients/visitors/volunteers **MUST WASH HANDS** or use **HAND SANITIZER** as they enter the worksite.

5. Disinfecting/cleaning

Routine disinfecting and sanitizing of worksite must occur on an enhanced cleaning schedule and as required. Cleaning and disinfecting will be performed

by the staff person, using either disinfecting wipes (i.e. Lysol) or a diluted bleach solution.

- **Site Disinfection:** Ongoing as needed but at a minimum, in the prior to opening and prior to closing, including all high-impact surfaces (table and chairs, doorknobs, telephones, etc.)
- **Kitchens/faucets** must be disinfected on an ongoing basis, and at least twice per day.
- **Bathrooms:** bathrooms are closed to clients and visitors, and will only be used by staff and volunteers. Bathrooms will be disinfected on an ongoing basis as needed, and at least twice per day.

6. Service Delivery

The drop-in services provided by New Hope are deemed essential services, providing essential food access and distributing harm reduction supplies.

- Other services have been temporarily paused.
- Some in-person meetings will occur in an outdoor environment, with maximum participation of 5 people to allow for physical distancing of 2 metres.
- Board meetings will be held over online platforms.

7. Food

- All staff involved in food preparation must maintain highest standards of food safety.
- All food will be pre-packaged prior to distribution to clients.

8. Pre-Screening Clients

Prior to entry to the drop-in centre, staff will enquire about current symptoms. If clients are experiencing cold or flu symptoms, they will be asked to abstain from entering the drop-in centre. “To-go” lunches and harm reduction materials will be provided at the door.

If a client gets ill/ reports being ill while accessing the drop-in centre or an outdoor program:

- Request that the client wears a mask and maintains physical distance from staff and other clients
- Staff must wear full PPE (surgical mask, gloves)
- Connect with their regular health practitioner or 1-844-645-7811 Northern Health COVID-19 Line for further instruction.

- Monitor client, and seek emergency services if deemed necessary for their health.

9. First Aid

- Physical distancing is mandatory.
- Staff are not regularly expected to provide First Aid to clients, however if this need should arise, we ask that First Aiders do not break physical distancing to administer first aid.
- If need be, staff will provide someone with the supplies to self-administer first aid and to walk them through the process verbally while at the same time physical distancing.
- For more serious injuries or illness, staff will call 911.

10. Responding to an opioid overdose

Naloxone/Narcan is indicated for the reversal of opioid overdose induced by natural or synthetic opioids in the setting of respiratory depression or unresponsiveness. Operators of licensed community care facilities that provide care to persons who are at risk of an opioid drug overdose must obtain and maintain a supply of Naloxone for emergency use in the event that a person in care suffers from a drug overdose.

All staff have completed required training in the administration of Naloxone. PGNHS is a designated Naloxone distribution site, and is able to provide Naloxone kits and training to any clients. In the event of an opioid overdose in the context of the COVID-19 pandemic, staff will comply with recommendations from the BC Centre for Disease control: <http://www.bccdc.ca/Health-Info-Site/Documents/COVID19-harm-reduction.pdf>

11. Additional Information Links


- Health Link BC: <https://www.healthlinkbc.ca>
- BC Centre for Disease Control: <http://covid-19.bccdc.ca>
- Government of BC: <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support>
- Northern Health: https://www.northernhealth.ca/sites/northern_health/files/health-information/health-topics/coronavirus/documents/covid-19-staff-community-vulnerabilities.pdf

- Canadian Mental Health Association Stay Well in Uncertain Times:
<https://cmha.bc.ca/covid-19-stay-well-in-uncertain-times/>

APPENDIX A. Signage for facility entrance




APPENDIX B. Hand hygiene signage posted at door



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Hand Hygiene


SOAP OR ALCOHOL-BASED HAND RUB: Which is best?


Either will clean your hands: use soap and water if hands are visibly soiled.





Remove hand and wrist jewellery


HOW TO HAND WASH


- 

Wet hands with warm (not hot or cold) running water
- 

Apply liquid or foam soap
- 


Lather soap covering all surfaces of hands for 20-30 seconds
- 


Rinse thoroughly under running water
- 


Pat hands dry thoroughly with paper towel
- 

Use paper towel to turn off the tap


HOW TO USE HAND RUB

- 


Ensure hands are visibly clean (if soiled, follow hand washing steps)
- 

Apply about a loonie-sized amount to your hands
- 

Rub all surfaces of your hand and wrist until completely dry (15-20 seconds)




Ministry of Health

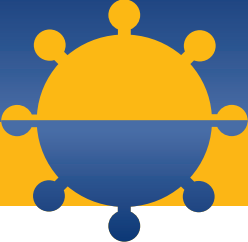


BC Centre for Disease Control

If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.




APPENDIX C. Social distancing signage posted at drop-in centre




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REDUCE THE SPREAD OF COVID-19




PHYSICAL DISTANCING IN PROGRESS

**Maintain a distance of at least
2 arms lengths from others.**




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BC Centre for Disease Control

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APPENDIX D. Personal Protective Equipment (PPE)



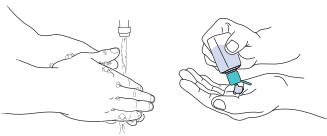
Coronavirus COVID-19

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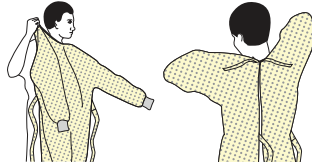
The 5 steps to Don (put on) Personal protective equipment (PPE)

1 Hand hygiene




Clean all surfaces of hands and wrists

2 Gown




Cover torso and wrap around back, fasten in back of neck and waist

3 Surgical/procedure mask



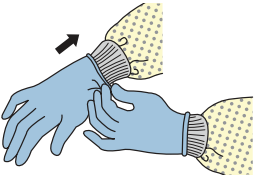
Secure ties at middle of head and neck, fit nose band to your nose and pull bottom down to completely cover chin

4 Eye protection




Place goggles or face shield over face and eyes and adjust to fit


5 Gloves



Extend to cover wrist of gown




Ministry of Health



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9 Steps to Doff (Take Off) Personal Protective Equipment (PPE) For Droplet and Contact Precautions

1 Gloves



The outside of gloves are contaminated. Grasp palm area of one gloved hand and peel off first glove. Slide fingers of hand under other glove at wrist and peel off. Discard in regular waste bin.

2 Perform Hand Hygiene



Clean all surfaces of hands and wrists.

3 Gown



Unfasten ties, pull gown away from neck and shoulders, touching ONLY the inside of the gown. Turn gown inside out and roll into a bundle. Place in soiled laundry hamper (if reusable) or in regular waste bin (if disposable).

4 Perform Hand Hygiene



Clean all surfaces of hands and wrists.



If you are NOT 2 meters away from the patient, exit room now, perform hand hygiene, and finish the remaining steps.

5 Goggles or Face Shield



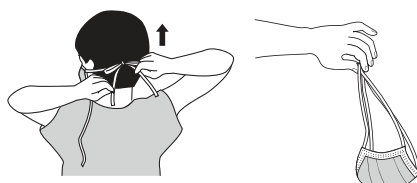
Do NOT touch the front of the eye wear. Place in receptacle for reprocessing (if reusable) or in regular waste bin (if disposable).

6 Perform Hand Hygiene



Clean all surfaces of hands and wrists.

7 Surgical or Procedure Mask



Grasp ties or elastics at back and remove WITHOUT touching the front. Place in receptacle for reprocessing or in regular waste bin.

8 Perform Hand Hygiene



Clean all surfaces of hands and wrists.

9 Exit Room



Exit room and perform hand hygiene.



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