

COVID 19 Safety Plan

Company Name	GOLD HEART HOME CARE SERVICES INC (GHS)
Address	116-5373 Peach rd, Chilliwack BC
Date of Creation	Jan 18th
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 GHS, we have developed a COVID-19 Safety Plan (Safety Plan) mandated by the Provincial Health Officer Order dated May 14th, 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 GHS workers, contractors, volunteers, clients and visitors.

This Safety Plan addresses current operating status of GHS. 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:

- ✓ GHS staff, including workers, supervisors, and managers
- ✓ Joint Occupational Health and Safety Committee (JOHSC)

The following documentation was used to assist in developing GHS COVID-19 Safety Plan:

- ✓ Information about COVID-19 (BCCDC)
- ✓ GHS Exposure Control Plan (**updated to reflect COVID-19**)
- ✓ SafeCare BC's Home- Care Safety Inspection Tool
- ✓ British Columbia Center for Disease Control
- ✓ COVID-19 Infection Prevention and Control: Guidance for Home and Community Health-Care (BCCDC)
- ✓ 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 GHS workers, including management, supervisors, front-line workers, and volunteers.

Current Control Measures in place at Gold Heart Home Care 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 [actively screened or [self screen](#)] for signs and symptoms of illness, including COVID-19 prior to every shift. Screening results are documented.
- ✓ Workers are aware of how to report hazards in the workplace.
- ✓ Workers have received refresher training on infection control practices.
- ✓ 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

- ✓ All clients are actively screened for signs and symptoms of illness, including COVID-19 prior to every visit. In-person screening is done at a 2-meter distance using appropriate Personal Protective Equipment (PPE).
- ✓ 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.
- ✓ Procedures are in place if a client is positive for symptoms of COVID-19 as a result of the screening.
- ✓ If providing care to clients who are symptomatic or pending/confirmed COVID-19 positive, the worker is to follow contact and droplet precautions. Workers are aware of and trained in those procedures.

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.

For workers in an office environment

- ✓ ABHR is available at entry and exit points.
- ✓ Sinks are well stocked with plain soap and paper towels for hand washing.
- ✓ 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

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.
- ✓ GHS has trained, tested, and monitored staff compliance to ensure vigilant donning, wearing, and doffing of PPE.
- ✓ During the COVID-19 pandemic, all workers should wear a surgical/procedure mask 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 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 GHS 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.
- ✓ Workers using a vehicle for work routinely clean and disinfect high touch point areas such as seatbelt, steering wheel, head rest, door handles, and hand holds.

For workers in an office environment

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



GOLD HEART HOME CARE SERVICES INC

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 to the worker intranet

GHS 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.

In accordance with the order of the Provincial Health Officer dated May 14th, 2020 a copy of GHS COVID-19 Safety Plan has been posted at GHS home office, Milestone Retreat, and GHS Website