

## COVID-19 HEALTH AND SAFETY PROCEDURES AND PROTOCOLS

### Maintaining Personal Safety:

Staff should follow the advice of public health agencies to stay healthy and prevent the spread of COVID-19 including social distancing (a distance of 2 metres or six feet away from others), good hygiene (handwashing for at least 20 seconds), adhering to universal precautions, and frequent cleaning and disinfection. For more information about how to keep you safe, see the links at the end of this document.

If you are experiencing symptoms of the COVID-19 virus, you should take immediate steps to self-isolate, seek medical advice (family physician, calling 811, etc.), and contact your Supervisor. Please do not enter your workplace or anyone else's home if you suspect you have been exposed to the virus.

If someone you work with or support has flu-like symptoms that include a fever, cough and difficulty breathing, inform your Supervisor or Director of your concerns immediately.

### On-site Visits in People's Homes

Your Department Director will approve all in-person community visits. You will use the attached Kinsight COVID -19 screening questionnaire with people verbally before visiting to determine if you are safely able to do so. Note the results in your visit notes and/or follow up with an email to confirm the responses.

If the person answers yes to any of the questions on the form, do not proceed with the visit. You can offer to help them access the BC COVID-19 Symptom Self-Assessment Tool <https://bc.thrive.health/COVID19> and to connect with a health care provider for advice.

If you are unable to enter the home safely, call your Supervisor to discuss alternate ways to serve the person/family, utilizing technology or checking in with phone calls.

If it is safe to proceed with the site visit, please wash your hands immediately after you enter the home.

### Procedures for Supporting in a Staffed Residential Home

#### Entering the home:

We are asking all staff to follow the protocols for entering staff homes, which requires you to:

- Knock and wait for staff to answer the door and let you in
- Wash your hands for a minimum of 20 seconds following instructions posted

The staff person who answers the door will remain behind to disinfect the doorknob inside and out.

### Use of Personal Protective Equipment:

If you work in a staffed residential home, or if you are supporting somebody in the community, and no one is exhibiting symptoms of the COVID-19 virus, there is no need to wear masks and gloves throughout your shift. The Centre for Disease Control notes that you do not need to wear a face mask unless you are caring for

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someone who is sick and unable to wear a face mask. Staff must follow the cleaning and disinfection protocols at each location.

Gloves should be worn while supporting someone during personal care, and when making contact with bodily fluids or materials contaminated with bodily fluids. Gloves should be changed after every use, and hands thoroughly washed. Please ensure you put on and remove your gloves using appropriate protocols.

If you see that a location is low on pandemic-related supplies, please speak to your supervisor who will relay your requests to the Kinsight team that is sourcing and delivering our supplies.

## Visitors and Maintaining Social Connections:

No external visitors are permitted in any staffed homes at this time. We are currently consulting with individuals and families about where and how to best meet their support needs during this challenging time. Please make phone calls or arrange video chats to help keep families and friends connected.

## Going Out into the Community:

The Provincial Health Officer advises that people who can stay home should do so. However, if it is possible to provide limited supports outside, a walk around the neighbourhood or a bike ride are good ways to refresh. Remember to maintain social distancing from others in the community, and support the person you are with to also follow this practice.

## Resources and Contacts:

There are a number of pandemic related resources available, including:

- BC COVID-19 Symptom Self-Assessment Tool: <https://bc.thrive.health/COVID19>
- Public Health Agency of Canada: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html>
- PHAC's Know the Difference, Self-Monitoring and Isolation poster: <https://www.canada.ca/content/dam/phac-aspc/documents/services/publications/diseases-conditions/know-difference-self-monitoring-isolation-COVID-19/know-difference-self-monitoring-isolation-COVID-19-eng.pdf>
- Fraser Health Website: <https://www.fraserhealth.ca/health-topics-a-to-z/coronavirus#.Xmq9Q25FxPa>
- CDC: when and how to wash your hands: <https://www.cdc.gov/handwashing/when-how-handwashing.html>
- CDC: [http://www.bccdc.ca/health-professionals/clinical-resources/novel-coronavirus-\(COVID-19\)](http://www.bccdc.ca/health-professionals/clinical-resources/novel-coronavirus-(COVID-19))
- Cough etiquette: <https://www.youtube.com/watch?v=J2jbEetZ8G4>

If you have specific questions about the measures we are taking to address COVID-19 and what that means for you, please contact:

- Gareth Williams, Family and Child Services at [gwilliams@kinsight.org](mailto:gwilliams@kinsight.org) 604-306-7172
- Tess Huntly, Adult Services at [thuntly@kinsight.org](mailto:thuntly@kinsight.org) 604-374-5168
- Andrea Mohr, Human Resources and Administration at [amohr@kinsight.org](mailto:amohr@kinsight.org) 604-790-9683