



SERVICES & SUPPORTS POLICIES & PROCEDURES MANUAL
POLICY AND PROCEDURE

SECTION:	INFECTION CONTROL	NUMBER:	IC-70
ISSUED BY:	<i>Executive Director</i>	PAGE:	Page 1 of 9
		DATE OF ISSUE:	March 20, 2020
POLICY REVISION:		PROCEDURE REVISION:	

COVID-19 PROTECTION PROGRAM

POLICY

Brantwood will develop, train and administer a COVID-19 Protection Program based on the 2019 novel coronavirus (2019-nCov) to ensure that every reasonable precaution is taken to protect the health and safety of all employees in the workplace.

PROCEDURE

The 2019 novel coronavirus (2019-nCov) is a respiratory infection that originated in Wuhan, China.¹ Coronaviruses are a large family of viruses. They can cause diseases ranging from the common cold to more severe cases such as Severe Acute Respiratory Syndrome (SARS).² The first presumptive case of this virus in Ontario was identified on January 25, 2020 and has evidence of limited human-to-human transmission.¹

Coronaviruses are spread mainly from person to person through close contact, for example, in a household, workplace or health care centre.

Some human coronaviruses spread easily between people, while others do not.

Your risk of severe disease may be higher if you have a weakened immune system. This may be the case for:

- older people (60+)
- people with chronic disease (for example, diabetes, cancer, heart, renal or chronic lung disease)¹

OCCUPATIONAL HEALTH & SAFETY POLICIES & PROCEDURES

SECTION:	INFECTION CONTROL	NUMBER:	IC-70	PAGE:	Page 2 of 9
----------	-------------------	---------	-------	-------	-------------

The Ministry of Health and Long Term Care updated the definitions regarding COVID-19 on March 13, 2020 as follows¹:

Probable Case:

A person with fever (over 38 degrees Celsius) and/or onset of (or exacerbation of chronic) cough AND any of the following within 14 days prior to onset of illness:

- Travel to an impacted area **or**
- Close contact with a confirmed or probable case of COVID-19 **or**
- Close contact with a person with acute respiratory illness who has been to an impacted area

AND

- In who laboratory diagnosis of COVID-19 is not available, recommended, inconclusive, or negative (if specimen quality or timing is suspect)

Presumptive Confirmed Case:

- Based on the evolving situation with COVID-19 there is no longer a Presumptive Confirmed Case definition for surveillance purposes

Confirmed Case

- A person with laboratory confirmation of COVID-19 infection using a validated assay, consisting of positive real-time PCR on two genomic targets, or a single positive target AND additional detection with nucleic acid sequencing. Laboratory confirmation is performed at reference laboratories or non-reference laboratories.

SYMPTOMS AND TREATMENT

Symptoms range from mild – like the flu and other common respiratory infections – to severe. The most common symptoms include¹:

- fever
- cough
- difficulty breathing
- muscle aches
- fatigue
- headache
- sore throat
- runny nose
- diarrhea

OCCUPATIONAL HEALTH & SAFETY POLICIES & PROCEDURES

SECTION:	INFECTION CONTROL	NUMBER:	IC-70	PAGE:	Page 3 of 9
----------	-------------------	---------	-------	-------	-------------

Complications from the 2019 novel coronavirus can include serious conditions, like pneumonia or kidney failure, and in some cases, death.

There are no specific treatments for coronaviruses, and there is no vaccine that protects against coronaviruses. Most people with common human coronavirus illnesses will recover on their own.

HOW IS COVID-19 SPREAD

Based on the available evidence, the **COVID-19 virus is transmitted** between people through **close contact and droplets, not by airborne transmission**⁴.

Clinical Triage: Passive and Active Assessment

Staff are now required to undergo **Passive Screening PRIOR to reporting for work** using the online self-assessment tool on the Ministry of Health Ontario website and **Active Screening** before entering any Brantwood property.

1. Passive Screening

All Brantwood employees must complete the Self-Assessment, Passive Screening tool, prior to reporting for work. Click on the link below, copy or enter into your web browser:

https://www.ontario.ca/page/2019-novel-coronavirus?_ga=2.266483213.2039643078.1584388134-609808029.1584018206

Staff with symptoms of an **acute respiratory infection must NOT come to work** and must report their symptoms to the Brant County Health Unit and Telehealth as directed by the assessment.

2. Active Screening When Reporting at the Location of Work

Note – only those passing the Self-Assessment prior to work are permitted to arrive at the location of work.

Upon arrival, all Staff must **FIRST COMPLETE** and **PASS** the **Active Screening** questionnaire before entering the location. A container with copies of the questionnaire will be stored in each location's mailbox. If unable to locate, call the location directly or the On-Call Supervisor. Refer to [IC70 Group Home Employee Screening: Active Questionnaire Form](#) [IC70 Main Building Screening: Active Questionnaire Form](#) [IC70 COVID-19 STOP Sign](#)

Staff are **NOT PERMITTED** to enter location unless they have **PASSED** the Active Screening Questionnaire.

OCCUPATIONAL HEALTH & SAFETY POLICIES & PROCEDURES

SECTION:	INFECTION CONTROL	NUMBER:	IC-70	PAGE:	Page 4 of 9
----------	-------------------	---------	-------	-------	-------------

- **Staff Screening – answered NO to all questions.** Enter the location and post a copy of the questionnaire on the location board and/or file folder. Brantwood must retain records that track employee results of the questionnaire
- **Staff Screening – answered YES to any of the questions or refused to answer. DO NOT ENTER the location.** Contact the Supervisor On Call, return home and contact the Brant County Health Unit or Telehealth Ontario for further directions. Provide update to Human Resources regarding the direction provided.

RESPIRATORY HYGIENE AND SPATIAL SEPARATION: PREVENTATIVE MEASURES

Preventive and mitigation measures are key in healthcare settings including the most effective preventive measures⁴:

- performing hand hygiene frequently with soap and water or alcohol-based hand rub if your hands are not visibly dirty;
- avoiding touching your eyes, nose and mouth;
- practicing respiratory hygiene by coughing or sneezing into a bent elbow or tissue and then immediately disposing of the tissue and perform hand hygiene;
- wearing a medical mask if you have respiratory symptoms and;
- performing hand hygiene after disposing of the mask;
- maintaining social distance (a minimum of 2 m) from individuals with respiratory symptoms.

PERSONAL PROTECTIVE EQUIPMENT

This program applies to all employees who may require droplet protection for infection control purposes during normal work operations and during non-routine or emergency situations involving a person supported who is a Presumptive or Positive COVID-19 case (refer to definitions).

The PPE selected will be used as personal protection as part of an overall infection control plan which incorporates engineering and work practice controls. Brantwood will follow the most current Ministry of Health and Long-term Care, Brant County Health Unit and World Health Organization guidelines on appropriate infection control practices.

OCCUPATIONAL HEALTH & SAFETY POLICIES & PROCEDURES

SECTION:	INFECTION CONTROL	NUMBER:	IC-70	PAGE:	Page 5 of 9
----------	-------------------	---------	-------	-------	-------------

The program will be adjusted and employees will be kept informed as changes occur.

Table 1. Recommended type of personal protective equipment (PPE) to be used in the context of COVID-19 disease, according to the setting, personnel and type of activity^a

Setting	Target personnel or patients	Activity	Type of PPE or procedure
Healthcare facilities			
Inpatient facilities			
Patient room	Healthcare workers	Providing direct care to COVID-19 patients.	Medical mask Gown Gloves Eye protection (goggles or face shield).
		Aerosol-generating procedures performed on COVID-19 patients.	Respirator N95 or FFP2 standard, or equivalent. Gown Gloves Eye protection Apron
	Cleaners	Entering the room of COVID-19 patients.	Medical mask Gown Heavy duty gloves Eye protection (if risk of splash from organic material or chemicals). Boots or closed work shoes
	Visitors ^b	Entering the room of a COVID-19 patient	Medical mask Gown Gloves
Other areas of patient transit (e.g., wards, corridors).	All staff, including healthcare workers.	Any activity that does not involve contact with COVID-19 patients.	No PPE required
Administrative areas	All staff, including healthcare workers.	Administrative tasks that do not involve contact with COVID-19 patients.	No PPE required

OCCUPATIONAL HEALTH & SAFETY POLICIES & PROCEDURES

SECTION:	INFECTION CONTROL	NUMBER:	IC-70	PAGE:	Page 6 of 9
----------	-------------------	---------	-------	-------	-------------

Community			
Home	Patients with respiratory symptoms.	Any	Maintain spatial distance of at least 1 m. Provide medical mask if tolerated, except when sleeping.
	Caregiver	Entering the patient's room, but not providing direct care or assistance.	Medical mask
	Caregiver	Providing direct care or when handling stool, urine or waste from COVID-19 patient being cared for at home.	Gloves Medical mask Apron (if risk of splash)
	Healthcare workers	Providing direct care or assistance to a COVID-19 patient at home	Medical mask Gown Gloves Eye protection
Public areas (e.g., schools, shopping malls, train stations).	Individuals without respiratory symptoms	Any	No PPE required

World Health Organization, **Rational use of personal protective equipment for coronavirus disease 2019 (COVID-19)**, February 27, 2020

CLEANING AND DISINFECTING

- A disposable surgical/procedure mask, gown and gloves are single use medical items and cannot be cleaned or disinfected.
- All PPE will be removed and disposed of in a receptacle prior to or upon exiting a person's room and hand hygiene performed immediately.
- Clinical Services Manager will develop and train staff on COVID-19 infection control procedures based on work location

EMPLOYEE CONTRACTS COVID-19 AT WORK

Under the Occupational Health and Safety Act, occupational illness is defined as a condition that results from exposure in a workplace to a physical, chemical or biological agent to the extent that the normal physiological mechanisms are affected and the health of the worker is impaired. An employee contracting COVID-19 **from the workplace** must immediately notify Human Resources following a positive test result and communication with the Brant County Health Unit.

OCCUPATIONAL HEALTH & SAFETY POLICIES & PROCEDURES

SECTION:	INFECTION CONTROL	NUMBER:	IC-70	PAGE:	Page 7 of 9
----------	-------------------	---------	-------	-------	-------------

Human Resources will notify the following parties in writing within four (4) days of receiving notice:

- Ministry of Labour, Director
- WSIB
- Union

Program Administration

The Clinical Services Manager will be responsible for the administration of the COVID-19 Protection Program, in consultation with the Emergency Preparedness Team and the Joint Health and Safety Committee.

Roles and Responsibilities

Clinical Services Manager

The Clinical Services Manager is responsible for administering the COVID-19 Protection Program including:

- Identify work areas, processes, or tasks that require PPE as it pertains to COVID-19.
- Monitor World Health Organization, Ministry of Health and Long-term Care and the Brant County Health Unit's infection control standards for changes and revise policy as needed.
- Monitor PPE use to ensure adherence with this program, training received, and manufacturer's instructions.
- Evaluate any feedback information or surveys.
- Arrange for and/or conduct training
- Ensure proper storage and maintenance of PPE.
- Conducting a periodic evaluation of the program and revising as needed

Supervisor Responsibility

Supervisors are responsible for ensuring that the COVID-19 Protection Program is implemented in their sites. In addition to being knowledgeable about the program requirements for their own protection, supervisors must also ensure that the program is understood and followed by the employees under their supervision

Duties of the Supervisor include:

- Knowing the hazards in the area in which they work.
- Knowing types of PPE that need to be used.

OCCUPATIONAL HEALTH & SAFETY POLICIES & PROCEDURES

SECTION:	INFECTION CONTROL	NUMBER:	IC-70	PAGE:	Page 8 of 9
----------	-------------------	---------	-------	-------	-------------

- Ensuring the program and worksite procedures are followed.
- Ensuring employees use PPE, as required.
- Notifying Clinical Services Manager of any problems with PPE use or changes in work processes that would impact program.
- Ensuring proper storage and maintenance of PPE at their site.

Employee Responsibilities

- Participate in all training (as required)
- Wear PPE as trained and required
- Maintain equipment
- Inspect PPE and perform all infection control processes as trained
- Report concerns immediately

Training/education of employees shall include:

- Review written COVID-19 Protection Program
- Review of donning/doffing procedures specific to COVID-19

Evaluating/Updating Program

The Clinical Services Manager will complete an ongoing evaluation during a COVID outbreak/pandemic of the COVID-19 Protection Program and at minimum, annual thereafter.

- Evaluate any feedback information or surveys.
- Review any new hazards or changes in World Health Organization, Ministry of Health and Long-term Care, and Brant County Health Unit's recommendations that would affect the COVID-19 Protection Program.
- Make recommendations and implement any changes needed in the COVID-19 Protection Program

Attachments:

- [IC70 Group Home Employee Screening: Active Questionnaire Form](#)
- [IC70 Main Building Screening: Active Questionnaire Form](#)
- [IC70 COVID-19 STOP Sign](#)

OCCUPATIONAL HEALTH & SAFETY POLICIES & PROCEDURES

SECTION:	INFECTION CONTROL	NUMBER:	IC-70	PAGE:	Page 9 of 9
----------	-------------------	---------	-------	-------	-------------

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3. World Health Organization, **Rational use of personal protective equipment for coronavirus disease 2019 (COVID-19)**, https://apps.who.int/iris/bitstream/handle/10665/331215/WHO-2019-nCov-IPCPPE_use-2020.1-eng.pdf
4. World Health Organization, **Statement on the second meeting of the International Health Regulations (2005) Emergency Committee regarding the outbreak of novel coronavirus (2019-nCoV)**, [https://www.who.int/news-room/detail/30-01-2020-statement-on-the-second-meeting-of-the-international-health-regulations-\(2005\)-emergency-committee-regarding-the-outbreak-of-novel-coronavirus-\(2019-ncov\)](https://www.who.int/news-room/detail/30-01-2020-statement-on-the-second-meeting-of-the-international-health-regulations-(2005)-emergency-committee-regarding-the-outbreak-of-novel-coronavirus-(2019-ncov)) .
5. World Health Organization, **Infection prevention and control of epidemic- and pandemic-prone acute respiratory infections in health care WHO Guidelines**,
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