

Wash hands for  
20 seconds

Wear a mask  
at all times

Keep 6 feet  
apart

Small steps. HUGE IMPACT.

# COVID-19 SAFETY CHECKLIST - ANSWER KEY

## HAND WASHING

**QUESTION 1: When would you use soap and water to wash your hands?**

**ANSWER: As often as possible!!**

This could include:

- After coughing, sneezing or blowing your nose
- After using the washroom
- Before putting on your mask
- After removing your mask
- After cleaning and disinfecting the location
- After assisting with personal care, hygiene and toileting
- Before and after meals
- When touching "high touch" and all common surfaces
- The list goes on....

**QUESTION 2: In what situations would you use hand sanitizer?**

**ANSWER:**

- According to Public Health Agency of Canada, you can use an alcohol-based hand sanitizer when soap and water is not readily available (carry a mini- hand sanitizer with you)
- Can be used if your hands are not visibly dirty
- Can be used in between hand washing with soap and water
- If you accidentally touch your face or mask
- After removing gloves (as part of PPE donning and doffing sequence)
- After removing gown (as part of PPE donning and doffing sequence)

## MASKS AND PPE

**SURGICAL MASKS - QUESTION 1: When is it acceptable to take off your mask?**

**Answer:**

- At breaks and at mealtimes- as long as you maintain safe distance from others
- At the end of your shift- discard used mask in the Red Bio-Hazard bag for dirty masks only located at the "dirty PPE" area (and put on a CLEAN mask before leaving the location)

**SURGICAL MASKS - QUESTION 2: When would you change your mask?**

**Answer:**

- You would change your mask every 4 hours during your shift
- You would change or mask at any time it gets wet, soiled or contaminated

**SURGICAL MASKS - QUESTION 3: Can you ever pull down your mask around your chin?**

**Answer: NO!!**

- Touching your mask in any way or pulling it down around your chin could cause cross-contamination and it is not safe to do so
- Leave your mask on and only remove by the loops at mealtime or breaks (ensure it is placed on a paper towel on a clean surface as per the PPE Protocol)
- Remove only when you need to change it

**PPE - QUESTION 1: Can you clean your gloves with hand sanitizer?**

**Answer: NO!!**

- Gloves should be immediately be discarded once a task is completed. Then wash hands with soap and water.

**PPE - QUESTION 2: When is it appropriate to wear gloves?**

**Answer:**

- When providing direct care to an individual - personal care, hygiene, toileting
- When cleaning and disinfecting using chemicals or other irritants
- When cleaning and disinfecting goggles
- When doing laundry in outbreak locations
- When administering topical medication to an individual or applying a transdermal patch

**PPE - QUESTION 3: When is it NOT appropriate to wear gloves?**

**Answer:**

- When supporting 2 different people
- When working in the kitchen - preparing meals, washing and drying dishes etc
- When doing paperwork (maintain physical distance from others)
- When giving medication to individuals (mask must be worn at all times)
- At breaks and mealtimes
- When using the washroom (wash your hands with soap and water)

# MASKS AND PPE

**PPE - QUESTION 4:**

***What is the procedure for cleaning and sanitizing your goggles and face shield?***

**Answer:**

- For Goggles- Refer to the "Goggles Cleaning and Disinfection- Quick Sheet" on ShareVision
- For Face Shields: Refer to the "Face Shields- Protocol for Usage, Cleaning and Disinfecting on ShareVision

# PHYSICAL DISTANCING

**PHYSICAL DISTANCE - QUESTION 1:**

***How would you use physical distancing?  
for the individuals you support- how would  
you do this throughout the day?***

**Answer:**

- Have individuals separate when having meals
- Have individuals separated when watching tv
- If it is a larger home, utilize different floors of the location to spread out
- Use chairs from other areas of the home and place them apart to create better seating arrangements
- Ensure medication is spread out in a way that allows one individual at a time to get their meds (if not brought to them)
- Encourage individuals to do activities in their bedrooms or in quiet spaces in the location
- Constant monitoring throughout the day to ensure continuous physical distancing among individuals
- BE CREATIVE

**PHYSICAL DISTANCE - QUESTION 2:**

***How would you use physical distancing  
among support staff- how you would do  
this throughout your shift?***

**Answer:**

- This could include:
- Staff take breaks and meals at different times
  - Only one person in the kitchen at one time
  - If staff are supporting different individuals, ensure there is at least 6 feet between one staff and supported individual and another staff and supported individual
  - Take turns at the computer (do not congregate around the computer) - ensure computer/screen is cleaned and disinfected as per IT directives
  - Only one staff at a time in the staff office
  - Do not congregate near the front door at the beginning of the shift or at the end of the shift
  - Allow one person at the PPE stations at one time
  - Leave location at the end of the shift - no talking in the driveway with each other
  - BE AWARE OF YOUR PHYSICAL DISTANCE TO EACH OTHER AT ALL TIMES
  - REMEMBER WHAT 2 METERS OR 6 FEET LOOKS LIKE
    - THE LENGTH OF A 3-SEATER SOFA
    - THE LENGTH OF A HOCKEY STICK
    - THE LENGTH OF A TWIN MATTRESS

Please note: The Sector Pandemic Planning Initiative is providing information and are not responsible for any changes any agencies elect to make.

We recognize not everyone may have access to the items mentioned in this document, but if you do these are the suggested considerations.