



NOVEL CORONAVIRUS

Policy

Guidelines/protocols are established in preparing and protecting Arcus clients and employees against Novel Coronavirus.

Symptoms are:

1-fever 2-cough 3-difficulty breathing.

Incubation Period:

Health care workers are operating under the assumption that the **incubation period** for the illness is about 14 days, meaning that it takes roughly that amount of time for symptoms to show up after a person is infected.

People who think they may have been exposed to COVID-19 should contact their physician immediately.

Objective

To protect clients, families, and staff against the Novel Coronavirus.

Procedures

If staff receive a positive test for COVID-19 they must inform the on-call nurse immediately as we are required to report this to the local health unit.

If you develop symptoms and are NOT a returning traveler OR close contact of a confirmed case:

- Self-isolate and get tested at a COVID-19 testing center.
- If you test positive you will be contacted by Public Health with further instructions. You will self-isolate for at least 10 days starting from when your symptoms began AND until fever is gone without the use of anti-fever medication AND until symptoms resolve (with the exception of isolated cough). For example, if after 10 days you still have fever, fatigue or runny nose, continue to self-isolate until your

symptoms go away. After symptoms resolve return to regular physical distancing. Coughing may continue for several weeks, so a cough alone does not mean you need to continue to self-isolate for longer.

- If you test negative, continue to self-isolate until your symptoms resolve. Coughing may continue for several weeks, so a cough alone does not mean you need to continue to self-isolate.

If you are a returned traveler from outside of Canada OR close contact of a confirmed case:

- As a health care worker we require that you get a COVID test and self-isolate for 14 days.
- If you test positive you will be contacted by Public Health with further instructions
- If you test positive for COVID and have symptoms, you still need to self-isolate for a minimum of 10 days from the start of symptoms AND for 14 days after your last contact with a positive case, or 14 days from the day you arrived back to Canada, whichever is longest.

If staff are experiencing any of the above noted symptoms:

- They are to use the self-assessment tool <https://covid19.thrive.health/> and follow the direction given.

If staff travel on a domestic flight (inside of Canada), or inter-provincial train

- we require them to check the following website to see if there was a positive case on the flight/train (regularly for 14 days since date of flight/train):
<http://www.bccdc.ca/health-info/diseases-conditions/covid-19/public-exposures>
 - If staff travelled and were exposed to a confirmed COVID-19 case, it will be treated as direct exposure and will require staff to isolate for 10-14 days as per Isolation Level 2 Protocol. Staff will contact an Arcus Nurse immediately to inform and contact 8-1-1 for further direction regarding testing.

If staff are living with someone who has to self-isolate, the staff member can still come to work by following these protocols:

- The family member who is self-isolating should stay in a separate room, use a separate bathroom, wear a face mask around others, don't share dishes, towels or bedding (as per the Centers for Disease Control and Prevention recommendations).

General Protocols:

- All staff must wash their hands immediately on entering the home as well as regularly throughout the shift (as per Arcus Policy/Universal Precautions)
- All staff must wash their hands after working with one client before working with another client.
- All staff are required to wear clean clothing that has not been worn to any location prior to coming onto shift.
 - If staff are working at 2 different homes in one day they will be required to change clothes before starting their shift at the 2nd location. If staff do not have a change of clothes available to them they will change into scrubs
 - If staff take public transportation to work they will be required to change their clothes and mask when arriving at work.
 - If staff take a client on public transportation the staff and client will change their clothes and mask when arriving back at the client's home.
- Staff will have their temperature checked, at the front door by one of the staff on shift, when arriving at work.
 - The staff member on shift will record the date; time; symptoms; check off that the temperature was taken and sign on the Infectious Control Checklist form.
 - If staff have a temperature of 38C or above they wait for 5 minutes then have their temperature checked again. If the temperature is below 38C they can start their shift. If the temperature is still 38C or above they will leave the building and contact the house nurse (if after business hours the on-call nurse) to report their temperature and follow the direction of the nurse.
 - The nurse will contact the COVID on-call person, the COVID on-call person will notify staffing.
 - As per the Coronavirus policy the staff member will report a positive test result to an Arcus nurse who will notify the required authorities
 - The nurse will record the staff members name and temperature for the purpose of contact tracing in the event the staff member tests positive for COVID-19. If the staff member does not test positive their temperature record will be shredded by the nurse, unless the information is requested by local or provincial health authorities.
- **Medical Homes:**
 - All staff are required to wear a mask during their full shift
- **Behaviour Support Homes:**
 - All staff are required to wear a mask during their full shift

As a temporary precaution:

- Levels of 1 to 5 will be assigned to each Arcus home as required, with specific protocols for each level.
- Specific reporting protocols will be put in place based on funder requirements
- For staff meetings, staff may attend via zoom meeting app to ensure social distancing
- Staff are to bring a pair of shoes to be worn in the house only, they will be left at the worksite.
- Enhanced cleaning/disinfection protocol will be implemented and updated as needed
- Suspended all non-mandatory staff training and limiting community outings.
- Non-Violent Crisis Intervention (NVCI) in-class training is suspended until further notice.
- All family visits and client visits to family will be set-up as per the protocols laid out in the July 3rd letter to families. If family have questions please refer them to Paulette MacLean 604-341-6073.
- Arcus clients will not be visiting/socializing with each other, except for those living in the same home, until further notice.
- If your client has specific appointments, such as employment or medical appointments, please contact your nurse and it will be determined on a case by case basis.
- When taking Arcus vehicles to be filled with gas staff will wear gloves when touching the pumps.
- Use rubber gloves for cleaning/disinfecting to maintain supply of gloves for personal care.

In the case of a client being suspected of or testing positive for COVID-19, specific isolation procedures will be implemented by the Nurse Clinician. Procedures will include all PPE (personal protective equipment) including gowns, masks, goggles, face shield, etc. and the nurse will provide all necessary training and education for staff providing care.

We recommend that all staff monitor local health notices and regularly update themselves by checking the BC Center for Disease Control (<http://www.bccdc.ca/>) and the Fraserhealth website (https://www.fraserhealth.ca/employees/clinical-resources/coronavirus-information/fraser-health-employee-information#.XI_pA3JKhhE)

As a reminder, everyday preventive actions are recommended to help prevent the spread of respiratory viruses, which includes:

- Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose when you sneeze or cough with a disposable tissue or the crease of your elbow
- Avoid close contact with people who are sick.
- Stay home when you are sick.
- Cover your cough in your sleeve or sneeze into a tissue, then throw the tissue in the trash. Wash your hands immediately after.
- Clean and disinfect frequently touched objects and surfaces with Bleach solution or Action DSC as per the Outbreak Disinfection Protocol.

Policy revision to occur with new instructions regarding staff returning from international flights

Information

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<i>SafeCareBC COVID-19 update</i>	SafeCareBC	March 14, 2020	
<i>Self-Isolation Instructions for Health Care and Essential Workers</i>	Fraserhealth	May 11, 2020	
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