

VCRS HEALTH AND SAFETY PLAN SUMMARY

May 22, 2020

This document has been generated to summarize measures in place to reduce risk of transmission of Covid-19 among residents and team members. More details about specific measures can be found in the communication book or posted on the Health and Safety Board in the House 1 Mud Room. If you have additional questions – please connect with either the Executive Director or RN Care Manager.

STEP 1

VCRS has Identified areas where there may be risks, either through close physical proximity or through contaminated surfaces. The closer together workers are and the longer they are close to each other, the greater the risk.

1. VCRS has involved frontline workers, supervisors, and the joint health and safety committee
 - a. Most Recent Meeting was held on **May 8, 2020** and resulted in several clarifying points and recommendations.
 - b. Next Scheduled meeting: TBD (within a month)
 - c. Recommendations included clarity on outings and community access for residents and a weekly health and safety update specific to Covid-19
2. VCRS has identified areas where people gather, such as break rooms, production lines, and meeting rooms.
 - a. Resident rooms
 - b. Kitchen areas/kitchen table
 - c. Vehicles
3. We have identified job tasks and processes where workers are close to one another or members of the public. This can occur in your workplace, in worker vehicles, or at other work locations (if your workers travel offsite as part of their jobs).
 - a. During care routines
 - b. During community outings
4. We have identified the tools, machinery, and equipment that workers share while working.
 - a. Lifts (when they are being shared)
 - b. Communication devices
 - c. Kitchen utensils and appliances
5. We have identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches.
 - a. Doorknobs
 - b. Bedrails
 - c. Light switches,
 - d. Cabinet handles,

- e. Faucet handles,
- f. Tables,
- g. Countertops
- h. Electronics. (telephone/radio)

STEP 2

Select and implement protocols to minimize the risks of transmission. Look to the following for information, input, and guidance:

1. Review [industry-specific protocols](#) on worksafebc.com to determine whether any are relevant to your industry. Guidance for additional sectors will be posted as they become available. If protocols are developed specific to your sector, implement these to the extent that they are applicable to the risks at your workplace. You may need to identify and implement additional protocols if the posted protocols don't address all the risks to your workers.
 - a. Care Procedures: Where possible, consider care options that minimize the risk of staff exposure to respiratory secretions.
 - i. Requirement to wear surgical mask when assisting with any oral care
 - ii. Washable moisture-barrier mask provided to each team member for community outings.
 - iii. Practice of reducing close contact during 2-person care as much as possible.
 - iv. Practice avoiding face-to-face interactions and maintaining distancing.
 - v. Complete a Point of Care Risk Assessment as per guidelines when assisting individual who *may* have covid-19.
 - b. Staffing: Prepare a staff contingency plan should an outbreak result in a staffing shortage.
 - i. Contingency plan is developed including goals of care in the event of an outbreak.
 - c. Suspected COVID-19: If a resident has potentially had contact with a Covid-19 carrier, use droplet precautions, and isolate from others.
 - i. Individual's who access the community without accompaniment of a VCRS Team member are screened prior to entering a site. Individuals exiting the home have collaborated with VCRS to provide assurance they are practicing physical distancing and proper hygiene while out of the home.
 - ii. PPE and guidelines for use are available in the event of an identified risk due to an actual or possible transmission – See "Point of Care Risk Assessment Information" posted on Health and Safety Board.
 - iii. Due to limited ability to isolate for long periods, a transfer to hospital may be required.

STEP 3

VCRS Must develop the necessary policies to manage the workplace, including policies around who can be at the workplace, how to address illness that arises at the workplace, and how workers can be kept safe in adjusted working conditions. Workers and others showing symptoms of COVID-19 are prohibited from entering the workplace. Including:

- Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.

- Anyone directed by Public Health to self-isolate.
- Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19 case must self-isolate for 14 days and monitor for symptoms
- Given the physical vulnerability of many of the residents, only essential visitors are able to enter residential sites; this practice continues as per the Health Authority's direction issued May 19, 2020
- First aid attendants have been provided OFAA protocols for use during the COVID-19 pandemic. (available on Health and Safety Board and in the Communication Book)
- Our policy addresses workers who may start to feel ill at work. It includes the following:
 - Sick workers should report to first aid, even with mild symptoms and a supervisor should be notified.
 - Sick workers should be asked to wash or sanitize their hands, provided with a mask, and isolated. Ask the worker to go straight home. [Consult the [BC COVID-19 Self-Assessment Tool](#), or call 811 for further guidance related to testing and self-isolation.]
 - If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911.
 - Clean and disinfect any surfaces that the ill worker has come into contact with.

STEP 4

VCRS must ensure that everyone entering the workplace knows how to keep

- themselves safe while at your workplace.
 - Stay home if sick
 - Regularly wash hands
 - Do not touch your face
 - Practice physical distancing
 - Stay away from crowds or areas of potential transmission
 - Advise VCRS of any travel outside of Canada
 - See Detailed Memo on Health and Safety Board.
- All workers have received the policies for staying home when sick.
 - As per communication within the Communication Book and e-mail correspondence.
- We have posted signage at the workplace, including physical distancing reminders and effective hygiene practices.
- We have posted signage at the main entrance indicating who is restricted from entering the premises, including visitors and workers with symptoms.

STEP 5

VCRS will monitor operations as things change. If you identify a new area of concern, or if it seems like something isn't working, take steps to update your policies and procedures. Involve workers in this process.

- Supervisors are seeking input from OHS Committee Members and other team members to identify emergent risks. These concerns and response measures are shared in a weekly memo to all team members.
- Point of Care Risk Assessment information has been distributed to all staff indicating all employees have a responsibility to assess the infection risk posed to themselves and to other individuals, visitors, and coworkers.

- Any community activity that does not allow for social distancing should not proceed without further assessment of risk and consideration of risk mitigation factors such as wearing a mask when picking-up groceries.
- Any risk that is not anticipated but encountered should be reported to a supervisor for further assessment. Until sufficient risk reducing measures are developed, the activity will not occur.