

**Safety Plan – Phase 2**

**Last Updated**

**February 5, 2021**

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# SECTION 1: Introduction

The purpose of this document is to outline control measures put in place by SACL to minimize or eliminate the potential for transmission of communicable disease in the workplace and community while continuing to provide essential services to individuals with intellectual disabilities.

This document is a working document that is updated and changed as new information or directives are provided and current data is analyzed and adjusted to accommodate changing areas or levels of risk.

Ongoing guidance for the preparation of this document is provided by the following sources:

* All related orders and directives received from Health Canada & Health BC
* WorkSafeBC legislation, requirements, and Best Practices
* The British Columbia provincial government Restart Plan
* Interim Guidance to Social Service Providers (April 4, 2020)
* Best Practices from Centers for Disease Control
* CLBC Stage 2 Recovery: Self-Assessment for Service Providers
* SACL Pandemic Continuity Plan
* SACL Policies and Procedures
* SACL Risk Assessments
* Input and contributions from Management, OH&S Committee Members, and frontline Staff

**Definitions**

**Health Hazard**

* 1. A condition, a thing or an activity that:

a. endangers, or is likely to endanger, public health, or

b. interferes, or is likely to interfere, with the suppression of infectious agents or hazardous agents, or

* 1. A prescribed condition, thing or activity, including a prescribed condition, thing or activity that:

a. is associated with injury or illness, or

b. fails to meet a prescribed standard in relation to health, injury or illness.

**Undue Hazard** is an “unwarranted, inappropriate, excessive, or disproportionate” hazard. For COVID-19, an “undue hazard” would be one where a worker’s job role places them at increased risk of exposure and adequate controls are not in place to protect them from that exposure.

**Responsibilities**

**Employers** are responsible for the health and safety of their workers, and all other workers at their workplace. They are responsible for completing and posting the COVID-19 Safety Plan and to train and educate everyone at the workplace of the contents of that plan. Employers are also responsible for having a system in place to identify the hazards of COVID-19, control the risk, and monitor the effectiveness of the controls.

**Workers** are responsible for taking reasonable care to protect their own health and safety and the health and safety of other people at workplace. In the context of COVID-19, this means workers are responsible for their own personal self-care, which includes frequent hand washing and staying home when sick. Workers are also responsible for reporting unsafe conditions to their employer, and following the procedures put in place by the employer to control the risks associated with COVID-19.

The **owner** or the **prime contractor** (in this case Shuswap Association for Community Living) is responsible for coordinating health and safety at a workplace where workers of two or more employers are working at the same time. This includes doing everything that can reasonably be done to establish and maintain a system or process to ensure compliance with WorkSafeBC laws and regulations generally, including ensuring an effective system to control the risks associated with COVID-19

**First Aid Attendants**

During the COVID-19 pandemic, first aid attendants provide treatment to workers as necessary. Because of the possibility of community infection, you may need to modify standard protocols for first aid treatment to reduce the potential for transmission. Please see the attached safe work practice for precautions. All SACL front line staff are trained in First Aid/CPR and will administer ‘hands only’ method of CPR during the pandemic.

**Resolving Concerns about Unsafe Work**

Workers have the right to refuse work if they believe it presents an undue hazard. If the matter is not resolved, the worker and the supervisor or employer must contact WorkSafeBC. Once that occurs, a prevention officer will consult with workplace parties to determine whether there is an undue hazard and issue orders if necessary

*For more information, see Occupational Health and Safety Guideline G3.12.*

**Legislative Questions or Concerns**

Workers and employers with questions or concerns about workplace exposure to the COVID-19 virus can call *WorkSafeBC’s Prevention Information Line at 604.276.3100 in the Lower Mainland (toll-free within B.C. at 1.888.621.SAFE).* You’ll be able to speak to a prevention officer to get answers to your questions, and if required, a prevention officer will be assigned to assess the health and safety risk at your workplace.

**Protecting Mental Health**

Workers in the workplace may also be affected by the anxiety and uncertainty created by the COVID-19 outbreak. It’s important to remember that mental health is just as important as physical health, and to take measures to support mental well-being. Here are some resources that can assist with maintaining mental health in the workplace during this time.

* **COVID-19 Psychological First Aid Service:** Information and Signup (British Columbia Psychological Association) – Free virtual counselling provided by registered psychologists.

<https://find.healthlinkbc.ca/ResourceView2.aspx?org=53965&agencynum=68210455>

* **COVID-19: Staying Well In Uncertain Times** (Canadian Mental Health Association – B.C.) – Tips and information on how to reduce and manage anxiety in the workplace due to the COVID-19 outbreak

<https://cmha.bc.ca/covid-19/>

* **Managing COVID-19 Stress, Anxiety and Depression** (Ministry of Mental Health and Addictions) - Tips and resources on things we can do as individuals and collectively to deal with stress and support one another during these challenging times.

<https://www2.gov.bc.ca/gov/content/health/managing-your-health/mental-health-substance-use/managing-covid-stress>

* **Mental Health and Psychosocial Considerations During COVID-19 Outbreak** (World Health Organization) – These mental health considerations were developed by the WHO’s Department of Mental Health and Substance Use as messages targeting different groups to support for mental and psychosocial well-being during COVID-19 outbreak.

<https://www.who.int/publications/i/item/mental-health-and-psychosocial-considerations-during-the-covid-19-outbreak>

* Mental Health and COVID-19 (Conference Board of Canada) – Videos on different aspects of mental health, including coping with anxiety, job loss, and dealing with isolation.

<https://www.conferenceboard.ca/services/webinars>

* Taking Care of Your Mental Health (COVID-19) (Public Health Agency of Canada) – Tips and resources for taking care of your mental health during the COVID-19 outbreak.

<https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/mental-health.html>

* Humana Care (SACL Employee Assistance Program).

**1-800-661-8193 or** www.humanacare.com

* Talk to your Services Manager or Union Representative for assistance and navigation through these unprecedented times.

# SECTION 2: Assessing the Risk

***See Appendix A – Risk Assessment & Mitigation Plan***

**Infection Prevention and Exposure Control Measures**

Infection prevention and exposure control measures help create a safe environment for Persons Supported and staff. Infection Prevention and Exposure Control Measures for Communicable Disease describes measures that can be taken to reduce the transmission of COVID-19. Control measures at the top are more effective and protective than those at the bottom. By implementing a combination of measures at each level, the risk of COVID-19 is substantially reduced.

**Public Health Measures**

Public Health Measures are actions taken across society at the population level to limit the spread of the SARS-CoV-2 virus and reduce the impact of COVID-19. The Provincial Health Officer has implemented public health measures, including: prohibiting mass gatherings, requiring travelers to self-isolate or quarantine upon arrival in B.C., effective case finding and contact tracing, and emphasizing the need for people to stay home when they are sick, and social distancing.

**Hierarchy for Infection Prevention and Exposure Control Measures for Communicable Disease**

**Personal Protective Equipment**

Includes gloves, non-medical masks, N-95 masks, face shields, safety glasses, clothing change procedures

**Administrative Controls**

Includes establishing rules and guidelines for occupancy limits for shared spaces, designated drop-off areas, one-way walkways to keep physical distance, enhanced cleaning & sanitizing procedures.

**Engineering Controls**

Includes ensuring where social distancing can’t be observed, barriers such as Plexiglas are installed. Redesigning space to allow for appropriate physical distancing

**Elimination**

Includes limiting the number of people in our workplace, rearranging work spaces, rescheduling tasks/services, employees working from home, ensuring that people are at least 2 meters apart.

**Least Effective**

**Most Effective**

***Elimination*** is the first level of protection. SACL has implemented policies and procedures to eliminate potential spread of a virus by having staff work from home where applicable, limiting the number of people in work spaces, meeting virtually or outside to provide essential services when possible.

***Engineering Controls*** is the second level of protection, and are changes implemented to your physical environment that reduce the risk of exposure. Examples include being in outdoor spaces, ensuring good ventilation and air exchange, using visual cues for maintaining physical distance, erecting physical barriers where appropriate and frequent cleaning and disinfection.

***Administrative Controls*** are measures enabled through the implementation of policies, procedures, training and education. Examples of these include the SACL Pandemic Continuity Plan, health and safety policies (Examples include maintaining physical distance/minimizing physical contact, washing your hands frequently, coughing into your elbow and staying home from work if you are sick.) , decreased attendance for services, restricting visitors, staggered schedules, using virtual learning opportunities.

***Personal Protective Equipment*** is the last and least effective of the infection prevention and exposure control measure and should only be considered after exploring all other measures. PPE is not effective as a stand-alone preventive measure, should be suited to the task, and must be worn and disposed of properly. Outside of the health care settings, the effectiveness of PPE is generally limited to protecting others should you be infected. Where situations arise to provide essential services, and social distancing is not possible, SACL staff have access to personal cloth masks, disposable non-medical masks, N-95 masks & face shields for providing personal care in close proximity should a person supported show symptoms of the virus. Staff in situations where they provide close personal care are also required to change clothing before and at the end of each shift.

SACL has implemented a combination of measures at different levels, as described in this document.

## SECTION 3: Reducing the Risk

**Background**

SACL currently provides services to adults only.

While COVID-19 impacts adults more than children, some adults with specific health circumstances are at an increased risk for more severe outcomes, including individuals:

* Aged 65 and over
* Persons with developmental disabilities may display increased risk up to 10- 20 years earlier due to premature aging
* With compromised immune systems, or
* With underlying medical conditions

Most adults infected with COVID-19 will have mild symptoms that do not require care outside of the home, however many SACL Persons’ Supported and some staff members meet the criteria listed above for increased risk for more severe outcomes should they contract the virus.

**Public Health Measures**

SACL has complied with all applicable Health Authority orders & directives. Specific Orders pertaining to SACL include:

* Mask Requirements (Bonnie Henry – November 19, 2020)
* Gathering & Events (Bonnie Henry – August 7, 2020)
* Mass Gatherings (Bonnie Henry, May 22, 2020)
* Workplace COVID-19 Safety Plans (Bonnie Henry, May 14, 2020)
* Guidance to Social Service Providers for the Prevention and Control of COVID-19 in their facilities (BC Centre for Disease Control – April 4, 2020)
* Letter to CLBC from Deputy Provincial Health Officer (April 1, 2020)

**If a Staff Member or Person Supported is ill:**

All Staff and Persons Supported will be required to partake in a health check pre-screening process before commencing each shift or attending services ***(See Appendix E.8).*** The pre-screening will include all questions required by the Center for Disease Control, and the Health Authority. SACL will also have non-touch temperature monitors for those entering any SACL Service area.

Any persons supported or staff who are experiencing unusual COVID-19 symptoms of any kind need to stay home and be assessed by their health care provider and tested for COVID-19.

If you are at all unsure of your status, call the 24 hour health unit at 8-1-1. The COVID-19 Symptom Self-Assessment Tool is a valuable resource to help assess whether you should be staying home or not.

When someone is symptomatic, they are required to self-isolate and follow directions provided by their health care provider. Anyone considered in close contact with anyone showing symptoms of COVID-19 should contact 8-1-1 and follow their direction.

If a person is found to be a confirmed case of COVID-19, public health staff will ensure there is robust contact tracing and management of any clusters or outbreaks. They will also ensure that persons supported, staff, parents and caregivers have access to health care providers and that appropriate supports are in place.

**Case Finding, Contact Tracing and Outbreak Management**

Active testing of people with mild COVID-19 like symptoms (case finding) helps identify cases early in the course of their disease, determine whether others in close contact with them are at risk for infection (contact tracing), and ensure they get appropriate care and follow-up. Should a COVID-19 positive person be identified by public health staff, significant efforts are undertaken to determine if they are part of a cluster of cases or part of a local outbreak. Specific public health measures are implemented in facilities where an outbreak occurs to prevent further transmission of COVID-19 and keep others safe in a school or workplace.

**Elimination Measures**

Policies and procedures put in place to limit the number of people in SACL workspaces

* All staff who were not required for service provision or who resided with someone, or were themselves in a ‘high-risk’ category were either granted a voluntary temporary leave of absence, or were allowed to work from home whenever possible
* All group services were cancelled for those who did not wish to attend. Those who wished to continue services had services/schedules revised to provide the maximum amount of service while remaining within the directives of the Health Authority and WSBC requirements
* Many services moved outdoors to an area where social distancing is easier that an enclosed space or are being provided virtually
* Policies & procedures (including the SACL Pandemic Continuity Plan and the SACL Safety Plan) have been put in place and sent out to staff to reinforce social distancing protocol
* Health, safety, & distancing signage applied to all locations as per the SACL COVID-19 risk assessment

**Engineering Controls**

Where physical distancing cannot always be maintained, barriers are put in place. SACL has implemented barriers based on WSBC’s *‘COVID-19 health and safety – Designing effective barriers’*

* Plexiglas partitions placed in HWLS, PEP, CES offices & common areas to maximize people allowed in the space for essential services, while providing protection from contagion.
* Tables, chairs, workstations, computers and other shared items removed from the workspaces to allow all remaining stations and accommodation to be 6 feet apart.

**Administrative Controls**

SACL will implement the following administrative controls to ensure rules and guidelines for occupancy limits for shared spaces, designated drop-off areas, Staff/Person Supported health pre-checks, visitor limitation, one-way walkways to keep physical distance, and enhanced cleaning & sanitizing procedures are established prior to entering into Phase 2.

* Occupancy limit signage posted in each room and at each SACL location
* Designated drop-off/pick-up areas and procedures have been determined for HWLS & PEP
* Visitors and caregivers restricted from entering premises – staff member will meet any Person Supported outside the building to provide support into program where required
* Signage indicating safe walking (one-way) paths, ‘stop & look’ areas, 6 foot outlines for stations & ‘stop here & wait for assistance’ to ensure appropriate physical distancing.
* Upon entry to work or services, Persons Supported & staff will complete a health ‘pre-check’ that involves answering health questions (BC Health & CDC), as well as being monitored (non-touch) for temperature upon entry of each service or shift. Anyone answering ‘Yes’ to any of the questions, or registers a temperature, will not be admitted to the premises.
* Additional sanitizing stations/signage at the entrance of each service area
* Increased cleaning, sanitizing & protection procedures & protocols for general cleaning & surfaces, bathrooms, frequently touched shared surfaces, shared supplies/office equipment & technology (Vital Oxide wipe, spray, mist & foggers)
* Removal of shared items that are not easily cleaned/disinfected
* Policy & procedures for working at home safely for staff (safe work environment checklist, ergonomic information for home offices)
* Policy & procedures for determining workers safety when working alone from home (safety/check-in)
* Staff, Management & Persons Supported training for COVID related procedures (including prevention of spread of virus, cleaning procedures, use of PPE, protecting your mental health etc.)
* Policies/procedures for vehicle use & cleaning procedures when transportation of Persons Supported is required for essential service
* Clothing change requirements for persons working in staffed residential facilities if applicable

**Personal Protective Equipment (PPE)**

As the last line of defense against the virus, and in situations where physical distancing is not possible in direct essential support services, SACL will provide the following protective equipment, and provide training on how and when to use appropriately. Staff are responsible for the cleaning and maintenance of reusable PPE assigned to them.

For all staff (and Persons Supported where applicable and available):

* Gloves (disposable)
* Disposable (non-medical) masks
* Re-usable (non-medical) cloth masks

For specific staff providing essential services where physical distancing may not be possible, or where Persons Supported may not be able to adhere to or understand the protective measures in place to prevent the spread of the virus (provided when required as well as the items listed above):

* N-95 disposable or reusable masks (to use if Person Supported is symptomatic for COVID-19)
* Face Shields (non-medical)
* Safety goggles
* Clothing change requirements (where applicable)

***If providing essential services to anyone who has tested positive for COVID-19,*** additional personal protective equipment (PPE) may be required, including but not limited to, all of the following:

* 3 layer mask
* Protective plastic shield
* Disposable gloves
* Disposable protective gowns
* Disposable booties (foot protection when supporting individuals in their private homes)

All PPE requirements will be provided by SACL.

**Masks & Face Shields:**

Effective November 19, 2020, masks must be worn in all public settings. This includes the SACL workplace, and any indoor community locations. A mask is defined as a medical or non-medical mask that covers the nose and mouth. Face shields are not a substitute for a mask, as there is an opening below the mouth. Face shields can be used as an added layer of protection, especially when supporting an individual who is unable to wear a mask.

Masks must be worn at all times when in common areas of the building, and in areas where a consistent social distance of 6 feet (2 meters) cannot be maintained.

Effective February 4:

In compliance with Health Canada recommendations, and in light of the increased detection of the variants of the COVID-19 virus that has proven to spread more rapidly than the original strain, we are now highly recommending that all staff comply with the 3 layer masking process.

Health Canada recommends: ***Face coverings should be made of at least 3 layers. Two layers should be tightly woven fabric such as cotton or linen, and the third layer a filter layer***.

SACL has provided all staff with 2 layer tightly woven (black) face masks, and we are now strongly recommending that a third disposable paper mask, which SACL will also provide, be worn either under or over your provided cloth mask.

People who may be exempt from this directive are Persons Supported who cannot put a mask on (or off) without the assistance of others, those who cannot wear a mask for psychological, behavioural or health condition, or those with a physical, cognitive or mental impairment, and children under 12. Children between the age of 2 -12 are strongly encouraged to wear a mask.

Any staff member providing services for SACL who does not wear a mask in the required areas or does not comply with the Provincial Health directive will be sent home without pay until compliance is achieved.

Additionally, in public spaces outside the agency, people in non-compliance may have additional consequences issued by an enforcement officer which can include being asked to leave the space or being subject to fines.

Fines for individuals not complying with the Provincial Health Orders are in excess of $230

Fines for businesses not enforcing the Provincial Health Orders are in excess of $2,300

For the newest information on Provincial Health Orders, visit: [www.gov.bc.ca/COVID-19](http://www.gov.bc.ca/COVID-19)

**General Cleaning & Sanitizing Requirements:**

Cleaning and Disinfection Regular cleaning and disinfection are essential to preventing the transmission of COVID-19 from contaminated objects and surfaces. SACL and staff all have a joint shared responsibility to ensure our work areas are clean.

SACL locations should be cleaned and disinfected in accordance with the Vital Oxide – Sanitizing and Disinfecting Procedures Listed Below:

**Vital Oxide –Sanitizing and Disinfecting Procedures**

We will be using only Vital Oxide for all cleaning, sanitizing, and disinfecting. Please

remove any other products from program areas.

***Note: All staff are required to wear an apron (SACL provided) when handling Vital Oxide.***

Both fogging and misting use undiluted Vital Oxide – straight from the jug. This disinfects

and kills the COVID-19 Virus:

**Fogging** = using Fog Master Junior

Fog around the perimeter of the area first then fog the middle empty space towards the

ceiling at about a 45 – 55 degree angle. Setting should be set close to as low as possible –

surfaces should NOT be soaked, just lightly misted.

In areas where there are higher numbers of people coming and going, fogging will need to

be done more frequently:

* **HWLS** – fog all areas at the end of each day
* **PEP –** fog all areas including bathrooms at the end of each day
* **CES –** fog at the end of the day Friday
* **1st Avenue –** fog upstairs areas on Friday
* **Admin –** fog at the end of the day Friday
* **HWLS Van –** fog once per week
* **BL Van –** fog after recycling on Tuesday

**Misting** = using the Vital Oxide mister bottles.

Lightly mist surface using spray bottle – do NOT soak surfaces. The misting pump is made

to have a continuous spray. Pull the trigger once, mist comes out, move mister around

area. If it is a smaller area you need to mist, can pull the trigger part way.

**Sanitizing** = does not kill COVID-19 Virus; but, does kill bacteria, EColi, Staphylococcus.

Use for regular cleaning of bathrooms and soiled surfaces. **Mix 9 parts water to 1 part**

**Vital Oxide**. Will need to be misted or fogged afterwards to disinfect (kill COVID-19 virus).

**Staff spaces** – only one staff should be using each office space throughout the day. If

you are done with an area part-way through the day and another staff may be using this

area after you, mist commonly touched areas such as chair, work surface, keyboard (once

we have covers – in the meantime continue to use saran wrap on these).

**Shared Office Items** – eg. Hole punch, file cabinet handles – mist after touching.

**Common Areas (Lunchroom, TV Room, PS Computer Area/Kitchen Area, Locker Room)** Encourage PS to use the same chair throughout the day or at least part of the day. The same thing applies to items such as pencil crayons, craft supplies, or game pieces. If one PS is finished using an area or item, mist it. Clean spills and debris throughout day using sanitizing mixture.

**Bathrooms –** Sanitize as usual once per day using **9:1 mixture of water and Vital Oxide**. If

possible, mist after each use. Focus on commonly touched areas: toilet handle, lids, soap

dispenser, faucet, door handles, and paper towel dispenser. Mist throughout day.

**Van and Staff Vehicles –** mist after each outing – seat buckles, door handles, any areas you

have touched (rearview mirror/seat adjustment handle/steering wheel/shifter). Fog SACL

vans once per week or if someone in the van was displaying COVID symptoms. Misters

can be kept in vehicles when temperature is in mid-range – must be stored above 4

degrees and below 49 degrees. Note: before using on your vehicle you may want to do a

test patch as in rare cases it has discolored carpet and upholstery.

In all cases above, if it is convenient to use the fogger instead of misting, please do so. It

uses less product and does a more thorough job.

**Diligence:**

The key for an Infection Prevention Program to work is diligence. You are all accountable to yourself, your co-workers, the people we support, and the public. If you think something might need to be disinfected, grab a mister or fogger and do it. The more you get in the habit the better the results will be.

Lists of Areas to remember:

* Work stations and objects within them
* Computer keyboards
* Door handles
* Hand Rails
* Bathrooms
* Fridge/Stove/microwave/dishwasher handles and door sides
* Cabinetry hands
* Vehicles – anywhere you or passenger has touched

***Note:*** Staff and Persons Supported may be issued a container with personal supplies to only be used by the assigned individual, and to be kept in their locker or other storage space that is uncontaminated by other Staff or Persons Supported. Staff will be responsible to clean the items in these packages prior to storing them at the end of each day.

Laptops, computer keyboards may also be assigned to an individual for only the use of the individual assigned. Staff are responsible for cleaning and keeping these items for their own use during shifts in shared spaces.

**Other Cleaning Guidelines:**

* Where possible, shared office items and/or frequently touched items will have a protective film installed for removal/replacement or disinfection after each use.
* Clean & disinfect any surface that is visibly dirty
* Remove items that are not easily cleaned if possible (fabric or soft items)
* Empty garbage containers daily
* Wear disposable gloves when cleaning bodily fluids
* Wash hands before and after wearing and removing gloves

**Additional Requirements:**

* Use only paper hand towels for hand washing (remove fabric cloths/towels)
* Wash hands before & after using reusable items (such as dishes etc.)

**Cleaning Supplies & Disinfectants:**

(See BCCDC ***Cleaning & Disinfectants for Public Settings*** guidance sheet & Vital Oxide mixing and use instructions above)

**Vital Oxide Cleaning Solution & Disinfectant**

SACL uses Oxiver disinfectant cleaner agency wide for all sanitizing and disinfecting processes.

Vital Oxide is non-toxic and will not cause irritation through contact to skin, inhalation or ingestion. It may cause mild irritation if contacted with the eyes.

For full information see the Vital Oxide MSDS sheet (Appendix E-1)

**Technology Cleaning Guidelines:**

***Dos & Don’ts***

***Do*** cover technology items (touch screens, keyboards etc.) with plastic film

***Never spray or pour any liquid directly on to the computer, keyboard or monitor.***

**Caring for Technology**

Occasionally clean the exterior of your computer as follows:

1. Use only mild cleaning solutions (non-ammonia based and non-abrasive) and a damp lint-free, soft cloth to clean the painted surfaces of the computer.

2. Apply Vital Oxide solution onto the cloth.

3. Absorb the sanitizer into soft cloth.

4. Squeeze out any excess liquid from the sponge or cloth.

5. Wipe the cover using a circular motion taking care not to let any excess liquid drip.

6. Wipe the surface to remove any left-over sanitizer.

7. Rinse the cloth with clean running water and squeeze out any excess liquid.

8. Wipe the cover with soft cloth.

9. Wipe the surface again with a dry, lint-free, soft cloth.

10. Wait for the surface to dry completely and then remove any fibers left from the cloth.

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| **Cleaning your Computer Keyboard** |

1. Cover your keyboard with plastic film at the start of use
2. Remove plastic film from keyboard and discard after logging out each time from each computer

***OR***

1. Absorb some Vital Oxide solution on a lint-free, soft cloth.
2. Squeeze out excess liquid from the lint-free, soft cloth.
3. Wipe the keytop surface with the lint-free, soft cloth, ensuring no liquid drips on or between the keys.
4. Allow to dry.

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| **Cleaning your Monitor** |

1. Gently wipe the display with a dry, lint-free, soft cloth
2. If a stain, smudge, or other blemish remains, moisten a lint-free, soft cloth with eye glass cleaner.
3. Wring out as much of the liquid as you can from the lint-free, soft cloth.
4. Wipe the display again; do not let any liquid drip into the computer.
5. Allow the display to dry, then close the lid if the computer has one.
* Anti-static LCD cleaning cloths, Kim Wipes, and some types of lens cleaning wipes are also acceptable alternatives for a lint-free, soft cloth.

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|  | **SECTION 4: Training**  |

**Training**

SACL Management & Staff have been provided at minimum, the following training or education:

Universal Precautions - in-house training at orientation & at staff meetings

COVID-19 Health & Safety Training for Workers (HRDownloads) - online competency training

Cleaning & Sanitizing Procedures (WSBC & BCCDC) - in-house training at orientation & at staff meetings)

SACL Pandemic Continuity Plan - in-house training at orientation & at staff meetings

Health & Safety Policies & Procedures - in-house training at orientation & at staff meetings

Working from Home Policy - in-house training at orientation & at staff meetings

Proper Hand-Washing Procedure (WSBC) - in-house training at orientation & at staff meetings

Selecting and Using Masks (WSBC) – in-house training at orientation & at staff meetings

PPE Training, General (HRDownloads) – competency training at orientation and as required

PPE Training, Specific - in-house training at orientation or as applicable per instance based (n-95 masks, shields, safety goggles, shoe booties etc.)

Mandt Training – All staff certified after hire (Violence De-escalation & Prevention)

First Aid Training – All staff certified

Mental Health Training – All Managers (required), available to all staff upon request

IT Cyber Security Training (HRDownloads) – competency training (May, 2020)

CLBC Privacy Training (CLBC) – competency based web training at orientation & as required

Other Training – as required.

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|  | **SECTION 5: Monitoring & Ongoing Assessment**  |

***Monitoring***

SACL Services Managers are responsible to monitor their service area and staff on an ongoing basis to ensure compliance with all directives, policies, and procedures.

***Ongoing Assessment***

SACL will continue to assess the risk in the areas we provide services. This will include our agency buildings & homes, individual homes of person supported and staff, vehicles, and community settings.

Assessment will be achieved by a collaborated approach with Management, the Joint Occupational Health and Safety Committee and front line staff. SACL encourages all workers who have safety concerns to raise those concerns to your Services Manager, your joint health & safety committee member, or your union representative.

The virus that causes COVID-19 spreads in several ways, including through droplets when a person coughs or sneezes, and from touching a contaminated surface before touching the face. Higher risk situations require adequate protocols to address the risk.

* The risk of person-to-person transmission is increased the closer you come to other people, the amount of time you spend near them, and the number of people you come near. Physical distancing measures help mitigate this risk.
* The risk of surface transmission is increased when many people contact same surface, and when those contacts happen in short intervals of time. Effective cleaning and hygiene practices help mitigate this risk.

***Updating the Plan***

The SACL Safety Plan will be reviewed at least monthly (or as needed) during a pandemic, at a Manager’s Meeting, and at the OH&S meeting. Updates to the plan will be implemented as required. Any updates to the plan will be sent out to all staff via the communication log in Nucleus.

The Plan & updates will also be posted on the SACL website for information and review by Persons Supported and Caregivers. Staff will educate and train Persons Supported on all relevant procedures on a regular basis.

In non-pandemic times, the Plan will be reviewed on an annual basis or as necessary

#  Appendices – See Attached Documents