



COVID-19 Safety Plan

Orders from the Provincial Health Officer (PHO) or a Medical Health Officer (MHO) take precedence over this policy.

Organization Name	Elim Village
Address	9025 - 160 Street Surrey, BC V4N 2X7
Date of Revision	December 16, 2020
Future Revision(s)	As required by the Provincial Health Officer (PHO) or Medical Health Officer (MHO)



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Statement of Purpose

All employers in British Columbia have an obligation under the Workers Compensation Act to ensure the health and safety of workers and others at their workplace and to implement policies and procedures to protect workers from the risk of exposure to COVID-19.

At Elim Village we have developed a COVID-19 Safety Plan mandated by the [Provincial Health Officer Order dated May 14th, 2020](#). This plan outlines the policies, guidelines, and procedures put in place to eliminate, and where elimination is not possible, to reduce, the risk of COVID-19 exposure to Elim Village workers, contractors, volunteers, residents, and visitors.

This Safety Plan addresses the current operating status of Elim Village. As services are gradually increased or change, this plan will be updated.

This plan applies to all workers, including management, supervisors, front-line workers, volunteers, contractors, and visitors to Elim Village.

Risk Assessment

As a part of assessing the risk of transmission of COVID-19 in the workplace, the following groups and information sources were consulted in the spring of 2020:

- ✓ Elim Village staff, including front-line workers, supervisors, managers, and contractors via a safety survey
- ✓ Joint Occupational Health and Safety Committee
- ✓ Fraser Health as our governing health authority

Elim Village has reviewed our existing risk assessments for the jobs and areas affected in the workplace. We have considered the effects of control measures discussed in this COVID-19 Safety Plan on existing safeguards and controls and revised our risk assessments and other documentation accordingly.

The following documentation was used to assist in developing the Elim Village COVID-19 Safety Plan:

- ✓ [Information about COVID-19 \(BCCDC\)](#)
- ✓ [British Columbia Center for Disease Control guidelines and publications](#)
- ✓ [WorkSafeBC – Health care and COVID-19 safety materials and guidelines](#)



- ✓ [Orders, guidance, and notices](#) issued by the provincial health officer relevant to long-term care, assisted, and independent living.
- ✓ [Infection prevention and control interim guidance for long-term care and assisted living facilities](#) (BCCDC)

Worker Protocols

“Worker” refers to an employee of Elim Village, a contractor, or a volunteer.

The following protocols are informed by the four levels of COVID-19 protection for the workplace, as determined by WorkSafeBC: Elimination, Engineering Controls, Administrative Controls, and PPE.

General Protocols

- ✓ Access to Elim Village is limited as per the direction of the Provincial Health Officer (PHO), which limits workers from working at more than one Long-Term Care facility ([Facility Staff Assignment Order – Dated April 15th, 2020](#))
- ✓ Workers must complete the COVID-19 Screening Form, and are instructed not to come to work if they are experiencing or have [COVID-19 like symptoms](#).
- ✓ Workers with signs or symptoms of illness, as well as those in self-isolation or quarantine in accordance with public health directives, are not permitted to enter the facility.
- ✓ Signage is posted at points of entry indicating people are not to enter if they are sick or if they are required to self-isolate in accordance with Public Health directives.
- ✓ Entry points to Elim Village are actively screened seven days a week, 24 hours/day
- ✓ Protections for screeners and reception staff have been put in place (i.e. maintaining 2-meter distance, transparent barriers).
- ✓ A list of all workers and visitors is maintained seven days a week, 24 hours/day.
- ✓ Procedures are in place for workers to follow should they develop symptoms consistent with COVID-19 while at work or after work.
- ✓ All workers are [actively screened](#) for signs and symptoms of illness, including COVID-19 prior to every shift and midway through their shift. Screening results are documented.
- ✓ Workers who are working alone are required to follow Elim Village Working Alone Policy.
- ✓ Workers have received training and strategies to address the risk of violence that may arise know to follow the Elim Village violence prevention program.
- ✓ Workers are aware of how to report hazards in the workplace.



- ✓ Workers have received refresher training on infection control practices.
- ✓ Workers within clinical roles are required to wear dedicated work clothing during their shift. After their shift, they change into street clothes/shoes and place work clothes in a bag to be laundered.
- ✓ Supervisors have been trained on how to support workers in following the policies/procedures and know how to monitor/respond to identified hazards.
- ✓ All training has been documented and can be provided upon request.

Workplace Arrangements

- ✓ Hand hygiene stations are available and easily accessible at points of entry/exit.
- ✓ Signs are posted to promote and encourage safe physical distancing by workers, visitors, and residents.
- ✓ Work areas, including the following, have been assessed for occupancy limits and arranged (where feasible) to maintain physical distancing:

✓ Worker shared spaces Furniture re-arranged and breaks are staggered.	✓ Breaks and Staff Lounges Furniture re-arranged and breaks are staggered.	<input type="checkbox"/> Administrative Areas Workstations and furniture are arranged to keep proper distancing
✓ Elevators Maximum capacity information is posted.	✓ Staff Washrooms Maximum capacity information is posted.	✓ Lunchroom & Break Areas Maximum capacity information is posted.
✓ Dining Room Tables and chairs are arranged to maintain physical distancing	✓ Board and Meeting Rooms Furniture re-arranged and maximum capacity information is posted.	✓ Training & Education Areas Furniture re-arranged and maximum capacity information is posted.

- ✓ Virtual meeting tools and/or phone calls in lieu of in-person meetings or training sessions are held whenever possible. All required control measures, such as physical distancing, must be in place if communication or training takes place in person.
- ✓ Workers will maintain physical distancing measures when entering/exiting the workplace, while travelling through corridors and accessing common areas.



- ✓ Work tasks have been postponed, re-arranged, or planned in such a way that workers are not required to work in proximity to one another.
- ✓ Where 2 meters cannot be maintained between workers, the work task is planned and instructions to workers are provided to ensure that time spent in proximity is minimized.
- ✓ Wherever possible, work processes within Elim Village are re-organized to designate teams of workers to specific units or cohorts of residents. If dedicated teams or workers for areas housing residents who are ill are not an option, workers must first work with asymptomatic residents before moving on to work with residents who are on droplet and contact precautions.
- ✓ Where 2-meter distancing cannot be maintained such as recreation and group activities with residents, these activities have been stopped.
- ✓ Building ventilation systems are properly maintained.

Personal Protective Equipment (PPE)

- ✓ Workers are trained on the proper use, care, maintenance, and disposal of personal protective equipment (PPE). This includes donning (putting on) and doffing (removing) PPE.
- ✓ Elim Village has trained, tested, and monitored worker compliance to ensure vigilant donning, wearing, and doffing of PPE.
- ✓ Signs are posted throughout indicating PPE requirements, and Elim Village follows guidelines for PPE use as set out by the [BCCDC](#).
- ✓ During the COVID-19 pandemic, all persons working in Elim Village wear a surgical/procedure mask for the full duration of their shift within all resident care areas.
- ✓ Workers always follow droplet and contact precautions when entering COVID-19 units or rooms on droplet and contact precautions (i.e., rooms where residents diagnosed with confirmed or suspected COVID-19, newly admitted residents, or residents transferred from acute care).

Safe Work Practices

The following risk control measures are in place.

Respiratory Hygiene

- ✓ Signs and posters are posted throughout Elim Village to encourage and guide workers, residents, and visitors on proper respiratory hygiene.
- ✓ An adequate supply of tissues and lidded, non-touch waste baskets are available for use by workers, residents, and visitors.



- ✓ Workers are aware and are instructed on the importance of diligent respiratory etiquette. This includes covering coughs and sneezes, avoiding touching the face, mouth, nose, eyes, and mask.

Hand Hygiene

- ✓ Signs and posters are posted throughout Elim Village to promote and guide proper hand washing by workers, visitors, and residents.
- ✓ Alcohol based hand rub (ABHR) with at least 70% alcohol content is available at prominent entry and exit points, common areas, resident areas, and point-of-care in residents' rooms.
- ✓ Workers must practice diligent hand hygiene before, after and during each episode or provision of care – cleaning their hands with soap and water or ABHR.
- ✓ Sinks are well stocked with plain soap and paper towels for hand washing.
- ✓ Supplies such as disinfecting wipes, tissues and waste receptacles are available as required at point-of-use.

Cleaning and Disinfection

- ✓ Cleaning products and disinfectants used at Elim Village are [effective against COVID-19](#). Disinfectants are classed as hospital grade and registered in Canada with a Drug Identification Number (DIN). Manufacturer's instructions for dilution, contact times, safe use and material compatibility of all cleaning products is followed.
- ✓ Workers responsible for cleaning resident care equipment have been informed and are trained in and aware of their duties. This training has been documented.
- ✓ Equipment and supplies are dedicated to a single resident where possible. If this is not possible, all reusable equipment that is shared between clients must be cleaned and disinfected with a hospital grade disinfectant first.
- ✓ All shared equipment (phones, tablets, computers, printers etc.) are cleaned and disinfected regularly.
- ✓ Any furniture and surfaces in visiting areas will be sanitized as per the [BCCDC guidelines](#) at the end of each visit.

Environmental Cleaning

- ✓ The units within Elim Village require daily enhanced cleaning. A procedure has been developed that outlines the procedure for enhanced daily cleaning throughout the organization as well as high touch surfaces in nursing areas, staff rooms, common areas, hallways, resident rooms, bathrooms, and other applicable areas. [Environmental cleaning guidelines](#) from the BCCDC are followed.



- ✓ Unnecessary tools and equipment that may elevate the risk of transmission such as coffee makers have been removed as needed from the workplace.
- ✓ Cleaning staff are dedicated to specific units or areas where possible. If not possible, cleaning staff should provide service to non-COVID-19 rooms/units first. Rooms on droplet and contact precautions, COVID-19 suspected or COVID-19 positive rooms, are cleaned last.

Expansion of Services

- ✓ Any modifications made to the current method of service delivery/work operations will be made in full consultation with those potentially affected by those changes, as well as the latest direction from the PHO, MHO, BCCDC and WorkSafeBC.
- ✓ Prior to any modifications being made, workers will be notified of the updated safety controls being implemented, including any new safe work procedures. These changes will be informed by the supervisor of the area.

Supporting Clientele

Assisted Living & Full Care Clientele

- ✓ All new residents undergo screening prior to moving into Elim Village and procedures are in place to isolate residents who are required to undergo 14 days of isolation upon admission to Elim Village. Residents undergoing 14-day isolation are placed on droplet and contact precautions.
- ✓ Residents who leave for medical appointments or other approved reasons are instructed in appropriate procedures to follow off site and are screened upon return.
- ✓ Residents are screened and assessed for symptoms on an ongoing basis as directed by the [BCCDC](#).
- ✓ Procedures are in place if a resident is suspected of having COVID-19.
- ✓ Procedures are in place for transferring residents to acute care if required.

Independent Living Clientele

- ✓ Virtual visitation is strongly encouraged among the resident population to limit the number of visitors, and therefore risk, to residents and staff.
- ✓ All clients are screened for signs and symptoms of illness, including COVID-19, prior to every staff visit.
- ✓ Family members or others in the home at the time of the client visit are screened for signs and symptoms of illness and are asked to maintain a 2-meter distance throughout the staff visit.



- ✓ If a client cannot be effectively screened (e.g. dementia) the worker will use a Point-of-Care Risk Assessment to determine their level of risk and PPE required to provide care.
- ✓ Procedures are in place if a client is positive for symptoms of COVID-19 as a result of the screening.
- ✓ If providing care to clients who are symptomatic or pending/confirmed COVID-19 positive, the worker is to follow contact and droplet precautions. Workers are aware of and trained in those procedures.

Interacting with Visitors

- ✓ Virtual visitation is strongly encouraged and is supported where in-person visitation is not possible.
- ✓ Visitors are restricted to essential visits and family/social visits within established criteria. [Social visiting guidelines signage](#) is posted at all points of entry to Elim Village.
- ✓ A written plan detailing practice requirements for essential and family/social visits has been developed according to BCCDC guidelines.
- ✓ Family/social visits will only be allowed if there is no active COVID-19 outbreak.
- ✓ Visitors with signs or [symptoms](#) of illness, as well as those in self-isolation or quarantine in accordance with public health directives, are not permitted to visit.
- ✓ Family/social visits will be scheduled in advance between the visitor and the facility.
- ✓ All visitors are actively screened for signs and symptoms of illness, including COVID-19 prior to every visit. Visitors with symptoms identified via screening do NOT enter the facility.
- ✓ Visitors must sign in when entering the facility.
- ✓ Visitors are instructed when and how to perform hand hygiene, respiratory etiquette, and safe physical distancing.
- ✓ Visitors must bring and wear a mask for the duration of their visit.
- ✓ Visitors are instructed on how to put on and remove any required PPE when visiting or caring for residents on droplet and contact precautions. If the visitor is unable to adhere to appropriate precautions, the visitor shall be excluded from visiting.
- ✓ Visitors shall go directly to the resident they are visiting and exit Elim Village directly after their visits.

In accordance with the [order of the Provincial Health Officer](#) dated May 14th, 2020, a copy of the Elim Village COVID-19 Safety Plan has been posted at our Health & Safety Boards and our company website.