



Coronavirus (COVID – 19) Exposure Control Plan - REVISED

Spectrum Society is committed to ensuring the health and safety of the people we support and of our employees. With the growing spread of the Coronavirus (COVID-19) in British Columbia and around the world, we are taking steps to minimize exposure to the virus and keep people safe.

UPDATES – We are staying up to date with all the latest developments and communicating information to our staff and teams as it becomes available.

Public Health updates – We are taking our lead from the Government of Canada and provincial health authorities regarding steps to contain the virus and help slow down its spread. The situation is changing by the day, so we encourage everyone to check the Government of Canada website and the BC Government websites for the most up to date information:

BC Centre for Disease Control – <http://www.bccdc.ca/health-info/diseases-conditions/covid-19>

BC Government releases – <https://news.gov.bc.ca/releases>

Government of Canada Covid-19 page – <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html#a1>

Spectrum updates – We are posting regular updates on the Spectrum website and sending these out via our weekly e-newsletter. If you are not subscribed to receive the e-newsletter, you can do so by following the links on our website. Or click on the Coronavirus COVID-19 link on the Spectrum website to see the updates: www.spectrumsociety.org

POLICIES AND PROCEDURES – Spectrum policies and procedures include information on preventing the spread of communicable diseases and strategies for protecting yourself and the person you support by following universal precautions:

Policy#30: Prevention of Communicable Diseases

<https://sscl.sharevision.ca/public/PolicyDirectory/General%20Policies/30.0.PreventionCommunicableDiseases.pdf>

Policy #31: Universal Precautions

<https://sscl.sharevision.ca/public/PolicyDirectory/General%20Policies/31.0.UniversalPrecautions.pdf>

CONTINUITY OF SERVICES – The continuity of essential Spectrum services is a priority. Non-essential activities may need to be cancelled or postponed.

Personal networks – We are reaching out to families and friends of people we support to coordinate our efforts and ensure that people have the support they need, both in terms of practical things like having enough food and support with day to day activities, as well as social and emotional support. Personal networks play a vital role, helping people stay connected and reducing social isolation. If people are not able to visit in person, they can stay connected via phone, email, texting or social media.

Critical staffing levels – Our priority will be to ensure that essential Spectrum services have enough trained staff to support people safely in their homes. Non-essential outings and activities will be supported only to the extent that we are able to continue providing critical staffing to those who need it most.

Reassignment of staff – If a significant number of staff are unable to work, or if an individual isn't accessing their regularly scheduled support, we will be exploring reassignments of staff to sustain critical staffing levels in our essential services. We will be monitoring the capacity of our teams closely and ensuring that each team has a plan for backup support including enough relief and availability of staff from other teams who may be able to step in if needed.

Staff time off – If staff are unable to work due to their own illness or to care for their family members, they can use banked time, sick time or accrued vacation. The federal government announced it would waive the waiting period for EI and we can assist with expediting application for employees who need to pursue this.

RISK ASSESSMENT – Government directives and our own policies provide broad guidelines for everyone to follow. At an individual level, we want to ensure that care plans are kept up to date including guidelines for staff on providing care if the person becomes ill. We will work closely with health care supports to ensure that protocols are in place to keep the individual and staff safe.

Point of care risk assessment – Prior to starting a shift, staff should confirm if the person is showing any symptoms of Covid-19 – cough, fever, shortness of breath. If the person is showing symptoms, staff should report to the supervisor immediately and seek direction on how to proceed.

If staff are supporting someone who symptomatic, they should assess the risk of each interaction throughout the shift to minimize exposure to themselves and others. Prior to supporting someone who is ill, we will ensure that staff are comfortable doing this kind of assessment and providing care. The manager will ensure that protocols are in place and that employees have the training and protective equipment and supplies needed to provide care safely.

Reporting illness of a supported individual – Let us know immediately if someone you support is showing symptoms of Covid-19 – cough, fever, shortness of breath. The manager will be responsible for contacting the person's family and health care supports unless otherwise delegated to another team member.

RISK MANAGEMENT – Strategies for preventing exposure to the virus include:

Social distancing – Health authorities are advising people to avoid crowded spaces and keep at least two metres (six feet) from other people whenever possible. Employees who work at the Spectrum office are advised to keep their distance from one another or consider working remotely.

Self isolating – Employees who show symptoms of Covid-19 – cough, fever, shortness of breath – or are returning from abroad should self isolate at home for 14 days or until they receive medical clearance to return to work. If a person supported by Spectrum is showing symptoms, the expectation is that they will also self isolate at home for 14 days. If the person receives in-home support from Spectrum, then the risk assessment guidelines noted above will apply and safety protocols will be put in place to protect the individual and staff.

Handwashing – Wash your hands with soap and water, before and after eating or assisting someone with personal care, before preparing food, and after using the washroom, changing the garbage or handling shared equipment and household items. Assist the people we support to practice handwashing and good hygiene.

Keep shared surfaces and objects clean – Disinfect kitchen and bathroom surfaces, work stations, light switches, doorknobs and any shared items in the household often.

Dishes and laundry – Use disposable paper towels rather than sharing cloth hand towels. Dishes should be washed in a dishwasher on the hot cycle. Dishes and linens used by a person who is ill should be kept separate from items used by others in the household and washed separately.

Personal protective equipment – Employees can minimize the risk of infection by using personal protective equipment, which includes gloves, masks, goggles and gowns. Disposable gloves should be used when doing laundry or assisting with personal care. Masks, goggles and gowns are not routinely used but will be made available as needed and upon the advice of medical professionals. The manager will monitor the need for personal protective equipment and ensure that staff have the supplies and equipment they need to do their job safely.

RESPONSIBILITIES OF KEY PERSONNEL

Community support workers – CSWs should be familiar with Spectrum policies and procedures, including the Exposure Control Plan, and must follow these guidelines as directed. Employees should seek clarification if they are unsure about anything and will report to the supervisor immediately if they or someone they support develops symptoms.

Supervisors – Supervisors are the primary point of contact for our staff teams and families of people supported by Spectrum. The supervisor will ensure that critical staffing levels are maintained and that staff have access to the training and resources they need (petty cash, supplies, equipment).

Coordinators – Coordinators will support the supervisors to maintain essential services and problem solve any issues that come up. They will liaise with the directors and families to ensure that effective communication is maintained between all parties. They will be responsible for any

decisions regarding the team's capacity to care for a supported individual who becomes ill, in consultation with the supervisor, the team, the family and any professional supports.

Directors – The directors will communicate with and update employees and other stakeholders on new information and directives. They will be responsible for any decisions regarding essential services and service cancellations or reductions. They will monitor Spectrum's services to ensure compliance with guidelines set by local health authorities and the provincial and federal government.

Administrative support – Our goal is to maintain seamless continuity of essential administrative functions, including HR functions (hiring, benefits administration) and finance (petty cash, payroll). The office is closed with the exception of designated hours for petty cash reimbursements. Essential administrative supports will continue remotely and all of our supervisors and administrative staff will continue to be available via email. Please refer to the website for further updates.

All employees – We ask all employees to be planning ahead for possible disruptions to their daily routine that could affect their ability to get to work, for example arranging for child care if schools are closed, or alternate transportation if the public transit system is affected. And, most importantly, **STAY HOME IF YOU ARE SICK!**