

COVID-19

PROTECTING YOURSELF FROM COVID-19 WHILE AT WORK – HEALTH AND SAFETY PLAN

All employees and volunteers will be oriented to the COVID-19 health and safety plan using all staff communications, during onboarding of new employees and other means as determined by direct supervisor.

This plan is intended to be in addition to Simcoe Muskoka District Health Unit Policies Procedures and Process listed at the bottom of this document.

COVID-19 Screening for Employees, Students and Volunteers

Screen yourself: Each day prior to physically coming to the office or working outside of your home, all employees, volunteers are asked to screen themselves using either the:

- SMDHU employee screening survey. <https://chkmkt.com/SMDHUActiveScreening>. Additional details regarding [Employee screening procedure](#) located on the intranet

OR

- For COVID 19 immunization fixed clinic locations all employees/volunteers and in kind staff from other organizations are required complete in-person screening by reviewing the screening questions and signing the sign in sheet upon arrival into the clinic space.

If you screen positive, do not come into the office or work in person in the community, inform your supervisor/manager **AND** consult the Chief Nursing Officer, Acting (Natalie Riewe) at natalie.riewe@smdhu.org or 705-309-9728

Additional Public Health Measures for Employees Students & Volunteers

All employees are required to follow public health measures including, universal masking, physical distancing and Infection prevention and control measures when working in-person in the office or community.

- Use approved workstations at the office to ensure physical distancing.
- A 2 metre (6 feet) separation is to be maintained, unless there is a physical barrier (e.g., cubicle, Plexiglas window) or the appropriate use of PPE (mask and eye protection).
- Follow maximum room capacity if using employee lunchrooms and do not sit directly across from others, stagger your seating to create 2 meters of space.
- Follow directional arrows or signs (as applicable) to avoid transient interactions.
- Wear face coverings when not at a workstation where you can maintain physical distance (masking while moving).
- Take elevators one at a time.
- Avoid car pooling.
- If assigned work requires a person to work within 2 meters of another person or in a shared small workspace (office, car, small meeting room) they are required to wear a surgical/procedure mask and to wear eye protection.

Wash hands (perform hand hygiene) regularly using soap and water or Alcohol Based Hand Sanitizer (ABHS) throughout the day, including upon arriving at the office, before eating and after using the restroom.

- Follow SMDHU - [Internal PPE Minimum Requirements for COVID-19](#) and [Policy OPO111 Infection Prevention and Control Policy](#)

Cleaning and Disinfection

- Office and Clinic settings are to be cleaned following [Policy OPO111 Infection Prevention and Control Policy](#) and [Policy HSO119 Cleaning and Disinfection of Multi use Non Critical Device - Equipment](#)
- Office settings are cleaned at least once every 24 hours through cleaning services, including high touch surfaces. Additional cleaning may be recommended from time to time based on use and volume of activity in a given work area/office.
- **Employees are required to clean their workstation** at the beginning of their shift if they are sharing workstations, including keyboards, desk phones, desk surface, and chair arm rests.
 - Lysol wipes are to be used to clean and disinfect personal work stations in general office settings. Do **not** use Lysol wipes on monitors and cell phones. Lysol wipes required 10 minutes of wet contact time to disinfect.
 - Equip wipes should be used on monitors and cell phones but are not disinfectants. Equip wipes are only effective for dust and grime removal.
 - If using shared workstations please ensure all personal items, dishes and garbage are not left on the desk. Please use a banker box to store personal items under desk if necessary.

Working From Home or In Person in an SMDHU Office or Community Setting during COVID 19

- **Work from home during COVID-19:** Program managers will be assigning work from home to those employees whose functions could feasibly be carried out at your home environment. All employees are encouraged to talk to their managers about whether working from home would apply to them.
 - This will protect all employees by making it possible for those who are required to work in the office to have more room to practice physical distancing in the workplace. It will also reduce the number of employees coming into the office, thus reducing the likelihood of COVID-19 being brought here.
 - Refer to [Policy OPO111 Working from home or an SMDHU office location during COVID-19](#)
 - Considerations regarding privacy and the type of assigned work will be reviewed with each employee prior to the assigning of work from home.
 - Please see [employee compensation document](#) for more information related to work hours and child care.

Protecting yourself and clients from COVID-19 transmission

Review the OPO11 [Infection Prevention and Control: Routine Practices and Additional Precautions](#) for detailed information.

Providing virtual care is the preferred option of care provision. The following would be the considerations for providing in person care:

- i. Prior to providing care or service, [actively screen](#) all clients prior to scheduled appointments when possible for care that requires in-person contact (e.g. in a home, clinic, or community setting).
- ii. Complete a [Point of Care Risk Assessment](#) (page 3)

A point of care risk assessment (PCRA) assesses the task, the patient and the environment. A PCRA is a dynamic risk assessment completed by the health care worker (HCW) before every patient interaction in order to determine whether there is risk of being exposed to an infection.

Performing a PCRA is the first step in Routine Practices, which are to be used with all patients, for all care and for all interactions. A PCRA will help determine the [correct PPE](#) (page 5) required to protect the HCW in their interactions with the patient and patient environment. Minimum requirements for use of PPE specific to COVID 19 are outlined in the [SMDHU - Internal PPE Minimum Requirements for COVID-19](#)

- iii. **If you need to provide service to a person who has screened positive or has respiratory symptoms:**
 - Ask clients to wait outside and maintain a 2 meter distance when providing care (eg NEP, water bottles).
 - Clinical services may choose to provide service where possible in client vehicles.
 - Use Personal Protective Equipment (PPE) for contact and droplet precautions. **Review Appendix C in the [SMDHU IPAC policy](#) for how to appropriately put on and take off PPE** (gloves, long sleeved gown, facial protection, such as surgical/procedural mask and eye protection, face shield, or surgical/procedural mask with visor attachment).
 - An N95 respirator (plus eye protection) should be used when performing aerosol-generating medical procedures (AGMPs) on a person under investigation (PUI) or confirmed for COVID-19.

Simcoe Muskoka District Health Unit Policies and Procedures

[Policy HSO118 Infection Prevention and Control: Routine Practices and Additional Precautions](#)

[Policy HSO119 Cleaning and Disinfection of Multi use Non Critical Device - Equipment](#)

[SMDHU - Internal PPE Minimum Requirements for COVID-19](#)

[Employee Screening Process for COVID-19 Risk](#)

Additional Resources

- [Government of Canada: Coronavirus disease \(COVID-19\): For health professionals](#)
- [Public Health Ontario Technical Brief: Updated IPAC Recommendations for Use of Personal Protective Equipment for Care of Individuals with Suspect or Confirmed COVID-19](#)