

Positive COVID-19 Case Planning for

OPTIONS NORTHWEST

95 Cumberland Street North, Thunder Bay, ON P7A 4M1 (807)344-4994

OPTIONS NORTHWEST emergency contact: Manager On-Call (807)343-6300

Direction will be taken from the Thunder Bay District Health Unit

First Steps:

- In the event of a positive case of COVID-19 or in the event an outbreak is possible, Management will contact the Thunder Bay District Health Unit at **625-5900** to provide notification and for direction.
- The Thunder Bay District Health Unit will provide guidance with respect to any additional measures that should be implemented to reduce the risk of COVID-19 transmission in the setting.
- Minimal staffing protocol should have already been initiated for the area affected based on individuals having symptoms of illness and a COVID kit should have been delivered to the home.
- The Pandemic team will meet as soon as possible to discuss whether individuals who have tested positive can isolate in their home or must be moved to the alternate site, under the direction of the Thunder Bay District Health Unit. This meeting should include the Supervisor from the affected area.
- The Pandemic team/Health & Safety Coordinator will provide information to the Thunder Bay District Health Unit regarding anyone who may have been in contact with the individual who tested positive by accessing the screening sheets for the area affected.
- Access to key supports will be maintained for the individuals in the affected area such as medication delivery, medical care with physicians, emergency care if their condition deteriorates, the Community Resource team support and community supports as needed.
- Serious occurrence reporting will be done by the Supervisor, a Manager or a Director to MCCSS if there is a suspected or confirmed case of COVID-19.

Individuals in Outbreak Area

If COVID-19 positive individual must be moved to alternate site to facilitate isolation:

- A member of the Management team will contact Lisa Foster, Executive Director Community Living Thunder Bay at **628-4381** or the administrative office at **622-1099** to access the alternate living site.
- A COVID kit containing PPE will be transported to the site prior to the individual being transported.
- Prior to transporting the individual, they must be in a private room or wear a surgical/procedure mask and stay at least 2 metres away from others. Ensure they are practicing hand hygiene.
- Employees must wear surgical/procedure masks, eye protection, gowns and gloves.
- Assist the individual to pack personal items, bedding, towels, medication and clothing required.
- Clean and disinfect the room after the individual leaves and any other rooms the individual may have used. I.e.- the bathroom.
- Other supplies must be delivered to the alternate site such as groceries, cleaning and disinfecting supplies on the day the individual is being transported. A kit of cleaning and disinfecting supplies will be available at the office for delivery to the alternate site. The employees in the home will make a list of groceries that will last for 24 hours and the Supervisor, Supervisor on call or Manager on call will purchase the groceries and deliver to the alternate site.
- Staff from the affected area will accompany the individual to the site and staffing will be initiated for the site. Changes to shift times will be considered in order to minimize staffing levels required.
- An agency vehicle will be used to transport the individual to the site. If an accessible van is required, employees can use the 533 S. Syndicate Avenue van. One of the vans located at the 95 N. Cumberland office can be used for people who do not require accessible transportation. The keys for the vans at 95 N. Cumberland will be kept in Mark Beazley's office. The employee(s) must wear a surgical/procedure mask. The COVID-19 positive individual should wear a surgical/procedure mask as tolerated and sit in the back seat. The vehicle must be cleaned and disinfected following transport of the individual by the employee who transported the individual.

If individuals will isolate in their own home:

- As much as possible, the individual(s) affected should isolate in their own rooms.
- Employees working in the affected area must wear surgical/procedure masks, eye protection and gowns for all interactions with individuals. Gloves must be worn when providing direct care.
- Disposable PPE must be worn for all interactions with COVID-19 positive individuals. The PPE must be disposed of in the individual's room, into a bag lined garbage can following the appropriate steps for taking off PPE.
- The Thunder Bay District Health Unit may provide further specific guidance on the use of PPE based on individual circumstances.
- Bathrooms must be cleaned and disinfected after each use by individuals. Consider bringing in commodes for use by COVID-19 positive individuals in their room.
- The Thunder Bay District Health Unit will assist in determining the best way to cohort individuals within the affected area and staffing to minimize spread of the virus.
- The Pandemic team will keep the Supervisor and employees from the affected area informed of all recommendations from the Thunder Bay District Health Unit.
- Employees must support individuals who have symptoms or have tested positive for COVID-19 to stay as far apart as possible from others, isolating them in their rooms as possible.
- Ill or COVID-19 positive individuals will be served their meals in their rooms.
- Employees will continue to frequently clean and disinfect all high touch surfaces and areas after use and at least twice daily.
- Common areas should not be used by COVID-19 positive individuals.
- Reinforce hand hygiene, respiratory etiquette and physical distancing within the home.
- Bedding, towels and other laundry will be washed daily and will not be shared. Employees must wear gloves and a gown when handling dirty laundry.
- Employees will continually monitor all ill individuals for worsening symptoms and arrange medical care as needed. In the case of emergency, call 9-1-1.
- New admissions to the area of outbreak should be on hold until the outbreak is declared over by the Thunder Bay District Health Unit.
- If tolerated, all individuals in the outbreak area should wear a mask to protect others.
- Employees will be reminded to stay home if they experience any symptoms of illness and remain at home until cleared to return to work in consultation with the Thunder Bay District Health Unit.
- Employees working within the outbreak area will be advised not to work at any other workplaces during the time of outbreak.
- Only absolutely, essential visitors will be allowed into the outbreak area and will be required to wear PPE.

February 2021

- Employees will be required to maintain physical distancing with co-workers and essential visitors.

Testing:

- Organize testing for all ill individuals through consultation with the Thunder Bay District Health Unit. The preferred testing is for EMS to come to the home and do the test.
- The Supervisor or employees will monitor for test results online and notify the Pandemic team.
- Advise ill employees and essential visitors to arrange testing through the COVID-19 assessment centre at **935-8100** and to notify the Supervisor of test results. The Supervisor will notify the Pandemic team.
- The Thunder Bay District Health Unit will advise if testing should be done on individuals, employees or essential visitor with no symptoms.

Communications:

- The Executive Director and Director of Community Services or Designate will notify individuals, families, OPTIONS NORTHWEST employees, PGT, MCCSS, board members, unions and partner agencies about the outbreak as necessary.
- Individuals, employees and essential visitors should be made aware of the outbreak measures being implemented at the congregate living setting.
- A sign will be posted on the door of the home indicating there is an outbreak.
- Signs are posted about key outbreak measures-physical distancing, hand hygiene, respiratory etiquette.
- EMS will be notified of the outbreak if an individual requires transport to the hospital.
- The Executive Director should be prepared for media attention and coordinate messaging with the Thunder Bay District Health Unit.
- Regular updates will be provided to the Thunder Bay District Health Unit by the Pandemic team.
- If employees become ill as a result of exposure in the workplace, notification must be given to the Ministry of Labour, Training and Skills Development, Workplace Safety and Insurance Board and JHSC or Health and Safety Representatives.

Resolved cases and declaring the outbreak over:

- We will work with the Thunder Bay District Health Unit to determine when cases are considered resolved and individuals can come out of isolation.
- The Thunder Bay District Health Unit will declare when the outbreak is over.
- Generally, an outbreak is declared over when there are no new cases of COVID-19 in individuals or employees after 14 days.