

Health and Human Services COVID Safety Plan

Current as of 12/07/2021

Introduction

This plan provides members of the department team guidance on operating in a COVID-safe way, and helps identify and mitigate risks during the ongoing pandemic.

Purpose and objectives

Our department is dedicated to the health, safety and wellbeing of all team members, patients, contractors and visitors. In this pandemic environment, we acknowledge additional precautions are required and that these are outlined in this COVID Safety Plan.

1. Department access and patient flow

To control the flow of people into and through the department, we will:

- encourage telehealth consultations (where appropriate)
- check the temperature of each person presenting to the building. If the temperature registers $>100^{\circ}\text{F}$ the person will be asked to remain outside of the building until further assessment can be conducted
- limit patient entry to the entrance located at main doors.
- display information at the entrance and ensure clear messaging asking public to call ahead if they have any symptoms suggestive of COVID-19 to enable appropriate triage
- display information at the entrance outlining the requirements of entry [wearing a mask, have an appointment, be free from symptoms consistent with COVID-19]
- require all people entering the department to don a face mask [publics are asked to bring their own, but will be supplied with one if they present without a mask]
- provide access to hand-hygiene products upon entry and exit (and at appropriate locations throughout the department), such as an alcohol-based hand sanitiser or hand-washing facilities.

2. Physical distancing

While acknowledging the nature of services provided maintaining a physical distance of 6 feet with a visitor is not always possible, our department will put in place physical distancing measure by:

- Ensuring 6 feet from all people's chair/desk
- minimising patient congestion in the lobby by
 - limiting the number of people on the premises at any one time
 - having public wait in their cars or outside until ready
 - spacing furniture in the waiting room
 - encouraging public to call ahead to book an appointment rather than walk in.

3. Use of personal protective equipment

Appropriate use of personal protective equipment (PPE) is critical in limiting the spread of COVID-19. All members of the department team will:

- ensure standard precautions, including hand hygiene, cough etiquette and appropriate waste-management techniques, are maintained
- dispose of all used PPE in accordance with standard precautions.

4. Environmental management and cleaning

Our department will regularly clean and disinfect shared spaces, surfaces and communal items. Our department will:

- enhance air flow by opening windows and doors in shared spaces (where and when appropriate) and optimizing fresh air flow in air conditioning systems (by maximizing the intake of outside air and reducing or avoiding recirculation of air)
- minimize the volume of equipment in areas to reduce the cleaning burden and risk of transmission
- minimize the sharing of clinical and administrative equipment between team members
- clean and disinfect frequently touched surfaces with detergent and disinfectant wipe/solution between each use

5. Record-keeping

To aid contact tracing in the event a patient, team member, contractor or any visitor to the department tests positive for COVID-19, our department will:

- maintain a record of all appointments (including recording people accompanying the visitor), team member work times, and contractors/visitors to the department, including entry and exit times
- maintain these records for a minimum of 14 days.

6. Department team management and limiting interactions in closed spaces

To reduce the risk of COVID-19 transmission between department team members, we will:

- regularly communicate with all team members regarding the requirement to not attend the department if they have any symptoms consistent with COVID-19, regardless of how mild, and will encourage testing
- check the temperature of each department team member on commencement of work. Where the person registers a temperature $>100^{\circ}\text{F}$ they will not enter the department and will be asked to seek further medical review
- require a verbal/written/electronic attestation from each team member at the commencement of each shift confirming they do not have any symptoms consistent with COVID-19, have not been in contact with a confirmed case, and have not been directed to isolate
- encourage physical distancing in common areas (ie break room), through organization of furniture, floor markings and signage
- encourage breaks/lunchbreaks to be taken outside
- stagger breaks to limit the number of people in common areas
- require all team members to thoroughly clean communal items (eg cutlery) immediately after use by washing with hot water and detergent

Plan review

This plan will be reviewed regularly to ensure it reflects the current processes and procedures of Karuk Health and Human Services as well as current legislation requirements and public health directives. The plan will be reviewed on or before June 1st 2022.

Signed _____

COVID IC

Signed _____

Infection Control Officer

