

**Prince George Native Friendship Centre  
Gathering Place (1600 3<sup>rd</sup> Ave.)  
Communicable Disease Prevention Plan**



**Worksite Location:**

**Gathering Place**

**1600 3<sup>rd</sup> Ave**

**April 5, 2022**

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**“in the power of Friendship, be safe, be kind.”**

## 1. Background

The province of British Columbia has announced the beginning of Phase of its Restart plan on April 8, 2022. As a per the Provincial Health Officer and in compliance with Worksafe BC, employers are no longer required to maintain COVID-19 Safety Plans. Employers are required to have Communicable Disease Prevention Plans.

## 2. Communication

Please note that any direct concerns should be brought immediately to your Program supervisor's attention as soon as possible.

This plan will be updated as required and will be posted at every department worksite and available on our webpage: [www.pgnfc.com](http://www.pgnfc.com)

Additionally, the PGNFC Safety Committee meets via Zoom on the first calendar Wednesday of each month and a monthly communique is issued by the PGNFC management Team in regard to organizational response to any new orders from the Provincial Health Office or Worksafe BC.

## 3. Know when not to come to work

- Self-Assess daily, prior to arriving at work using: COVID-19 BC Support App and Self-Assessment Tool Link: <https://bc.thrive.health/covid19/en>. After assessment, should you be symptomatic, please follow the instruction as outlined.
- Daily PGNFC Health Assessments are no longer required. We are adhering to the 2 days of symptom free prior to any return to work, should employees identify COVID 19 symptoms as a reason for workplace absence.

#### 4. Know what is required in the worksite

A. Masks are not required but **highly recommended** for indoor spaces for all people 12 and older who are not yet fully vaccinated. Proof of vaccination is not required.

B. Masks are not required but **highly recommended** in all PGNFC Youth Services Department worksites when physical distancing (2Meters) is not possible.

#### C. Hand hygiene (Appendix A)

Wash hands as you enter and leave worksite and during as needed.

- **Hand Hygiene:** Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before preparing food, eating; medication distribution; and after blowing your nose, coughing, or sneezing. **If soap and water are not readily available**, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.
- **Respiratory Etiquette:** cough or sneeze into a tissue or elbow.

#### D. Personal Protective Equipment (PPE) Face masks, Gloves and goggles/visors are mandated for the following times:

- Staff must know when to use: **(Appendix B, C & D)**
  - see Disinfecting/Cleaning
  - see Transportation
  - See Pre-screening/Room checks
  - See First Aid
  - See Naloxone

#### E. Physical Distancing

Practice Physical Distancing (2 meters) while in your worksite, this includes office, kitchen, any open spaces (Indoor/outdoor) and adjust your worksite as needed in conjunction with your supervisor (ie: removing chairs, tape prompts, adjusting entrance/exits, single occupancy in fleet and elevator). **Facial masks are recommended when physical distancing is not possible.**

- **Occupancy Limits:** PGNFC Occupancy limits are to room capacity.
- **Office Etiquette:** Please ensure that you are designating a pen for your own use and disinfecting common use items after your use (Phones, computer, photocopier, stapler, etc)

#### F. Prevention for Clients/Professional Visitors

- All staff/clients/professional visitors **MUST WASH HANDS** or use **HAND SANITIZER** as they enter the premise or vehicle.
- Facemasks are not required but **highly recommended** to all Professional Visitors and protocol around usage when physical distancing is not possible.

## 5. Disinfecting/cleaning

Routine disinfecting and sanitizing of worksite must occur on an enhanced cleaning schedule and as required.

- **Site Disinfection:** Staff will be reminded to keep their works areas clean and to disinfect their equipment (pens, staplers, keyboards, desk phones, cell phones, etc).
- **Fleet:** Must occur prior and after every use and record on pre-trip. Paper towels and disinfectant are supplied when vehicle is signed out.
- **Bathrooms& Handrails:** These are two areas that are identified as high touch.

## 6. Fleet Vehicle Usage

- Transporting will resume to seat capacity in the fleet.
- Hand sanitizing prior to use is required.
- Pre-screened Clients before entry to the fleet.
- Staff are required to **wear a face mask** to transport with clients.
- All occupants **must wear a face mask**.
- Disinfecting/sanitizing of fleet must occur after every use and documented.

## 7. Building Hours & Logistics

- Until further notice, the Gathering Place will remain on reduced hours from 9am – 4pm, Monday – Friday. We will remain closed on Weekends.
- Access and entrance will be restricted to the public through the front doors. One set of doors will be designated “entry” and one set will be designated “exit”, and there will be directional arrows as well as social distancing stickers in the front lobby and exterior front entry of the building. (**See Appendix F**)

## 8. Contactless Delivery

Programs who are making deliveries to clients will follow these guidelines:

- Masks are **required** for all deliveries

- Physical distancing is mandatory for deliveries – you should place the delivery in front of the door, then knock/ring the bell and back away; If you are accepting payment from the client, they need to place the payment for you to pick up and back away themselves
- Staff are not to enter client residences for any reason (consult with your supervisor if you are being asked to enter a residence to assist a client)

## 9. Counselling Clients

- All counselling clients are permitted to access in-person services, with an option for telephone/virtual sessions.
- All staff/clients/professional visitors are recommended to wear proper fitting face masks that cover the nose and mouth area when physical distancing is not an option.
- If you are making appointments with clients, please ask them to self-assess before they enter the building.

## 10. Camp Friendship

- Camp Friendship will be made available for rental to all groups as of April 8, 2022, and we will be permitting overnight camps. The health and safety of our campers, staff, guests and their families is always of highest priority to us. Although the BC Public health office advises it is safe to open the camp, PGNFC will not be hosting their own camps for the summer of 2022

## 11. Gym

Our employee gym will officially be open on April 8, 2022. Following provincial guidelines, there will be no capacity restrictions. However, we request that anyone using the gym be fully vaccinated and undergo a gym orientation. Other past procedures, such as signing in and cleaning machines after use are still in effect. As part of our new cleaning procedures, we will be fogging the gym daily to ensure all touch surfaces remain sanitized.

## 12. Information Desk Assistant

We have implemented the use of a greeter in our front lobby during operating hours (9am-4pm, Mon-Fri). The greeter will greet all building visitors and **recommend everyone to** be aware of face mask recommendation and hand washing/sanitizing requirements while on site. Face masks are

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recommended, but not mandatory. The greeter will also keep track of the total amount of visitors to the building on a daily, weekly, and monthly basis. The greeter will also be responsible for disinfecting the front lobby (See **Appendix F**)

### 13. First Aid

- Physical distancing is **MANDATORY**, we ask that First Aiders do not break physical distancing to administer first aid to either colleagues, community members and clients.
- Options as a First Aider are:
  - to provide someone with the supplies to self-administer first aid and to walk them through the process verbally while at the same time physical distancing, or
  - to call Amanda Garrison, Level 2 First Aid response for 1600 3<sup>rd</sup> Ave. Worksite.
  - to call 911 for more serious injuries/illnesses, wear full PPE ( N95 Mask, goggles, gloves) in preparation for further direction from 911 operator in preparation for direct care within 2meters.

### 14. Computer Services

From time to time, the computer services department may have to perform maintenance or repairs to your computer, printer, or other tech devices. If they need to perform such tasks, please ensure physical distancing in your office while they are working, and once they have completed their work, disinfect your work area, including your keyboard or any other surfaces the computer staff may have touched.

### 15. Volunteers/Practicums

PGNFC recognizes the valuable partnership between community programs and the need for hands on practical experience.

Any Volunteer/Practicum student on site in PGNFC programs will:

- In addition to having completed a Criminal Record Check with the local RCMP detachment, be given an orientation to the Communicable Disease Prevention Plan by the coordinator or their designate, once completed both will sign the attached document.

- Volunteer/Practicum student MUST self-assess prior to entering the work site. If they are unwell, they are to follow the call-in procedure as outlined with their faculty advisors
- Volunteer/Practicum student MUST wash hands upon entering the program
- Follow the guidelines as set out in this document, specifically but not limited to the use of PPE.
- Report any safety concerns directly to program coordinator or designate immediately.
- Follow the guidelines as set forth from their academic institution, if practicum student.

## 16. Students

The Prince George Native Friendship Centre hosts many employment and training programs that have students. Staff and students of these programs will follow these guidelines at all times.

- Students and staff must follow the Universal Safety Precautions as per the Provincial Health Officer (PHO) at all times.
- People must avoid greetings that involve physical contact, such as shaking hands. Use alternative ways to greet people.
- Groups must take their breaks and move about the building at different times.
- As much as possible, people must avoid sharing items (pencils, books, dishes, utensils, etc.).
- Students and staff must limit the items they carry with them between their program and home.

Students and staff who have a condition that increases their risk for serious complications of COVID-19 are advised to stay home.

### **Health and hygiene measures**

Strict health and hygiene measures have been put in place in employment and training program:

- Alcohol-based hand rub, soap and disposable paper towels are provided for students and staff to encourage very frequent handwashing during the day.
- Hand hygiene must be performed when entering the building, before and after each break, before and after eating food, after blowing your nose and when leaving the building.



- Tissues are provided for students and staff in order to comply with cough and sneeze etiquette.
- Rooms are cleaned daily.
- Washrooms and surfaces that are touched regularly (door handles, switches, offices, computer equipment, microwave ovens, drinking fountains, faucets, etc.) are cleaned with the usual cleaning products several times a day.
- Items that are shared by several students are cleaned after each use.
- Staff are not required to wear a face covering. However, anyone who would like to do so can read the information sheet Wearing a Face Covering in Public Settings to find out how to make a face covering and how to use it properly. (Appendix I)
- Staff in **education and employment programs** are provided with personal protective equipment, and asked to maintain a physical distance of 2 metres between themselves and the students under their care.

### **Stay-at-home order**

The following people must stay at home:

- Anyone who has symptoms compatible with COVID-19, such as fever, cough, and trouble breathing.
- Anyone who has been told to self-isolate by their regional public health office.
- Anyone who has been diagnosed with COVID-19.
- Anyone who has had close contact with a confirmed case of COVID-19.
- Anyone who has returned from travelling until their period of self-isolation is over.

Anyone who develops symptoms compatible with COVID-19 during the day will be asked to leave the building and seek medical attention. They will be given a mask. The room will be aired and disinfected once the person has left.

## 17. Naloxone

### **PGNFC OPIOID OVERDOSE PREVENTION, RECOGNITION AND RESPONSE POLICY**

**This policy and procedure applies to PGNFC programs who have been provided**

**with Naloxone kits, with the intent of preventing fatal opioid client overdoses.**

Under BC law, anyone is able to administer naloxone in an emergency situation. Under PGNFC policy, only staff who have been trained in naloxone administration may administer naloxone in the course of their work. All staff will be regularly provided with information about the signs of an opioid overdose and all staff certified in Level I first aid should respond by doing rescue breathing and phoning 911. Additionally, those staff trained in naloxone administration may provide doses of naloxone. If naloxone is administered and the medical crisis is not an opioid overdose as suspected, there will be no medical consequences of administering naloxone – it will simply have no effect. Training is provided by qualified medical staff. Staff training records are centralized and can be accessed by Senior Managers.

**Signs of an opioid overdose:**

- Unable to stay awake
- Unable to be roused by noise
- Unable to walk or talk
- Slow or no pulse
- Slow or no breathing, or gurgling
- Skin is pale or blue, and feels cold
- Pupils are pinned or eyes are rolled back
- Vomiting

**Administering naloxone:**

◆ UNRESPONSIVE?

- Stimulate with noise (shout, use their name).

- Touch (sternal rub), remember, tell person what you are doing before you touch them.

◆ CALL 911

- Put person in the recovery position if you have to leave them alone.
- Give address and directions to where in the building you are, if possible send someone to meet paramedics at door.

◆ ADMINISTER ASSISTED BREATHING OR CPR (as appropriate)

◆ GIVE 1st DOSE

- Swirl ampule first.
- Snap top off ampoule; draw up all of the naloxone.
- Inject into large muscle (thigh, upper arm, or buttock).
- Inject at 90°, push plunger until you hear a click (needle will retract).
- Note the time of administration.
- Continue to give assisted breathing or CPR

◆ EVALUATE & GIVE 2nd DOSE IF NEEDED

- Continue to give assisted breathing or CPR if needed
- After 3-5 minutes, if still unresponsive, give a 2nd dose of naloxone.
- Ambulance transport to hospital.

◆ AFTERCARE

- Naloxone wears off in 20-90 minutes.
- Person may not remember overdosing (explain what happened).
- Monitor the person for at least 2 hours and do NOT allow them to take more opioids (could overdose again).

**Naloxone kit:**

Naloxone kits will include naloxone, syringes, gloves and a breathing mask.

Naloxone works to reverse/remove the effects of an opioid in the event of an overdose. Opioids include: morphine, codeine, heroin, oxycodone, methadone and fentanyl. Kits will be stored with first aid kits at applicable sites.

Replacement kits can be ordered from the PGNFC Health Director (Health, Adult Services and Early Service Depts), or Reid's Pharmacy (Youth Services

– PGNFC Program Coordinators to access).

Administration of naloxone is a reportable incident. Supervisor (or on-call supervisor) should be notified as soon as possible of administration and emergency services response. Licensing Report is to be used if a licensed facility, and Critical Incident Form if not licensed, within 24 hours to the Supervisor. The naloxone usage log/naloxone administration information form, to be kept with the kit, must also be completed at the time of use and forwarded to the Health Director (or Youth Services Director) – this is also how replacement kits will be obtained. Supervisors will ensure that staff receive debriefing, support and a reminder about our EFAP Counselling access following overdose situations.

The PGNFC takes the following measures regarding overdose prevention: monitoring or closing secluded areas of the building, regular washroom checks, ensuring that washroom doors are amendable to safety checks, and security sweeps of the building and lot afterhours.

Administration instructions and information on signs of an opioid overdose:

<http://towardtheheart.com/naloxone-course/>

## 17. Information Links

Health Link BC: <https://www.healthlinkbc.ca/health-feature/coronavirus-disease-covid-19>

BC Centre for Disease Control: <http://covid-19.bccdc.ca/>

Health Canada: <https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection.html>

**Government of BC:**

- BC's Restart Plan: <https://www2.gov.bc.ca/gov/content/safety/emergency-preparedness-response-recovery/covid-19-provincial-support/bc-restart-plan>
- COVID-19 Orders, Notices & Guidance: <https://www2.gov.bc.ca/gov/content/health/about-bc-s-health-care-system/office-of-the-provincial-health-officer/current-health-topics/covid-19-novel-coronavirus>
- Managing COVID-19 Stress, Anxiety & Depression: <https://www2.gov.bc.ca/gov/content/health/managing-your-health/mental-health-substance-use/managing-covid-stress>

**Other:**

- Canadian Mental Health Association Stay Well in Uncertain Times: <https://cmha.bc.ca/covid-19/>

## Appendix A Hand Hygiene



# Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



## Hand Hygiene

**SOAP OR ALCOHOL-BASED HAND RUB: Which is best?**



**Either will clean your hands: use soap and water if hands are visibly soiled.**



**Remove hand and wrist jewellery.**

### HOW TO HAND WASH



1 Wet hands with warm (not hot or cold) running water



2 Apply liquid or foam soap



3 Lather soap covering all surfaces of hands for 20-30 seconds



4 Rinse thoroughly under running water



5 Pat hands dry thoroughly with paper towel



6 Use paper towel to turn off the tap

### HOW TO USE HAND RUB



1 Ensure hands are visibly clean (if soiled, follow hand washing steps)



2 Apply about a 10-cent coin amount to your hands



3 Rub all surfaces of your hand and wrist until completely dry (15-20 seconds)



Ministry of Health



BC Centre for Disease Control

If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.



## Appendix B Donning PPE





# Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



## The 5 steps to Don (put on) Personal protective equipment (PPE)

**1** Hand hygiene



Clean all surfaces of hands and wrists

**2** Gown




Cover torso and wrap around back  
fasten in back of neck and waist

**3** Surgical/procedure mask



Secure ties at middle of head and neck,  
fit nose band to your nose and pull **bottom**  
down to completely cover chin

**4** Eye protection



Place goggles or face shield over  
face and eyes and adjust to fit

**5** Gloves



Extend to cover wrist of gown



Ministry of Health



BC Centre for Disease Control

If you have fever, a new cough, or are having difficulty breathing, call 8-1-1.

## Appendix C Doffing PPE



# Coronavirus COVID-19

BC Centre for Disease Control | BC Ministry of Health



## 9 Steps to Doff (Take Off) Personal Protective Equipment (PPE) For Droplet and Contact Precautions

**1** Gloves

The outside of gloves are contaminated. Grasp palm area of one gloved hand and peel off first glove. Slide fingers of hand under other glove at wrist and peel off. Discard in regular waste bin.

**2** Perform Hand Hygiene

Clean all surfaces of hands and wrists.

**3** Gown

Unfasten ties, pull gown away from neck and shoulders, touching ONLY the inside of the gown. Turn gown inside out and roll into a bundle. Place in soiled laundry hamper (if reusable) or in regular waste bin (if disposable).

**4** Perform Hand Hygiene

Clean all surfaces of hands and wrists.

**!** If you are NOT 2 meters away from the patient, exit room now, perform hand hygiene, and finish the remaining steps.

**5** Goggles or Face Shield

Do NOT touch the front of the eye gear. Place in receptacle for reprocessing (if reusable) or in regular waste bin (if disposable).

**6** Perform Hand Hygiene

Clean all surfaces of hands and wrists.

**7** Surgical or Procedure Mask

Grasp ties or elastics at back and pull **WITHOUT** touching the front. Place in receptacle for reprocessing (if reusable) or in regular waste bin.

**8** Perform Hand Hygiene

Clean all surfaces of hands and wrists.

**9** Exit Room

Exit room and perform hand hygiene.



IPC v2C



## Appendix D PGNFC PPE Poster

## PGNFC PPE (PERSONAL PROTECTIVE EQUIPMENT)

### 3 PLY MEDICAL MASK

To be used by staff/client when symptomatic  
As per resource protocol.



### N95 Mask

To be used by STAFF ONLY, for the  
Administration of Naloxone ONLY



## Appendix E (Deleted April 4, 2022)

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# Appendix F Greeter Cleaning Schedule/Checklist





## Appendix G Room Occupancy Poster

# Prevent the spread of communicable disease

In order to reduce the spread of communicable disease, we are limiting the number of people in this space.

Address /room/space: \_\_\_\_\_

Occupancy limit: \_\_\_\_\_ people

