

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



**Worksite Location:
Gathering Place
1600 3rd Ave**

August 25, 2021

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

1. Background

The province of British Columbia has entered into phase 3 of its Restart plan on July 1, 2021. As 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

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/>. 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. As of August 25, 2021, Masks are **required** for indoor spaces for all people 12 and older who are not yet fully vaccinated. Proof of vaccination is not required.

B. Masks are **required** in all PGNFC worksites for all employees and clients.

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.

Hand sanitizer is in limited supply, and we are relentlessly pursuing our current and provincial supply chains to ensure our access to this for all sites and everyone (staff and clients) is maintained.

- **Respiratory Etiquette:** cough or sneeze into a tissue or elbow.

D. Personal Protective Equipment (PPE)

- Staff must know when to use:
 - see Disinfecting/Cleaning
 - see Transportation
 - See First Aid
 - See Naloxone Administration
- Staff must know how to put on (See Appendix B & C)
- PPE supplies are available for PGNFC staff at the Gathering Place through General Manager, Ben Berland (ext. 278), Call/text 250-640-3328, bberland@pgnfc.com

E. Physical Distancing

Ensure 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).

- **Occupancy Limits:** Occupancy limits must be adhered to and are posted on doors. A sample poster is attached in **Appendix D**
- **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

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- All staff/clients/professional visitors are **required to wear proper fitting face masks that cover the nose and mouth area.**
- All staff/clients/professional visitors are **required** to WASH HANDS or use HAND SANITIZER as they enter the Gathering Place, and will be asked by the greeter upon entry.
- If you are making appointments with clients, please ask them to self-assess before they enter the building.

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

- Only one staff is permitted in fleet per use, unless otherwise directed or authorized by a supervisor.
- Handwashing prior to use is required.
- Disinfecting/sanitizing of fleet must occur after every use and documented.
(See **Appendix E**)

7. Building Hours & Logistics

- Until further notice, the Gathering Place is on reduced hours from 10am – 3pm, 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.
- Physical distancing in counselling spaces is mandatory.
- Masks are **required** at all times.

10. Camp Friendship

- Camp Friendship will remain closed to the public for renting during the summer of 2020. Our decision is made at the direction from our Provincial Health Officer, Dr. Bonnie Henry, who announced on May 26 that overnight camps will not be allowed this summer in B.C. The health and safety of our campers, staff, guests and their families is always of highest priority to us. We will reopen our camp when the BC Public health office advises it is safe to do so.

11. Building Greeter

We have implemented the use of a greeter in our front lobby during operating hours (10am-3pm, Mon-Fri). The greeter will greet all building visitors and **require everyone to** be aware of face mask compliance and hand washing/sanitizing requirements while on site. Face masks are 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**)

9. 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 911 for more serious injuries/illnesses.

10. 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.

11. 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 until September 2020.

Reorganization of rooms

- The number of students per group, the staff-student ratio and the physical organization of rooms must take into account the need to comply with the physical distancing standard of 2 metres at all times.
- Using visual markers in order to comply with the physical distancing standard of 2 metres will be in place.
- Some facilities such as book library and computer laboratories will be closed.

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.

12. 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/>

13. 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



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



Apply liquid or foam soap.



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



Rinse thoroughly under running water.



Pat hands dry thoroughly with paper towel.



Use paper towel to turn off the tap.

HOW TO USE HAND RUB



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



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



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



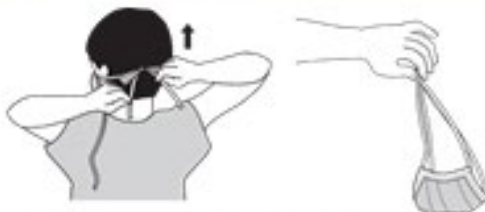
Do NOT touch the front of the eye gear. Place in receptacle for reprocessing (if reusable) or in regular waste bin (if disposable).

6 Perform Hand Hygiene



Clean all surfaces of hands and wrists.

7 Surgical or Procedure Mask



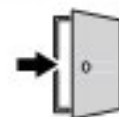
Grasp ties or elastics at back and pull ~~down~~ WITHOUT touching the front. Place in receptacle for reprocessing (if reusable) or in regular waste bin.

8 Perform Hand Hygiene



Clean all surfaces of hands and wrists.

9 Exit Room



Exit room and perform hand hygiene.



Ministry of Health



BC Centre for Disease Control

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 Fleet Vehicle Memo



Prince George Native Friendship Centre

The Gathering Place 1600 Third Avenue, Prince George, BC V2L 3G6 Phone
250.564.3568 Fax 250.563.0924 www.pgnfc.com - Email info@pgnfc.com

<input type="checkbox"/> Aboriginal Head Start I, 1945 - 3 rd Avenue, Prince George, BC V2M 1G6	Ph. 250.563.3884	Fx. 250.563.2183
<input type="checkbox"/> Aboriginal Head Start II, 110 Anderson Street, Prince George, BC V2M 4Z1	Ph. 250.564.1840	Fx. 250.564.1842
<input type="checkbox"/> Aboriginal Infant Family Development Program, 138 George Street, Prince George, BC V2L 1P9	Ph. 250.564.5941	Fx. 250.564.5946
<input type="checkbox"/> Aboriginal Supported Child Development Program, 1945 – 3 rd Avenue, Prince George, BC V2L 1G8	Ph. 250.563-5428	Fx. 250.563-3813
<input type="checkbox"/> Friendship Home, 657 Douglas Street, Prince George, BC V2M 2M5	Ph. 250.563-5085	Fx. 250.563.6805
<input type="checkbox"/> Friendship Lodge, 1656 Queensway Street, Prince George, BC V2L 1L7	Ph. 250-562-3004	Fx. 250.562.3014
<input type="checkbox"/> Ketso Yoh House, 140 Quebec Street, Prince George, BC V2L 1W2	Ph. 250.563.1982	Fx. 250.563.0283
<input type="checkbox"/> Native Healing Centre, 1600 - 3 rd Avenue, Prince George, BC V2L 3G6	Ph. 250.564.4324	Fx. 250.614.7728
<input type="checkbox"/> Reconnect Youth Services, 171 George Street, Prince George, BC V2L 1P8	Ph. 250.562.2538	Fx. 250.564.1432
<input type="checkbox"/> Smokehouse Kitchen & Gathering Place Catering/Hospitality Services 1600 Third Avenue, Prince George, BC V2L 3G6	Ph. 250.614.7726	Fx. 250.563.0924
<input type="checkbox"/> Tse'Koo Huba Yoh, 1139 – 2 nd Avenue, Prince George, BC V2L 3B1	Ph. 250.564.6454	Fx. 250.564.6453

MEMORANDUM

TO: All PGNFC Staff
FROM: Ben Berland, General Manager
DATE: April 9, 2020
RE: COVID-19 (Coronavirus) / Fleet Vehicles

I am sending out this reminder that was originally emailed to all staff on March 18, 2020 in regards to the usage of fleet vehicles to the COVID-19 virus.

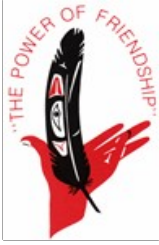
Vehicles are often a source of transmission, so when you are using a vehicle, I would recommend the following before and after using a fleet vehicle:

- Wiping down the steering wheel and controls (knobs, turn signal indicators), with a Precept Disinfectant and shop towels which are available at the front desk.
 - Wash your hands often with soap and water or use hand sanitizer after leaving the vehicle and after handling the sign-out binder.
 - Avoid touching your eyes, nose, or mouth with unwashed hands.
-

- Cover your mouth and nose with a tissue when coughing or sneezing, and please dispose of any unused tissues and do not leave them in the vehicle.
- Please practice social distancing within vehicles.

It is imperative that we keep the vehicles clean for everyone's use during this time to keep our staff and clients healthy.

In friendship.



Prince George Native Friendship Centre

The Gathering Place 1600 Third Avenue, Prince George, BC V2L 3G6 Phone
250.564.3568 Fax 250.563.0924 www.pgnfc.com - Email info@pgnfc.com

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|---|------------------|------------------|
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1600 Third Avenue, Prince George, BC V2L 3G6 | Ph. 250.614.7726 | Fx. 250.563.0924 |
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- Wash your hands often with soap and water or use hand sanitizer after leaving the vehicle and after handling the sign-out binder.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Cover your mouth and nose with a tissue when coughing or sneezing, and please dispose of any unused tissues and do not leave them in the vehicle.
- Please practice social distancing within vehicles.

It is imperative that we keep the vehicles clean for everyone's use during this time to keep our staff and clients healthy.

In friendship.

Appendix F Greeter Cleaning Schedule/Checklist

Greeters Covid-19 Cleaning Schedule

Week of _____

DATE	FRONT DOOR HANDLES	RECEPTION TABLES	ELEVATOR	TELEPHONE	CHECK SUPPLIES <small>i.e. spray sanitizer, gloves, masks, hand sanitizer, Greeter log sheet</small>

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

