

APRIL 8 2020

First thing this morning, symptoms were reported (low grade fever and cough) within one of CLOC's group homes. At this point, we do not know that this is COVID-19 but are taking precautions.

- One employee has gone home to self isolate for 14 days
- Three people supported are self isolating in their respective rooms for 14 days
- Public Health has been called and CLOC is following their guidelines and awaiting further instructions (ie: testing)
- Employees from the location have been notified, as have family members of the people who live there

We want to reassure you that CLOC continues to follow all recommended measures coming from Public Health with regard to preventing the spread of COVID-19, and we rely upon CLOC's employees to follow through on these measures within their locations. We encourage you to follow personal precautions, as well, in order to reduce the risk to yourself, your families, and the people that you work with.

Precautions:

- Self-screening continues for all employees before beginning shift. Staff will now be required to take their own temperature prior to commencing shifts as an additional precaution as part of this screening.
- For those people with symptoms living in the location, staff will continue to monitor and record hourly temperature checks.
- All staff are to wear cloth masks for the whole of each shift at all locations, regardless of whether anyone is symptomatic or isolating. CLOC is trying to prevent any possible transmission or spread.
- A full personal protective essential kit has been provided to the location where symptoms have been reported.
- Employees at this location are to wear a surgical mask on top of their cloth mask; wear gloves; plastic ponchos (gowns); and goggles while performing direct care for the people in self-isolation.
- As per CLOC's current protocol, no visitors are to come into the location. Appointments outside of locations are limited to only those that are essential. Please discuss any appointments with your supervisor prior to booking or attending to ensure that it is necessary and that there are appropriate safeguards in place.
- Continue current cleaning and disinfecting protocol, a minimum of three times a day. Cleaning and disinfecting supplies are on site. Bleach and water solution has been mixed at a 9-1 ratio at head office, and is present at the location. These are refillable, so please let us know if you require a new bottle and we will exchange your empty bottle for a new full bottle.

CLOC is instituting further procedures to ensure peoples' safety.

Masks

As a precautionary measure, in order to ensure everyone's safety and health, and in line with Canada's chief public health officer Dr. Theresa Tam's recent advice, we have provided each staff member with their own personal reusable cloth mask and paper bag to store it. <https://globalnews.ca/news/6782934/coronavirus-non-medical-masks-community-covid-19/>

Cloth masks have been dropped off to many group living locations already, with the remainder to be distributed today. All employees are to wear their mask at all times, on all shifts. Proper donning and doffing procedures can be found at this link [PHO doffing video \(1 minute\)](#)

How to Wear a Cloth Face Covering

Cloth face coverings should—

- fit snugly but comfortably against the side of the face
- be secured with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- be able to be laundered and machine dried without damage or change to shape (CLOC is recommending hand washing and hang to dry to prolong the life of the mask)

Centre of Disease Control (CDC) on Homemade Cloth Face Coverings

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain (e.g., grocery stores and pharmacies), especially in areas of significant community-based transmission.

CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure. Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, is unconscious, incapacitated or otherwise unable to remove the mask without assistance.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance.

Masks must be hand washed in warm soapy water and hung to dry after each shift, they can be disinfected throughout your shift if you feel it is required. Please refer to attached document '*Washing Instructions for Personal Protective Equipment*'. Store your mask in the paper bag you have been provided once it is dry.

Checking temperature

All staff are now required to check their temperature prior to coming on shift. Normal body temperature can range from 96.6°F – 99.7°F (35.9°C – 37.6°C). You should become familiar with your personal baseline temperature in order that you can quickly determine whether you have a fever. If you do not have a thermometer at home, there are thermometers available at most of the residential locations that you can use. Disinfect the thermometer and check your temperature immediately upon arriving on shift. Please do NOT discard the sleeve for the thermometer. Disinfect the sleeve and place in a sealed bag with your name on it, to be used again next time you use the thermometer.

If you present with a fever, you must call scheduling and your supervisor/on call to let them know you are sick and unable to report for shift.

Everyone you support must have their temperature checked every 6 hours (while awake). A baseline temperature will be obtained and documented for each person. Thereafter, each person's temperature will be documented on the "Temperature Check" chart (see Addendum). The Temperature Check chart will be kept in the medication binder with each person's MAR sheet for ease of access.

If someone you support should have an increase in temperature from their baseline which would indicate a fever, supervisor/on call must be contacted immediately. Don additional PPE as required and have the person self-isolate in their bedrooms (if able) and await further direction.

Your care and attention to this matter is appreciated. **Please post this Bulletin in your COVID-19 binders.**

Thank you again to you, CLOC's amazing employees, who continue to be dedicated during this time of uncertainty.



Terri Gray

Executive Director