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**\*\* Orders from the Provincial Health Officer (PHO) or a Medical Health Officer (MHO) take precedence over this policy in applicable settings \*\***

## **1. BACKGROUND**

All employers in British Columbia have an obligation under the *Workers Compensation Act* to ensure the health and safety of workers and others at their workplace and to implement policies and procedures to protect workers from the risk of exposure to COVID-19.

At Bria Communities, we have developed a COVID-19 Safety Plan (Safety Plan) mandated by the [Provincial Health Officer Order dated May 14<sup>th</sup>, 2020](#). This plan outlines the policies, guidelines, and procedures put in place to eliminate, and where elimination is not possible, to reduce, the risk of COVID-19 exposure to Bria Communities workers, contractors, volunteers, residents and visitors.

***This Safety Plan addresses the current operating status of Bria Communities effective 01 April 2021.***

As a part of assessing the risk of transmission of COVID-19 in the workplace, the following groups and information sources were consulted:

- Bria Communities staff, including front line workers, supervisors, and managers
- Bria Communities JOH&S Committees
- Current Provincial Public Health Guidelines

The following documentation was used to assist in developing the COVID-19 Safety Plan for Bria Communities:

- [Information about COVID-19 \(BCCDC\)](#)
- [Bria Communities Exposure Control Plan](#)
- [SafeCare BC's COVID-19 Safety Inspection Tool](#)
- [SafeCare BC's Hierarchy of Control for Long-Term Care](#)
- [British Columbia Center for Disease Control](#)
- [WorkSafeBC – Health care and COVID-19 safety](#)
- [Orders, guidance and notices](#) issued by the PHO relevant to long term care.
- [Infection prevention and control interim guidance for long-term care and assisted living facilities \(BCCDC\)](#)

This plan applies to all workers, including management, supervisors, front line workers, volunteers, and visitors to Bria Communities Licensed Care Centres and Independent Living Communities where indicated.

## **2. CURRENT CONTROL MEASURES IN PLACE - BriaCare™ Centres:**

### **Workers (including Contractors & Volunteers)**

- Access to Bria Communities Care Centres is limited as per the direction of the Provincial Health Officer (PHO), which limits workers from working at more than one Long Term Care facility ([Facility Staff Assignment Order – Dated April 15<sup>th</sup>, 2020](#))
- Workers are encouraged to use the BC COVID-19 [self-assessment tool](#) and are instructed not to come to work if they are experiencing or have [COVID-19 like symptoms](#).
- Workers with signs or symptoms of illness, as well as those in self-isolation or quarantine in accordance with public health directives, are not permitted to enter the facility.
- Signage is posted at points of entry indicating people are not to enter if they are sick or if they are required to self-isolate in accordance with Public Health directives.
- Entry points to BriaCare™ Centres have been limited, and are actively screened seven days a week, 24 hours/day.
- Screeners maintain a 2-metre distance for anyone entering the Care centres
- A list of all workers and visitors is maintained seven days a week, 24 hours/day.
- Procedures are in place for workers to follow should they develop symptoms consistent with COVID-19 while at work or after work. Signs and symptoms are posted and in the screening binder.
- All care centre workers [actively self screen](#) for signs and symptoms of illness, including COVID-19 prior to the start and again in the middle of their shift. Screening results, including temperature, are documented.
- Workers are aware of how to report hazards in the workplace.
- Workers have received refresher training on infection control practices.
- Supervisors have been trained on how to support workers in following the policies/procedures and know how to monitor/respond to identified hazards.
- All training has been documented and can be provided upon request.

### **Essential vs. Social Visits**

Visitations remain in two categories; essential visits and family/social visits within established criteria listed below.

Essential visits will be evaluated in partnership with the resident (or their substitute decision-maker), based on current circumstances: clinical assessment, risk of transmission, the environment, the ability to maintain physical distancing, and the availability of PPE if required.

Essential visits are:

- for compassionate care, including critical illness, palliative care, hospice care, end-of-life and Medical Assistance in Dying;
- visits paramount to the resident physical care and mental well-being including:
  - assistance with feeding, mobility and/or personal care;
  - communication assistance for persons with hearing, visual, speech, cognitive, intellectual or memory impairments;
  - Assistance by designated representatives for persons with disabilities, including provision of emotional support;
- Visits for supported decision making;
- Existing registered volunteers providing the services described above;
- Visits required to move belongings in or out of a client's room; and
- Police, correctional officers and peace officers accompanying a resident/client for security reasons

Essential visits shall be limited to one visitor per resident within the long-term care or seniors' assisted living setting at a time (except when death is anticipated as imminent).

Residents can refuse to provide consent for a visit, and this will be respected.

- In circumstances when an essential visit is denied, communication with family will be a priority, including rationale for a non-visit decision.
- In circumstances where an essential visit is not indicated, consider other options that might meet the needs of the resident. Options for non-physical/virtual visits will be explored.
- If immediate decisions are required, escalation mechanisms shall be activated without delay.

Social Visits are:

- intended to support the emotional well-being of residents;
- social visits must be booked in advance.
- bookings for indoor visits can be made for a maximum of two adult visitors at one time.

- bookings for outdoor visits must align with current PHO guidance on outdoor gatherings for the public but are limited to smaller gatherings due to limited space to accommodate all outdoor social visit requests.

Each resident is entitled to a minimum of one hour of visitation weekly. Residents are supported by Bria Communities to leave for outings, with no limitations beyond current public health guidance regarding indoor and outdoor gatherings.

### **Residents Leaving Bria Communities for Social / Overnight Leaves**

There are no limitations, other than the current PHO guidelines and existing Consents for Release, on residents leaving for appropriate outings and family visits (not just essential outings).

- Residents / families will give as much advance notice as possible and pre-arrange a pick up / return time
- Residents will not be required to isolate when they return from an outing.
- Residents who have outings or family visits outside of the facility are strongly encouraged to follow the public health guidelines like everyone else in the community.
  - These include frequent hand hygiene, respiratory etiquette,
  - maintaining physical distance from people where possible and
  - wearing a mask in indoor public settings or where physical distance cannot be maintained.
- Residents will be provided with PPE such as a medical mask to wear and individual hand sanitizer as needed when they are leaving the site for an outing.

### **Visitors**

- Visitors will receive the most updated guidelines for social visits on the [Bria Communities website](#) and through email updates as required.
- Family/social visits will only be allowed if there is no active COVID-19 outbreak and will cease immediately if an outbreak is declared.
- Visitors with signs or [symptoms](#) of illness, as well as those in self-isolation or quarantine in accordance with public health directives, are not permitted to visit.
- Family/social visits will be scheduled in advance and are not limited to one designated loved one, and shall be limited to 2 adults and 1 child visitor for each visit if indoors.
- All visitors are actively screened for signs and symptoms of illness, including COVID-19 prior to entry at every visit. Visitors with symptoms identified via screening are not permitted to enter Bria Communities.
- Visitors must sign in when entering the facility.

- Visitors are instructed when and how to perform hand hygiene, respiratory etiquette, and safe physical distancing.
- Visitors must wear a medical mask for the duration of indoor or outdoor visits.
- Visitors are instructed on how to put on and remove any required PPE when visiting or caring for residents on droplet and contact precautions. If the visitor is unable to adhere to appropriate precautions, the visitor shall be excluded from visiting.
- Visitors shall go directly to the resident they are visiting in the pre-determined location, such as the resident's room, or a communal indoor or outdoor location.
- Visits in communal areas will occur only as needed and be one family / resident grouping only and furniture and surfaces will be disinfected after the visit.
- When the visit is over, visitors will not linger in communal areas, visit other residents, will report to the staff they are leaving and exit the organization directly after their visit.
- Virtual visitation is strongly encouraged and is supported where in-person visitation is not possible.

#### **Residents**

- All new residents undergo vaccination or screening prior to moving into The Waterford or Magnolia Gardens BriaCare™ Centres.
- Residents who leave for medical appointments or other approved reason are instructed in appropriate procedures to follow off site and are screened upon return.
- Residents are screened and assessed for symptoms on an ongoing basis as directed by the [BCCDC](#). Screening currently happens 2x/day and is recorded .....
- If a resident is suspected of having COVID-19, the Nurses will follow the procedures in the most current [Fraser Health COVID-19 Resource Toolkit](#)
- If a resident is transferring from a BriaCare™ Centre to acute care, follow the most current [Fraser Health COVID-19 Resource Toolkit](#) guidelines.

#### **Hand Hygiene**

- Signs and posters are posted throughout the organization to promote and guide proper hand washing and hand hygiene by workers, visitors, and residents.
- Alcohol based hand rub (ABHR) with at least 70% alcohol content is available at all entry and exit points, common areas, resident areas, and point-of-care in residents' rooms.
- Workers must practice diligent hand hygiene before, after and during each episode or provision of care – cleaning their hands with soap and water or ABHR.
- Sinks are well stocked with plain soap and paper towels for hand washing.

- Supplies such as disinfecting wipes, tissues and waste receptacles are available as required at point-of-use.
- Hand hygiene audits will be conducted on a regular basis.

#### **Respiratory Hygiene**

- Signs and [posters](#) are posted throughout the organization to encourage and guide workers, residents, and visitors on proper respiratory hygiene.
- An adequate supply of tissues and lidded, non-touch waste baskets are available for use by workers, residents, and visitors.
- Workers are aware and are instructed on the importance of diligent respiratory etiquette. This includes covering coughs and sneezes, avoiding touching the face, mouth, nose, eyes, and mask.

#### **Workplace Arrangements**

- Hand hygiene stations are available and easily accessible at points of entry/exit to the organization.
- Signs are posted to promote and encourage safe physical distancing by workers, visitors, and residents at all times.
- Work areas including the following have been assessed for occupancy limits and arranged (where feasible) to maintain physical distancing:
  - Main Entrances: one main entrance is used
  - Lobby: seating spaced; stanchions used
  - Dining Room: tables separated appropriately; occupancy limit of 50 people
  - Shared Work Space / Breakroom: staff to physically distance; wear face covering if needed; staggered breaks
  - Recreation / Common spaces: furniture separated appropriately;
  - Elevators: Occupancy limit of 2 people
- Virtual meeting tools and/or phone calls in lieu of in-person meetings or training sessions are held whenever possible. All required control measures, such as physical distancing, must be in place if communication or training takes place in person.
- Workers will maintain physical distancing measures when entering/exiting the workplace, while travelling through corridors and accessing common areas.
- Where 2 meters cannot be maintained between workers, PPE is worn and the time spent in close proximity is minimized.
- Wherever possible, work processes and schedules are re-organized to designate teams of workers to specific units or cohorts of residents. If dedicated teams or workers for areas housing residents who are ill are not an option, workers must

first work with asymptomatic residents before moving on to work with residents who are on droplet and contact precautions.

- Where 2-meter distancing cannot be maintained such as recreation and group activities with residents, these activities have been stopped.
- Building ventilation systems are properly maintained.

### **Personal Protective Equipment (PPE)**

- Workers are trained on the proper use, care, maintenance, and disposal of personal protective equipment (PPE). This includes donning (putting on) and doffing (removing) PPE.
- Bria Communities has trained, tested, and monitored workers compliance to ensure vigilant donning, wearing, and doffing of PPE.
- Signs are posted throughout the organization indicating PPE requirements, and Bria Communities follows guidelines for PPE use as set out by the [BCCDC](#).
- During the COVID-19 pandemic, all persons working in BriaCare™ Centres wear a surgical/procedure mask for the full duration of their shift.
- Workers always follow droplet and contact precautions when entering COVID-19 units or rooms on droplet and contact precautions (i.e., rooms where residents diagnosed with confirmed or suspected COVID-19, newly admitted residents, or residents transferred from acute care).

### **Cleaning and Disinfection**

- Cleaning products and disinfectants used at Bria Communities are [effective against COVID-19](#). Disinfectants are classed as hospital grade and registered in Canada with a Drug Identification Number (DIN). Manufacturer's instructions for dilution, contact times, safe use and material compatibility of all cleaning products is followed.
- Workers responsible for cleaning resident care equipment have been informed and are trained in and aware of their duties. This training has been documented.
- Equipment and supplies are dedicated to a single resident where possible. If this is not possible, all reusable equipment that is shared between clients must be cleaned and disinfected with a hospital grade disinfectant first.
- All shared equipment (phones, tablets, computers, printers etc.) are cleaned and disinfected regularly.
- Any furniture and surfaces in visiting areas will be sanitized as per the [BCCDC guidelines](#) at the end of each visit.



### **Environmental Cleaning**

- The units within the organization require daily enhanced cleaning. A [guidance document](#) has been developed that outlines the procedure for enhanced daily cleaning throughout the organization as well as high touch surfaces in nursing areas, staff room, common areas, hallways, resident rooms, bathrooms and other applicable areas. [Environmental cleaning guidelines](#) from the BCCDC are followed.
- Cleaning staff are dedicated to specific areas where possible. If not possible, cleaning staff should provide service to non-COVID-19 rooms/units first. Rooms on droplet and contact precautions, COVID-19 suspected or COVID-19 positive rooms to be cleaned last.

### **3. *CURRENT CONTROL MEASURES IN PLACE - Independent Living:***

#### **Workers (including Contractors & Volunteers)**

- All employees will wear a mask at all times, in all common areas and in staff only areas where social distancing cannot be maintained.
- There are no limitations to the workers in Bria IL Communities. Contractor access is with the approval of the General Manager who will assess the risk of entry and evaluate the contractors individual health and safety plans.
- Workers are encouraged to use the BC COVID-19 [self-assessment tool](#) and are instructed not to come to work if they are experiencing or have [COVID-19 like symptoms](#).
- Workers with signs or symptoms of illness, as well as those in self-isolation or quarantine in accordance with public health directives, are not permitted to enter the facility.
- Signage is posted at points of entry indicating people are not to enter if they are sick or if they are required to self-isolate in accordance with Public Health directives.
- Entry points to Bria Independent Living have been limited to front entries only, and active electronic screening is required seven days a week, 24 hours/day.
- A list of all workers and visitors is maintained seven days a week, 24 hours/day.
- Procedures are in place for workers to follow should they develop symptoms consistent with COVID-19 while at work or after work.
- Workers are aware of how to report hazards in the workplace.
- Workers have received refresher training on infection control practices.
- Supervisors have been trained on how to support workers in following the policies/procedures and know how to monitor/respond to identified hazards.

- All training has been documented and can be provided upon request.

### **Visitors**

- Virtual visitation is strongly encouraged and is supported where in-person visitation is not possible.
- Visitors are minimized to within established criteria - the core bubble - asking that families minimize exposure. Family/social visits will only be allowed if there is no active COVID-19 outbreak.
- Visitors with signs or [symptoms](#) of illness, as well as those in self-isolation or quarantine in accordance with public health directives, are not permitted to visit.
- All visitors are actively screened for signs and symptoms of illness, including COVID-19 prior to every visit. Visitors with symptoms identified via screening are not permitted to enter Bria Communities
- Visitors must sign in when entering the facility.
- Visitors must bring and wear a mask for the duration of their visit.
- Visitors shall go directly to the resident they are visiting and exit the organization directly after their visit.

### **Residents**

- All new residents undergo vaccination and screening prior to moving in and procedures are in place in the event the resident will need to isolate upon admission to the organization. If previous testing has been negative, or the new resident has been vaccinated, they may not require isolation.
- If a resident is suspected of having COVID-19, assist them in ensuring they know how to get tested and self isolate.
- Residents are strongly encouraged to wear a mask anytime when outside their suite.

### **Hand Hygiene**

- Signs and posters are posted throughout the organization to promote and guide proper hand washing and hand hygiene by workers, visitors, and residents.
- Alcohol based hand rub (ABHR) with at least 70% alcohol content is available at all entry and exit points and common areas.
- Workers must practice diligent hand hygiene as required – cleaning their hands with soap and water or ABHR.
- Sinks are well stocked with plain soap and paper towels for hand washing.
- Supplies such as disinfecting wipes, tissues and waste receptacles are available as required at point-of-use.

### **Respiratory Hygiene**

- Signs and [posters](#) are posted throughout the organization to encourage and guide workers, residents, and visitors on proper respiratory hygiene.
- An adequate supply of tissues and lidded, non-touch waste baskets are available for use by workers, residents, and visitors.
- Workers are aware and are instructed on the importance of diligent respiratory etiquette. This includes covering coughs and sneezes, avoiding touching the face, mouth, nose, eyes, and mask.

### **Workplace Arrangements**

- Hand hygiene stations are available and easily accessible at points of entry/exit to the organization.
- Signs are posted to promote and encourage safe physical distancing by workers, visitors, and residents at all times.
- Work areas including the following have been assessed for occupancy limits and arranged (where feasible) to maintain physical distancing:
  - Main Entrances: one main entrance is used
  - Lobby: seating spaced; stanchions used
  - Dining Room: tables separated appropriately; occupancy limit of 50 people
  - Shared Work Space / Breakroom: staff to physically distance; wear face covering if needed; staggered breaks
  - Recreation / Common spaces: furniture separated appropriately;
  - Elevators: Occupancy limit of 2 people
- Virtual meeting tools and/or phone calls in lieu of in-person meetings or training sessions are held whenever possible. All required control measures, such as physical distancing, must be in place if communication or training takes place in person.
- Workers will maintain physical distancing measures when entering/exiting the workplace, while travelling through corridors and accessing common areas.
- Where 2 meters cannot be maintained between workers, PPE is worn and the time spent in close proximity is minimized.
- Wherever possible, work processes and schedules are re-organized to designate teams of workers to specific units or cohorts of residents. If dedicated teams or workers for areas housing residents who are ill are not an option, workers must first work with asymptomatic residents before moving on to work with residents who are on droplet and contact precautions.
- Building ventilation systems are properly maintained.

### **Personal Protective Equipment (PPE)**

- Workers are trained on the proper use, care, maintenance, and disposal of personal protective equipment (PPE).
- During the COVID-19 pandemic, all persons serving meals in Independent Living will wear a face covering while providing tableside service.
- Where physical distancing is unavoidable, a face covering will be worn.

### **Cleaning and Disinfection**

- Cleaning products and disinfectants used at Bria Communities are [effective against COVID-19](#). Disinfectants are classed as hospital grade and registered in Canada with a Drug Identification Number (DIN). Manufacturer's instructions for dilution, contact times, safe use and material compatibility of all cleaning products is followed.
- All shared equipment (phones, tablets, computers, printers etc.) are cleaned and disinfected regularly.
- Any furniture and surfaces in visiting areas will be sanitized as per the [BCCDC guidelines](#) at the end of each visit.

### **Environmental Cleaning**

- All common areas within the organization require daily enhanced cleaning. A [guidance document](#) has been developed that outlines the procedure for enhanced daily cleaning throughout the organization as well as high touch surfaces in common areas, hallways, elevators, bathrooms and other applicable areas. [Environmental cleaning guidelines](#) from the BCCDC are followed.

### **Resident Outings - Bria Bus & Courtesy Shuttle**

- Recreation teams may organize outings on Bria Bus where residents remain on the bus or venture to outdoor areas where social distancing can be maintained.
  - limit the number of people to one per seat
  - masks are to be worn
  - hand sanitizing before and after
  - cleaning / disinfection of bus seats and surfaces after outing.
- The Courtesy shuttle may be booked by residents who require support getting to outside visits and appointments
- a maximum of 2 residents and 1 driver in the van at one time
  - masks are to be worn at all times
  - hand sanitizing before and after
  - cleaning / disinfection of bus seats and surfaces after outing.

### **Expansion of Services**

- Any modifications made to the current method of service delivery/work operations will be made in consultation with those potentially affected by those changes, as well as the latest direction from the PHO, MHO, BCCDC and WorkSafeBC.
- Prior to any modifications being made, workers will be notified of the updated safety controls being implemented, including any new safe work procedures. These changes will be posted on Jostle and in the Staff rooms

### **Communication Plan - Independent Living**

When you get the “call” from a public health officer that a resident has been tested positive for Covid-19

1. Contact your GM to inform them of the results
2. Ensure Director, Bria Communities is aware who will inform corporate communications
3. Maintain the confidentiality of the resident, ensuring that only staff who have to have contact are aware
4. Ensure the resident keeps strictly isolated and offer them PPE
  - a. Resident self isolates:
    - i. room service
    - ii. PPE - dining pick up / drop off
  - b. Ensure the resident knows how to self monitor
    - i. offer a self monitoring form / checklist
5. Distribute the approved Bria Covid-19 “Notification Letters”:
  - a. door to door to residents
  - b. posted on the website
  - c. emailed to staff
6. Check in daily with resident with a phone call, GENERALLY, the Health Authority will do this on a daily basis
7. Ensure that the phase 1 environmental cleaning is implemented

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In accordance with the [order of the Provincial Health Officer](#) dated May 14<sup>th</sup>, 2020 a copy of the Bria Communities COVID-19 Safety Plan 2021-03-31 has been posted at [www.briacommunities.ca](http://www.briacommunities.ca) and on Jostle (internal company intranet).