

Findings Resource Centre

COVID-19

Procedures and Protocols



Covid-19 Policies and Procedures

At Findings Resource Centre we care about the health and safety of our staff, visitors and program participants. The following document outlines the procedures that will be used at the program location for Findings Resource Centre. All staff, designated visitors, vendors and program participants must adhere to these protocols as outlined by AHS.

We have modified procedures and rearranged the facility space to adhere to COVID-19 protocols and ensure physical and social distancing.

Our procedures will continue to evolve and adapt in accordance with the guidelines from AHS.

PART 1: IMMEDIATE PRECAUTIONS for Program Facility

1. Staff will perform hand hygiene frequently and between activities and program participants
2. Wear PPE kit as available (Mask, eye wear and gloves) – our staff will be wearing gloves & face shields. Protective face shields are re-sanitized after ever use.
3. Provide appropriate space to ensure social distancing throughout our facility
4. At the start of every day or shift all staff must complete the questionnaire and temperature check.
5. Perform hand hygiene and place mask on self (Staff) prior to each session with program participants
6. Facility continually cleaning washrooms and facility areas between program participants
7. All symptomatic staff or program participants are required to stay home

PART 2: Protocols for STAFF:

*** At the start of every day or shift all staff must complete the questionnaire and temperature check.

Contact / Droplet Precautions

1. Perform hand hygiene frequently.
2. Keep a distance of at least 1-2 meters when possible.
3. Improve airflow by opening windows and door.
4. Minimize movement in and out the room.

BEFORE leaving room

1. Remove and discard gloves.
2. Wash hands with soap and water after removing gloves.
3. Remove eye wear.
4. Remove mask (You may place it in an open paper bag for reuse. Label the bag)
5. Perform handwashing with soap and water after.



DURING the day

1. Re-sanitizing of washroom after each use
2. Re-sanitizing each room after each program completion and at end of day
3. Monitoring adherence to protocols by program participants and designated visitors

PART 3: Protocol for Designated Essential Visitors

As things continue to develop, Findings Resource Centre Inc is reviewing and updating our policies to ensure the health of program participants, designated visitors, vendors and staff.

FRC continues to not allow any **non-essential** visitors to the program location. Meetings with family members will be done via phone or through virtual means. Any visits for designated Essential Visitors **MUST be pre-approved** and **pre-screened by the Program Director**.

FOR STAFF to complete with Designated ESSENTIAL VISITORS ONLY

1. Confirm they are the **ONE DESIGNATED ESSENTIAL VISITORS**
2. Confirm the visit has been **pre-booked** and **pre-approved**
3. Confirm the designated visitors do not have extra visitors at their home
4. Screening Questionnaire and temperature check are completed and identifies that they **can** enter the FRC Facility as per the screening protocol below in Part 4.

The following protocols for Designated Essential Visitors must be completed prior to each visit before admission to the facility is allowed.

1. Health Assessment Screening (Completion of the questionnaire below in Part 4)
2. Temperature screening: The temperature of all designated visitors must be taken by a non-invasive device.

If a designated visitor answers YES to any of the questions, the individual **MUST NOT** be admitted to the program location and should be advised to leave the building. Also encourage the designated visitor to get tested at: <https://myhealth.alberta.ca/Journey/COVID-19/Pages/COVID-Self-Assessment.aspx>

NOTE: If designated visitor is related to or living with a program participant, then the both the visitor and program participant are required to NOT be admitted to the facility and need to get tested and receive a negative test result before being admitted to the facility.

Staff must document the arrival and exit times of the designated essential visitor in the Log.

Staff are encouraged to visit Alberta Health's website to www.alberta.ca/COVID19 for updated information. If there are any questions, please contact asal@gov.ab.ca.



PART4: QUESTIONNAIRE & SCREENING PROTOCOL FOR STAFF, PROGRAM PARTICIPANTS, VENDORS, AND DESIGNATED ESSENTIAL VISITORS

Prior to entering the FRC Facility all Staff, Program Participants and Designated Essential Visitors must complete the following Screening:

1. Health Assessment Screening (Completion of the questionnaire below)
2. Temperature screening: The temperature of all designated visitors must be taken by a non-invasive device.

COVID-19 Screening Questionnaire

1.	Do you have any of the following symptoms:		
	Fever (Greater than 37.5° C)	Yes	No
	Cough	Yes	No
	Sore throat	Yes	No
	Runny nose	Yes	No
	Shortness of breath / Difficulty Breathing	Yes	No
	Feeling unwell / Fatigued	Yes	No
	Nausea / Vomiting / Diarrhea	Yes	No
2.	Have you or anyone in your household traveled outside of Canada for the last 14 days?	Yes	No
3.	Have you had close contact with someone who is ill with cough and/or fever? (face-to-face contact within 2 meters / 6 feet)	Yes	No
4.	Have you or anyone in your household (or extended family) been in contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID 19 , either socially or at work. EG: At work, community tracing	Yes	No

If the person answers YES to any of the questions, they MUST NOT be admitted to the FRC and should be advised to leave the building	If the person answers NO to ALL questions, they MUST leave all their belongings in a designated area.
The staff checker MUST sanitize anything the other person may have touched	Person MUST proceed immediately to hand washing station and perform proper Hand Washing Protocol

PART 5: PROTOCOL FOR THE STAFF PHONING IN SICK

FRC wants to ensure maximum safety for staff, program participants, vendors and designated visitors. In order to do that if staff phone in sick, FRC will direct staff to complete online AHS assessment using the link below and verbally provide with the results.

<https://myhealth.alberta.ca/Journey/COVID-19/Pages/COVID-Self-Assessment.aspx>

Please advise on the AHS assessment results and what AHS advises:

*** They should take a picture of the results so they can provide this to their Supervisor if requested

Are they instructed to be tested for COVID-19?

Are they instructed to self-isolate for 14 days?

As of late May 2020, with the volunteer testing stations in AB now, FRC requests that staff get tested, providing the results to the FRC, prior to returning to work. Scheduling for testing is through the above assessment site.

** FRC requires staff to follow the instructions from their AHS assessment even if they are feeling better in a few days, including voluntary assessments to be sure the staff member is not a-symptomatic.