

# COVID-19 SAFETY CHECKLIST

*This learning tool is to help improve skills and to develop new habits during COVID-19.*

It is best used daily by all staff. Your team may designate your Occupational Health and Safety Representative, SDSP, or shift lead staff to promote this practice for your team. Suggested way to implement:

- 2 staff, choose an appropriate time – one is the leader and one is the participant (always keep your distance – 6 feet)
- Choose one topic area 1) ask questions, discuss 2) watch and observe – give helpful feedback
- At another time in the shift, switch roles – in one shift you should be a leader and a participant
- When practicing “putting on and taking off your mask” – do this at breaks/meals when it is an appropriate time to do so
- For the putting on and taking off of PPE
  - > In outbreak - do this at the appropriate time at the beginning and end of shift
  - > If you are not in outbreak – this is the best time to practice and get ready. Keep your mask in place and practice putting on and taking off PPE. This includes disinfecting goggles/face shields and washing gowns after practicing.

## HAND WASHING

### QUESTIONS TO ASK:

1. When would you use soap and water to wash your hands?
2. In what situations would you use hand sanitizer?

### HAND WASHING- 11 STEPS: “Just Clean YOUR Hands”

Ask to watch your peer wash their hands in a suitable location that you can keep your distance

1. Leave your jewelry at home
2. Wet hands with water
3. Apply soap
4. Lather with soap and water and rub hands palm to palm for 20 seconds
5. Rub in between and around fingers
6. Rub back of each hand with the palm of the other hand
7. Rub fingertips of each hand in opposite palm
8. Rub each thumb clasped in opposite hand
9. Rinse thoroughly under running water
10. Pat hands dry with paper towel
11. Turn off taps using the paper towel
12. Your hands are now clean

DO THIS OFTEN THROUGHOUT THE DAY!

### HAND SANITIZING:

1. Use a large amount. More is better when using hand sanitizer.
2. Slather the sanitizer between fingers, on front and back of hands, up to your wrists.
3. Rub the sanitizer vigorously into your hands.
4. Rub sanitizer under your fingernails.
5. Continue rubbing in the sanitizer until it dries.

## MASKS AND PPE

### SURGICAL MASKS: QUESTIONS TO ASK

1. When is it acceptable to take off your mask?
2. When would you change your mask?
3. Can you ever pull down your mask around your chin?

Action – practice putting on your mask with a peer at the beginning of your shift or when changing your mask

### HOW TO WEAR YOUR MASK: PUTTING IT ON

1. Perform hand hygiene
2. Hold your surgical mask by loops and secure the elastic loops of the mask around your ears
3. Cover your mouth and nose with the mask – make sure there are no gaps between your face and the mask – the gaps will be unavoidable since its not a fitted mask.
4. Squeeze the nose piece to secure to bridge of nose (secure it as close to your face as possible)
5. DO NOT touch the front of the mask while you wear it

# MASKS AND PPE (CONT.)

## **HOW TO TAKE OFF YOUR MASK:**

1. Perform hand hygiene
2. Do NOT touch the front of your mask to remove it
3. Remove the mask by the elastic loops from around your ears
4. Hold only the loops and place in container for dirty surgical masks
5. Wash your hands with soap and water as per steps above

## **PPE: QUESTIONS TO ASK**

1. Can you clean your gloves with hand sanitizer?
2. When is it appropriate to wear gloves?
3. When is it NOT appropriate to wear gloves?
4. What is the procedure for cleaning and sanitizing your goggles or face shield?

Action – watch your peer when they are coming on shift or leaving when you are in outbreaks

If you are not in outbreak – have a practice session with your peer, or with your Supervisor – review by yourself

## **HOW TO PUT ON YOUR FULL PPE:**

1. Perform hand hygiene
2. Put on your gown with the opening at the back
3. Tie up the neck and waist with the strings ensuring back is covered
4. Remove prescription eye glasses if wearing and put on surgical mask as per instructions above
5. Put back eye glasses
6. Put on protective eyewear – either goggles or face shield- hold by the elastic and pull over head  
DO NOT TOUCH FRONT OF GOGGLES OR FACE SHEILD
7. Put on gloves, ensuring the gloves are placed up and over the cuffs of the gown
8. DO NOT TOUCH YOUR PPE ONCE IT IS ON

## **HOW TO TAKE OFF YOUR FULL PPE:**

1. Remove your gloves, using “glove to glove”, “skin to skin” pinch technique (like they teach in the First Aid training) and discard gloves in garbage container
2. Perform hand hygiene – washing hands with soap or use alcohol- based hand sanitizer- put on hands and rub hands together and allow to dry
3. Untie neck ties at the back of gown and remove gown carefully:
4. Place fingers of one hand under the opposite cuff and pull cuff over hand (do NOT touch the outside of the gown with either hand)
5. Using the gown covered hand, pull the gown down over the other hand
6. Pull the gown down off the arms, being careful that your hands DO NOT TOUCH THE FRONT OF THE GOWN
7. Hold the gown away from your clothes and wiggle gently out of it and roll it up with the contaminated side on the inside in a way that minimizes air disturbance
8. Dispose gown into the garbage container  
If using reusable gowns, place in the container marked “Dirty Reusable Gowns”
9. Perform hand hygiene- using soap and water

# PHYSICAL DISTANCING

## **PHYSICAL DISTANCE: QUESTIONS TO ASK**

1. How would you use physical distancing for the individuals you support - how you would do this throughout the day?
2. How would you use physical distancing among support staff - how you would do this throughout your shift?

## **KEEP A PHYSICAL DISTANCE OF 2 METERS OR 6 FEET FROM OTHERS**

Action – Place markers or tape on the floor measured 6 feet apart. Have staff stand at these markers to remind how far apart everyone should be.

## **TALK ABOUT: WHAT DOES 2 METERS OR 6 FEET LOOK LIKE?**

- The length of a 3-seater sofa is 2 meters or 6 feet
- The length of a twin mattress is 2 meters or 6 feet

Remember these items and get a visual when you are around other people