



Outbreak Management Protocol For Home in Isolation- Probable or Confirmed COVID-19 Case(s)

Revision Date: December 4, 2020

The **Outbreak Management Protocol** has been revised to reflect changes made since May 2020. It applies to all locations that have any probable or confirmed case(s) of COVID-19 or has been exposed to someone with a probable or confirmed case of COVID-19. The rationale for this protocol is that if one person is positive or has been exposed to someone who tested positive, then most likely they have had contact with others in the home and therefore, the entire home will be considered in isolation. It is unrealistic to expect individuals to stay isolated in their bedrooms for long periods of time, so therefore the entire location will be treated in the same manner.

This protocol has been reviewed by our Infectious Disease Specialist and abides by all guidelines as outlined by MCCSS (recent change: Universal Source Control Measures effective- December 4, 2020), MOH and PHO.

Before Entering the Location:

- Staff will complete the *COVID-19 Phone Screening* prior to entering the location. All answers to the questions should be carefully considered. Take your time when answering. This is vital to ensure the safety of everyone.
- If a staff does NOT pass the *COVID-19 Phone Screening* for any reason or there is some concern by the screener, then:
 - The staff will **not** enter the location
 - The staff will go directly home
 - A supervisor/on- call supervisor will be in contact with the staff to gather more information about the situation and advise the staff about what the next steps will be in the process
- If the staff does **pass** the *COVID-19 Phone Screening*, they can enter the location
- Staff will use the hand sanitizer which is located outside the front door of the location before entering



Upon Entering the Location:

- Staff will maintain physical distancing of a **minimum of 2 meters (6 feet)** from each other when inside the location
- Staff will sign *The Staff and Essential Visitor Log* at the beginning of their shift

Recording Your Temperature:

- Use the thermometer and take your temperature. Complete the *Temperature Screening Chart*
- Disinfect the thermometer- before and after use
- If you have a fever (over 37.8C or higher) or feel unwell at any time during your shift, report to your supervisor and go directly home. Your supervisor will follow up with you regarding the next steps.

Personal Protective Equipment:

- Ensure that the **“clean PPE”** supplies are in a designated area as close to the front door of the location as possible. The **“clean PPE”** supplies will include: **masks, gloves, gowns, face shields, hand sanitizer, disinfectant wipe/spray for face shields, thermometer, Temperature Screening Form and paper towels**
- Ensure that all PPE supplies are available and if any items need to be replenished (running low), then contact your Supervisor immediately - especially important during an outbreak
- The **“dirty PPE”** area will also be close to the front door of the location but as far apart as possible to separate the clean and dirty PPE.
- The **“dirty PPE”** area will include: a **garbage container, a container for dirty reusable gowns, and a container for dirty face shields**

Cleaning and Disinfecting of Eye Protection (Face Shields)

- Each location must have a process in place that ensures that **ALL face shields will be safely cleaned and disinfected and left to dry in the designated area in the location at the end of a shift**
- The designated cleaning area will be away from where the individuals are supported and ideally in a basement laundry room area where a utility sink is accessible and a table

- **A staff on each shift will be scheduled to clean all the face shields to be ready for the next shift**
- **All washing of face shields should be done as follows:**
 - **Perform Hand hygiene and put on gloves**
 - **Ensure a clean surface is available**
 - **If heavily soiled, wash with soap and water first**
 - **Clean and disinfect with approved cleaner/disinfectant and allow to dry**
 - **Do not get the foam part wet**
 - **Wrap each face shield in paper towel and ensure the name on the face shield is visible.**
 - **Leave to dry in designated area for next shift**

Note: During breaks/meals, each staff will be responsible for cleaning their own face shield

Preparing for your Shift:

- **Important:** Each staff will be assigned on who they will be supporting during their shift. It is important to only support those you are assigned for the shift. Again, ensure physical distancing with all others and no direct care for anyone other than who you are assigned to support on your shift. Cohorting or grouping individuals based on their risk of infection or whether they have tested positive for COVID-19 during an outbreak is critical.
- **Place your cell phone with your personal belongings. No cell phones or devices to be used while in PPE since they cannot be properly disinfected and can become contaminated**
- Perform hand hygiene
- Please read: "Putting on and Taking off Full PPE" poster that is located at the front entrance
- **ALL staff** will put on the following PPE when they begin their shift and will be worn for the entire shift
 - Gown (reusable if available or disposable)
 - Surgical mask
 - Your cleaned Face Shield- you can disinfect your face shield again at the start of your shift
- Take your time putting on your PPE. **Do not rush.** Adjust your mask and face shield as soon as you put it on so it is comfortable and secure at the beginning of your shift

Note: Gloves are required only when you are providing personal care or are in close contact with the individual (ie: one arm's length away)

- DO NOT TOUCH THE FRONT OF THE MASK WHILE YOU WEAR IT
- **DO NOT PULL YOUR MASK DOWN AND EXPOSE YOUR NOSE OR MOUTH**
- Carry your mini hand sanitizer with you

Cleaning and Disinfecting During your Shift:

- Staff will be scheduled to clean and disinfect all hard/high touch surfaces on a rotational basis
- This needs to occur at least **every 3 hours and at the end of your shift** or more frequently if the area is visibly soiled. Staff will proceed with the cleaning and then disinfecting using the 1:10 bleach solution. Wear gloves when cleaning and disinfecting surfaces
- Allow the adequate contact time as per product label for disinfectant to work properly
 - **A high level of cleaning and disinfection is important**
 - **The bleach solution needs to be made each day for it to be effective.**
 - **The bleach solution needs be discarded by the end of the day**
 - **Just make enough bleach solution for each day**
- Computers, monitors, notebooks, laptops, iPads, tablets and any other electronic devices need to be **disinfected after each time they are used by staff or individuals**
- Do **not** use bleach on electronic devices
 - Alcohol Spray solution should be used on the screens of all devices
 - Spray first on a clean cloth, then wipe the screen
 - Do not spray directly on the screen
 - Lysol Wipes can be used for the keyboards on computers and laptops and for your mouse

Close Contact with an Individual(s):

- If you are required to be in close contact (within an arm's length from individual), then you must:
 - Perform hand hygiene
 - Put on **gloves**, ensuring that the gloves are pulled over the sleeve cuffs of gown
 - Leave your clean mask on (unless it is soiled, wet, moist, contaminated or damaged)
 - Leave your gown on (unless it is soiled or wet)
 - Leave your face shield (unless it is visibly soiled)

- You will monitor the individual(s) for symptoms throughout your shift and take their temperature at least twice a day and record on the *Individual Daily Monitoring Chart*
- If there are any symptoms and/or fever – immediately contact the supervisor.
- For ill individual(s), record their symptoms on the *Individual Monitoring Illness Chart for COVID-19*
- Ensure that individuals who are COVID-19 positive are given extra fluids throughout the day to prevent dehydration

Hygiene and Personal Care

- If providing personal care: toileting, showering, hygiene:
 - Perform Hand hygiene
 - Put on clean gloves
 - Leave your mask on (unless it is soiled, wet, moist, contaminated or damaged)
 - Leave your gown on (if not wet or soiled)
 - Leave your face shield on (if not visibly soiled)

Important: The washroom must be cleaned and disinfected **after each time it is used by anyone - supported individuals or staff**

- If you are providing Hygiene and Personal Care to a **different** individual:
 - Remove gloves
 - Perform Hand hygiene
 - Put on a new pair of gloves
 - Leave your gown on (if not wet or soiled)
 - Mask can stay on for up to 4 hours without need for change ((unless it is soiled, wet, moist, contaminated or damaged)
 - Leave your face shield on (if not visibly soiled)

Note: There should be another “**clean PPE**” area closer to the bedrooms/washroom for easier access to supplies when needed

- When you have **completed** personal care and other close contact, remove your gloves and discard and disinfect your face shield as per guidelines

Then proceed to:

- Wash your hands with soap and water for 20 seconds
 - Ensure **physical distancing of 2 meters (6 feet) at all times** including distancing between staff
 - Leave your gown and mask on (if either are wet or soiled - need to replace)
 - Put on your clean face shield
- If an individual supported is ill with symptoms such as vomiting, diarrhea:
 - If possible, they should have their own washroom
 - If not possible, to use a commode (if available)
 - It is very important to be especially diligent with cleaning and disinfecting, especially with vomiting and diarrhea

Physical distancing in the Location:

- Take turns with common spaces in the group home, such as living room, dining room
- Do not have more than **2 supported individuals** at any one time in common spaces
- Share, so every person gets time in common spaces
- If individuals are in common spaces and can wear a mask, then this should be encouraged (remember to wash any cloth masks daily)
- Do not forget that physical distancing **applies to staff** as well. Be especially careful around times where staff would typically be together –at breaks, in staff office, coming on shift and leaving. Staff should be scheduled for meals and breaks at different times and coming into location and leaving location should be staggered



**STAFF MUST NEVER LET THEIR GUARD DOWN
THIS IS CRUCIAL TO STOP THE SPREAD OF COVID-19**

Meals or Breaks for Staff:

- Ensure there is a designated area within the location that you can have a meal or break that is away from all supported individuals and other staff
- The area should ideally have a sink, and must have hand sanitizer, disinfectant spray for face shields and paper towels
- Staff should take turns having their meal/break. Only **one staff** in the room at a time.



- Wash hands with soap and water for 20 seconds
- Disinfect area where you are going to have your meal or drink
- Get your meal or drink ready
- **Carefully** remove gown (if not soiled or wet) and hang to reuse after meal/break
- Perform hand hygiene
- **Carefully** remove face shield and place on clean surface (on paper towel)
- Perform hand hygiene

- Refer to “When and How to Wear a Mask” poster for removing your mask prior to eating
 - Do not touch the front of your mask to remove it
 - Remove the elastic loops of the mask from around your ears
 - Hold only the loops
 - Place mask on a paper towel on a clean surface (outside of the mask facing down and cover with another paper towel to ensure it stays dry)
 - Perform hand hygiene again
 - Have your meal/ drink/break

- After you are finished your meal/break
 - Disinfect the area where you have had your meal/drink
 - Wash hands with soap and water for 20 seconds
 - **Carefully** put your gown back on
 - Perform hand hygiene
 - Put your mask back on as per “When and How to wear a Mask” poster
 - Clean your face shield with a disinfectant wipe/spray and put back on
 - Perform hand hygiene again
- Continue with your shift.

At the end of your shift:

- Fill out the *COVID-19 Exit Screening* (before removing your PPE)
- Remove PPE as per “Putting on and Taking off Full PPE” as follows:
- Remove gown
- Perform hand hygiene
- Remove face shield and place in the container for dirty face shields (to be cleaned later)
- Perform hand hygiene
- Remove mask and throw in garbage
- Perform hand hygiene again



- Before leaving your shift, put on a **new clean surgical mask** and leave the mask on until you reach your car or continue to wear it if taking public transit
- Avoid contact with staff in the location, including in the driveway when leaving the location