

COVID-19 SAFETY PLAN

March 1, 2021

VERSION 1.9

The aim of this document is to help guide the safe return to operations at our clinic. The protection of the health and safety of our staff and patients is of paramount concern. This is guided by directives from our professional Colleges, WorkSafe BC and BC Ministry of Health

These policies and procedures are built around five levels.

1. Physical Distancing
2. Engineering Controls
3. Administration Controls
4. Personal Protective Equipment
5. Staff Policies/Training

1. First Level/Physical Distancing

-The clinic will decrease maximum occupancy of clinic to 1 person per 10 square metres. This would mean a maximum of 13 people at any one time in our space. This is posted. This will be accomplished by a relative limitation of patient bookings as compared to normal operating levels.

-If required, alternative solutions to waiting in the clinic will be considered, such as having patients wait in vehicles and call patients when their appointment is ready.

-The clinic will continue to have single point of entry/exit for patients

-Entry/exit of clinic is to follow *WorkSafe BC' S COVID-19 and Returning to Safe Operation-Phase 2 Guideline*.

-Floor markings are placed to facilitate distancing and prevent line formation at the front desk.

-The clinic discourages congregation of staff in common areas such as the front desk, mid station and lunch/storage room.

-Seats in waiting room will be spaced by a minimum of two metres. Household contacts will not be required to separate.

-Children should be discouraged to attend with parents, however, if they must then these individuals will be included in the reduced maximum occupancy amount.

2. Second Level/Engineering Controls

-Two, 2'X4' plexiglass shields are installed at the front desk.

-Fabric furniture is removed from the clinic and is replaced with polypropylene furniture

-The clinic will encourage cashless, non-contact payment whenever possible. Cash payment will remain an option for those who do not have access to electronic payment.

-Visual cues and floor markings to mark where patients are required to queue are to be placed in the reception area. Directional flow through the main hallway has been established and marked accordingly.

-Non-essential items such as magazines and children toys are removed. Business and appointment cards are considered essential and remain. Products such as release balls and muscle gels will remain for purchase.

-Plastic baskets will be available for patients to place their personal effects in during their treatment.

-A shipping and receiving area for supplements and items has been created.

3. Third Level/ Administration Controls

-Hand sanitizer will be available at several points in the reception room, treatment rooms and mid-station.

-Signage on proper hand-washing protocols to be posted in the washroom and mid-station.

-Frequent sanitation and disinfection of the treatment rooms, personal workspace and common areas will occur. Common areas include door knobs, light switches, washrooms, taps at mid-station and counters. This will be done in accordance with the *WorkSafe BC COVID-19 and Returning to Safe Operation- Phase 2 Guideline*.

-Individual staff will be responsible for the sanitation of their own work area, offices and treatment rooms.

-A schedule and log will be created for the cleaning and disinfection of the common areas and individual work areas. These are attached.

-All practitioners must practice effective hand hygiene with soap and water or using an alcohol based hand sanitizer after each patient interaction.

-Hand towels and rags are to be placed in bin to be laundered immediately after use. Paper towels will also be available at mid-station.

-Wherever possible staff is discouraged to share pens, phones, desks, computer and other equipment.

-POS machine has a plastic cover that should be wiped carefully sanitized as required

-All staff are to use the BC self-screening tool before coming to work and stay home when sick.

-Screening of patients and documentation of this will occur in accordance with the *WorkSafe BC COVID-19 and Returning to Safe Operation- Phase 2 Guideline*. This may include phone interviews by practitioners and/or patients completing a written screen for Covid-19 prior to their appointment .

-Patients who have COVID-19 symptoms will not be seen and instructed to call 811.

4. Fourth Level/Personal Protective Equipment

-The clinic will have a supply of masks and gloves for staff. Individual practitioners are responsible for PPE for their own patients.

-All of our Healthcare practitioners, employees and patients must wear Medical Grade Masks 3 ply masks while in the clinic. These have been sourced from the Canadian Chiropractic Association supplier and are compliant with the BCCDC November 2020 statement on medical masks.

-PPE use will be guided by the *WorkSafe BC COVID-19 and Returning to Safe Operation-Phase 2 Guideline*.

-Staff will be instructed on the proper use and disposal of PPE

-Brenna Jacks will instruct reception staff on PPE donning and doffing

5. Staff Policies/Training

-All staff are to use the BC self-screening tool before coming to work and stay home when sick.

-All staff must personally self report their health status upon arrival at the clinic. This will be done in a log format. This will be checked by either Leif Sigurdson or Ron Warkman

-Training and communication of this *Safety Plan* has been communicated to all staff at May 15 & May 30, 2020 meetings and regular email updates

-All staff must abide by the *Proactive Chiropractic & Wellness Centre Sick Policy*

-Brenna Jacks, Andrea Forde and Ron Warkman have been assigned to monitor orders, guidance and notices from the provincial health officer.