COVID-19: Guidance for Adult Residential Facilities

This document has been updated from the May 13, 2020 version. The following changes have been made:

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The coronavirus COVID-19 may be introduced into an Adult Residential Facility (ARF) through individuals, such as residents, volunteers, visitors and staff, with a link to travel outside Atlantic Canadian provinces and the following communities in Quebec: Temiscouata Regional County municipality, Avignon Regional County municipality and Listuguj First Nation, https://www2.gnb.ca/content/dam/gnb/Corporate/pdf/EmergencyUrgence19.pdf or to cases within the community. **Staff members in ARFs have a critical role to play in identifying and managing potential cases of COVID-19.** As knowledge of the virus and its transmission has increased, there is now evidence that asymptomatic and pre-symptomatic transmission can occur. There are basic steps an ARF can take to help prevent the introduction or spread of viral infections like COVID-19.

Adult residential facilities care for some of our most vulnerable community members, as persons who are older or who have underlying health conditions have a higher risk of developing complications from this virus. Residents of ARFs may also need additional assistance in complying with COVID-19 protective measures, including reminders and supports for the necessary behavior or daily routine changes.

Larger ARFs may also refer to COVID-19 Guidance for Long Term Care Facilities.

For information regarding COVID-19, visit the Canada.ca and WHO web site and the Government of New Brunswick (GNB) Coronavirus web site: www.gnb.ca/coronavirus.
Screening and Assessment of Residents

Residents such as the elderly or those with cognitive challenges may only show mild symptoms of COVID-19 or have difficulty expressing their symptoms. As such, a more sensitive definition is favored than for the general population.

Staff should be vigilant completing assessments for any symptoms in residents twice per day, and flag symptoms even if mild. Assessments are to be escalated as needed if increased risk has been identified. If one or more of these symptoms are present, proceed with testing to confirm or exclude a COVID-19 infection.

Signs or symptoms of COVID-19 can be very subtle early on; for the purposes of protecting this vulnerable group a sensitive definition is used (https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/prevent-control-covid-19-long-term-care-homes.html) and may include:

- Fever (temperature of greater than 38°C, OR
- Any new or worsening respiratory symptoms (cough, shortness of breath, runny nose or sneezing, nasal congestion, hoarse voice, sore throat or difficulty swallowing), OR
- Any new onset of atypical symptoms including but not limited to chills, muscle aches, diarrhea, malaise, or headache.

To maintain the integrity of the health care system and prevent transmission in clinical and other vulnerable group settings, residents and staff of ARFs that are symptomatic (even with mild symptoms) are considered as a priority group for testing for COVID-19.

It is critical for the ARF operator to ensure that the Regional Medical Officer of Health (MOH) or designate (regional Public Health) is notified of any cases (i.e. suspect, confirmed or probable), within one hour of becoming aware (refer to Appendix A for business hours and after hours contact details). This may be done in coordination with Extra Mural Program (EMP) as the resident is being evaluated (see Appendix C). Regional Public Health will work with the Adult Residential Facility and EMP to provide overall direction for the management of cases and contacts, working closely with all involved health care providers for the full duration of illness with the facility. EMP will provide clinical care guidance/coordination and will coordinate testing on site. In the case of an outbreak in an ARF, all residents will be admitted to EMP.

The Regional MOH, through the regional Public Health Communicable Disease team, will provide direction on implementing the control measures outlined in this document.

Outbreak:

Any suspected outbreak should be responded to immediately and reported to Regional Public Health.

Definition of a COVID-19 outbreak: In the context of the COVID-19 pandemic, a single laboratory-confirmed case of COVID-19 in a resident or staff member.
Testing and Support

Residents:

Operators of Adult Residential Facilities should call the EMP Care Coordination Centre (1-844-982-7367) for support and guidance if:
- They are concerned a resident may be displaying symptoms of COVID-19. If the resident is already an EMP patient, the local EMP unit should be called.
- They require clinical care guidance related to this document.

EMP will coordinate testing within the ARF and Regional Public Health will communicate results.

If a resident is experiencing symptoms of COVID-19, follow the ARF Assessment and Testing Pathway Appendix B, the ARF COVID-19 Assessment and Testing Flowchart Appendix C and the control measures below.

Reporting and Notification for residents

- EMP will report any known possible COVID-19 illness in residents immediately to RHA Public Health within one hour. (See Appendix A for contact information).
- Adult Residential Facilities should continue to report any possible resident COVID-19 illnesses to Social Development as per routine processes (submitting incident reports and contacting ARF Coordinator).

Screening and Assessment of Staff:

- Staff are required to self-screen just prior to entering the facility (as per Appendix F).
- Staff should self-monitor for new signs or symptoms twice daily and immediately report any new symptoms to the ARF.
- Staff should be reminded of their critical responsibility to self-monitor for COVID-19 symptoms and stay home when sick, even with mild or minor symptoms, and notify their supervisor.
- A dedicated telephone line has been set up for staff to call immediately 1-833-475-0724 if they develop symptoms.
- Prior to working every shift, staff must report if they have had potential exposure to a case of COVID-19. If staff develop symptoms of COVID-19 (one or more of the following): new onset/exacerbation of chronic cough, fever or signs of fever such as chills, sore throat, runny nose, headache, new onset of fatigue, new onset of myalgia (muscle pain), diarrhea, loss of sense of taste or smell as per https://www.canada.ca/en/public-health/services/diseases/2019-novel-coronavirus-infection/health-professionals/national-case-definition.html, they should:
  - immediately exclude themselves from the resident environment.
  - not remove their mask if wearing one, or don one immediately,
  - clean their hands,
notify their supervisor who will advise Public Health
• call the dedicated line to arrange testing,
• avoid further resident contact and
• leave the facility/home if not living there as soon as possible to self-isolate in own home; immediately self-isolate if living in the care home; or self-isolate and stay off work if already at home. In all cases call 1-833-475-0724 for further instruction.

• Staff who have come into contact with someone at the workplace with confirmed COVID-19 while not wearing proper PPE should notify their employer who must notify Public Health.

• Follow the direction given by your employer, in consultation with the Regional MOH, as guidance may differ based on the specifics of the case.

Reporting and Notification for staff

• Staff should communicate with the operator any possible COVID-19 illness.
• Operators of Adult Residential Facilities must report any possible COVID-19 illnesses in staff to the Regional Medical Officer of Health within one hour of becoming aware (See Appendix A for contact information).
• Adult Residential Facilities should continue to report any possible staff COVID-19 illnesses to Social Development by contacting the ARF Coordinator.

Ill Residents

Early evidence suggests that the majority of people who develop COVID-19 will have mild illness and may not require care in a hospital. It is important that people who do not require hospital-level care convalesce at home as long as effective self-isolation and appropriate monitoring (i.e. for worsening of illness) can be provided.

• All residents with suspect COVID-19 are immediately placed into Droplet and Contact precautions (e.g., use of gloves, gown, mask and face or eye protection – see Appendix D) for all staff who enter the resident’s room or who need to be within 2 metres of the resident until COVID-19 or other respiratory infection is excluded through testing.
  o Single rooms and dedicated bathrooms are preferred,
  o If this is not possible, a separation of 2 metres must be maintained between the bed space of the affected resident and all roommates with privacy curtains drawn. In this case, the roommate should be placed on isolation as well.
• The resident must be restricted to their room or bed space.
• If residents with confirmed or suspected COVID-19 must leave their room for medically necessary care or treatment, they should be provided with clean attire, be accompanied by staff, wear a mask, be instructed to perform hand hygiene (with assistance as necessary), and avoid touching surfaces or items outside of the room. Wheelchairs or transport stretchers should be cleaned and disinfected prior to exiting the resident’s room. Attention should be paid to cleaning and disinfection of any surfaces that may be touched by the resident while out of the room. Staff attending such a resident should don full PPE recommended for Droplet and Contact precautions.
• In the event that residents who are under isolation precautions (e.g. contact and droplet), the Regional MOH will use specific triggers to determine specific actions.
• Whether the resident tests positive or negative, follow the direction given by the Regional MOH or designate as guidance may differ based on the specifics of the case.

Cohorting

• If you have more than one COVID-19 case in your facility, follow Regional MOH or designate direction for outbreak control measures. This could potentially include placing all residents on isolation precautions and/or wider testing in the facility, depending on the risk assessment performed by the Regional MOH or designate.
• Residents suspected or confirmed to have COVID-19 should be cared for in single rooms whenever possible.
• Cohorting refers to the grouping of residents with a given infection within a separate care area when single rooms are limited. The MOH and the Infection Prevention and Control Specialist, in consultation with EMP, will guide the risk assessment to determine resident placement and/or suitability for cohorting at your facility versus moving residents to alternate care settings.
• If you have one or more COVID-19 cases in your facility, establish dedicated teams of staff specific to residents with suspected or confirmed COVID-19, where feasible, to reduce the risk of further transmitting infection in the facility.
• Consider cohorting residents and staff to the affected unit/wing to ensure there is no contact with the staff/residents in the unaffected units/wings.
• When cohorting each resident must be isolated separately. Hand hygiene and a change of gown and gloves is required between contact with each resident and/or a resident’s environment.
• Roommates of symptomatic residents should not be moved to new shared rooms, and instead should be moved to a new single room for isolation and monitoring for symptoms.
• Public Health will provide direction regarding use of masks for residents.

CONTROL MEASURES

To prevent the introduction of COVID-19 into your facility, all the following measures should be currently in place until further notice:

1. **Monitor entry to the facility, limit visitors** Those who need to enter into the facility need to buzz in, check in with operator or designate before entering. Limit access points to single entry to the facility. Exceptions for compassionate reasons should not be granted if there are any confirmed or suspected cases of COVID-19.
2. Post signs at the entrance of the building restricting visitors.
3. Keep a log of all persons entering the building (including staff). Contact information on all visitors (name and phone number) should be obtained.
4. Signage should be placed inside and outside the centre to advise no entry if any symptoms.
5. Limit access points to single entry to the facility.
   Active screening should be conducted on volunteers and visitors at entry of the facility. Refer to **Appendix F for sample screening**.
6. Keep a list of all regular employees and another for the other staff, other essential workers and visitors. Submit daily to public health during an outbreak. The list should include the person’s name and phone number in case they need to be contacted. See Appendix L.

7. Staff self-monitor for new signs or symptoms twice daily and immediately report any new symptoms to the operator.

8. Prior to working every shift, staff must report to the operator if they have had potential exposure to a case of COVID-19.

9. Restrict all staff from reporting to duty for 14 days after they have returned from travel outside of Atlantic Canada (New-Brunswick, Nova Scotia, Newfoundland and Labrador, Prince Edward Island) or as outlined within the Mandatory Order.

10. Staff should avoid working in different facilities (including nursing homes, hospitals, and other vulnerable settings) when possible.

11. All staff wearing a uniform at work, once the shift is over, should change clothing when they arrive home and launder their uniform. The uniform once worn, should not be worn to run errands or to go to an appointment. The coronavirus may remain detectable for hours to days on surfaces made from a variety of materials, including clothing.

12. Food and essential items should be delivered through a single access point. Every effort should be made to avoid unnecessary entry, and if entry is required delivery personnel must be screened.

13. Resident screening should include assessment for symptoms of COVID-19 (at least 2 times per day, increased to more frequent if increased risk identified)

14. Support hand and respiratory hygiene, as well as cough etiquette by residents and employees.

15. All staff, volunteers and visitors including contractors must be trained with putting on and wearing a mask for the duration of their shift or visit, and ensuring it is appropriately discarded after use. This is to reduce the risk of transmission to residents, which may occur even when symptoms are not recognized.

16. Residents with symptoms should be isolated to their room. Minimize the number of HCW caring for them (i.e. reduce the number of possible exposures). Cluster the activities of staff going into their room so they do not need to enter the room as often.

**Physical distancing**

- The Regional Medical Officers of Health recommends that the gold standard is to maintain a physical distance of 2 metres between all residents and staff but consider not imposing the 2 metre physical distancing (based on the current recovery phase) if the bubble concept can be applied by keeping the same group of residents (maximum 10) together for social activities and dining with dedicated staff (cohorting of staff).

A bubble is a grouping of people (maximum 10 people) which is considered as a living cell and in which there is a relaxation of certain measures, in particular that of physical distancing. The group of residents must always be the same and participate in different activities together (eg meals, leisure). Thus, each bubble contains a limited number of well identified residents. This helps to limit interventions in the event of an outbreak. For the bubble concept to be effective, you need a dedicated bubble team. Staff should not move from one bubble to another during a shift.
Hand Hygiene

Hand washing is an effective way to reduce microbial contamination of hands and should be part of the daily routine of residents, staff and visitors. Soap and water should always be used if hands are visibly soiled and after personal toileting. Use of an alcohol-based hand rub between 60-90% ethyl alcohol is also appropriate.

- See Appendix G for directions for staff and Appendix H for residents and visitors regarding hand hygiene.

Respiratory Hygiene

- Respiratory hygiene should be encouraged for all residents and staff.
- Contain respiratory secretions by using tissues to cover the mouth and nose during coughing/sneezing, with prompt disposal into a no touch waste receptacle.
- Cover the mouth and nose during coughing/sneezing against a sleeve/shoulder if tissues are not available.
- Turn the head away from others when coughing/sneezing.
- Maintain a spatial separation of 2 meters between residents with respiratory symptoms.

Personal Protective Equipment (PPE)

Masks:

- Staff and visitors in all resident care areas who have any face-to-face (direct) or indirect contact with residents must wear a surgical/procedure mask continuously, at all times and in all areas of their workplace when a physical distance of two metres cannot be maintained and a physical barrier (ie: plexiglass) is not in place to prevent transmission of droplets. It is recommended that staff minimize their mask use to two masks per shift where possible to preserve supplies while protecting employees and residents.
- The surgical/procedure mask should be immediately changed and safely disposed of whenever it is damaged, soiled/wet, and after care for any resident on Droplet/Contact or Contact Isolation Precautions.
- Staff must take care not to touch the front of their mask. If they touch or adjust their mask they must immediately perform hand hygiene.
- Staff will leave the resident’s room if they need to remove their mask.
- When taking a break or eating a meal, staff must remove their mask per the guidance for extended and reuse (see Appendix J). If the mask is not damaged, soiled/wet or contaminated, it should be stored safely for reuse. Physical distancing must be maintained while the mask is removed. A mask should be donned per the instructions below before returning to work.
- Do not touch the outside of your mask while it is on your face or pull your mask below your chin while you’re wearing it. Improperly wearing a mask increases the risk for cross contamination.
- Continue to use appropriate infection prevention guidelines when putting masks on and removing them Refer to Appendix I and J.
- NOTE: This is different from those higher risk situations where health care workers must conduct an assessment to determine the level of PPE required. For all facilities including smaller homes that function like a family home, this direction should be in place for staff.
Gloves:
- Staff should wear disposable gloves when in direct contact with the ill person, or when in direct contact with the ill person’s environment as well as soiled materials and surfaces.
- Hand hygiene should be performed before putting gloves on and after removing them (see Appendices G and J).

For patients that have symptoms or confirmed for COVID 19:
- Post signs on the door or wall outside of the resident’s room that clearly describe the type of precautions needed and required PPE.
- Make PPE, including procedure facemasks, eye protection, gowns, and gloves, available immediately outside of the resident’s room.
- Position a trash can near the exit inside any resident’s room to make it easy for employees to discard PPE.

Aerosol generating medical procedures:
- Any aerosol-generating medical procedures (AGMP) performed on residents with suspect or confirmed COVID-19 require additional precautions including use of N95 respirator (and eye protection). Any AGMP should be avoided in the home environment if COVID 19 is suspected. If an AGMP is required, consideration should be given to transferring the case/suspect case to hospital due to the need for Additional Precautions.

AGMPs that might occur in the ARF setting include:
- non-invasive positive pressure ventilation (CPAP, BiPAP)
- nebulized therapy
- open suctioning of a tracheostomy
- Oral suctioning and oxygen therapy are not considered an AGMP.
- It is recommended to discontinue CPAP use if a resident is suspected to have COVID 19 and awaiting test results or is diagnosed with COVID-19. There is no short-term risk of discontinuing CPAP when diagnosed and recovering from COVID-19.
- If a resident currently uses CPAP machine there is no need to discontinue use provided the resident is not infected with COVID-19.
- Moving residents from room to room who are on CPAP or BiPAP should be avoided.

Staffing – Contingency Planning:
- Operators should work closely with Regional MOH or designate to manage exposed staff.
- Plan for fluctuating staffing levels by identifying essential functions and creating plans for continuity of operations.
- Staff should avoid working in different facilities when possible. If there is a suspect or confirmed case of COVID-19 in one of the facilities/vulnerable settings the person is working in, the employee should not report to any other workplaces until otherwise directed.
- If there is a case and during an outbreak in one of the facilities, staff will be RESTRICTED from working shifts in more than one facility. Consider what your residential care facility would require to maintain critical operations.
- Cross-train personnel to perform essential functions so the workplace can operate even if key staff are absent.
Communication:

- Prepare and practice calm, reassuring and accurate communication with residents, their families and other stakeholders. Acknowledge the seriousness of the situation and the feelings of fear and anxiety that might produce. Share only the facts from trusted sources:
  - [www.gnb/coronavirus](http://www.gnb/coronavirus)
- Keep residents and employees informed if a case of COVID-19 is identified in the ARF.
- Describe what actions the facility is taking to protect them, including answering their questions and explaining what they can do to protect themselves and their fellow staff and residents.
- Staff should monitor Public Health information to understand COVID-19 activity in their community to help inform their evaluation of individuals with unknown respiratory illness. If there is transmission of COVID-19 in the community, in addition to implementing the precautions described above for residents with acute respiratory infection, facilities may also consult with public health authorities for additional guidance if required.

Admissions, Readmissions, Transfers

New admissions and Readmissions

- There should not be any admissions of actively ill residents diagnosed with COVID-19.
- Admissions who have been diagnosed with COVID-19 but are no longer communicable are permitted if they have been cleared by Public Health. Operators need to confirm with Public Health and Social Development. Admission of an actively ill resident diagnosed with COVID is not recommended. The Regional Health Authorities (RHA) will apply screening tool on-residents before considering transfer to Nursing Home or ARF.
- Residents entering LTC or ARF facilities no longer require isolation in the yellow phase, whether they are transferring from another facility or entering from community. Restrictions would be implemented once again in an orange or red phase. It was recognized that a clear communications strategy is required, and facilities will need to clearly understand how restrictions will scale up/scale down in the phases. Standard screening of residents will continue, twice a day.
- For other new admissions or readmissions of asymptomatic residents who are not suspected or confirmed cases of COVID-19, access points should allow for rapid placement of residents being admitted from the community or returning from another facility, and they should be given a mask during transfer.
- New admissions should be preferentially admitted to a single room if available or semi-private with curtains drawn between beds, maintaining at least 2 metres between residents.
- There should not be any admissions into a facility where there are any active cases of COVID-19.
- Should avoid readmitting residents who have not had COVID-19 into a facility where there is a case of COVID-19. Consult with the Regional MOH or designate.
Transfer

- Movement/ transport of residents with suspected or confirmed COVID-19 should be restricted to essential medical reasons.
- Notify facilities and Ambulance NB prior to transferring a resident with suspected or confirmed COVID-19, to a higher level of care and advise of the required precautions for the resident being transported.
- Residents with confirmed or suspected COVID-19 infection should stay in their room unless there is essential need for movement and/or transport, and until they have been released from isolation by Public Health. Transfer within and between facilities is based on the current recovery phase.
- Transfers to the hospital should be limited to the need for acute or primary care services that may not be delivered in the home setting. These residents are not required to self-isolate upon returning to the facility (unless they were admitted); however, they should be monitored for symptoms.
- If residents with confirmed or suspected COVID-19 must leave their room for medically necessary care or treatment, they should be provided with clean attire, be accompanied by staff, wear a mask, be instructed to perform hand hygiene (with assistance as necessary), and avoid touching surfaces or items outside of the room. Wheelchairs or transport stretchers should be cleaned and disinfected prior to exiting the resident’s room. Attention should be paid to cleaning and disinfection of any surfaces that may be touched by the resident while out of the room.
- Droplet and Contact precautions should be maintained by staff during resident transport, and the need for Droplet and Contact precautions should be communicated to the transferring service and receiving unit ahead of transfer.

Communal /Social Activities

- The Regional Medical Officers of Health recommends that the gold standard is to maintain a physical distance of 2 metres between all residents and staff but consider not imposing the 2 metres physical distancing (based on the current recovery phase) if the bubble concept can be applied by keeping the same group of residents (maximum 10) together for social activities and dining with dedicated staff (cohorting of staff).
  - In non-outbreak situations, restrict group activities to 10 or less people where physical distancing does not need to be maintained.
  - Residents and staff should separate into groups, ideally of ten or less when coming together for meals or in common areas.
  - Physical distancing (at least 2 metres) should be maintained between residents that are not part of a determined bubble.
- Activities should consider the full spectrum of resident care needs (physical, mental, psychological).
- Ensure when isolating residents that consideration is given to the potential impact these may have on resident physical, social and emotional well-being. Consider use of one-on-one programs and use of technology to allow resident contact with family or friends.
- Non-essential outings should be minimized and canceled if there are any cases in the facility. They should be carefully planned and may occur in non-outbreak situations.
Any resident activities should ensure that any materials (e.g. electronic tablets or other devices, craft supplies, bingo cards, magazines, books, cooking utensils, linens, tools) are not shared among residents unless they are cleaned and disinfected between uses for each resident. If the items cannot be easily cleaned and disinfected, they should not be shared among residents.

During an outbreak:
- serve in-room meals to residents.
- cancel or re-schedule all social/group activities.

Environment

Environmental cleaning of the ill resident’s room

- Clean and disinfect the room twice a day with special attention to all horizontal and frequently touched surfaces for the duration of illness.
- Ensure all staff responsible for environmental cleaning adhere to required cleaning and disinfection practices.
- Increased frequency of cleaning and disinfecting high-touch surfaces is significant in controlling the spread of microorganisms during a respiratory infection outbreak. Environmental cleaning products registered in Canada with a Drug Identification Number (DIN) and labelled as a broad-spectrum virucide are sufficient for use. All surfaces, especially those that are horizontal and frequently touched, should be cleaned and disinfected at least twice daily and when soiled. When using bleach, cleaning must precede disinfection. See Appendix K.

Resident care equipment

- Ensure all staff responsible for utilizing resident care equipment is adhering to required cleaning and disinfection practices.
- All shared equipment is cleaned and disinfected before reuse by another resident.
- Appropriate cleaning techniques are used.
- Appropriate disinfection solutions are used.
- Ensure correct disinfectant concentration per manufacturer’s directions. See Appendix H.
- Ensure correct wet contact times.
- Electronic games, toys/games, personal effects are not to be shared.
- All care equipment (e.g., thermometers, blood pressure cuff, commodes, etc.) used with an ill resident should be dedicated to that resident.
- Single person/resident devices are discarded after use with one resident (may be more than one use).
- Single use devices are discarded in a waste receptacle after a single use on one resident.

Laundry

- Contaminated laundry should be placed into a laundry bag or basket with a plastic liner and should not be shaken.
- Gloves and a medical/procedure mask should be worn when in direct contact with contaminated laundry.
• Clothing and linens belonging to the ill person can be washed together with other laundry, using regular laundry soap and hot water (60-90°C).
• Laundry should be thoroughly dried.
• Hand hygiene should be performed after handling contaminated laundry and after removing gloves.
• If the laundry container comes in contact with contaminated laundry, it should be disinfected.

Supplies for the facility/home when isolation is required

✓ Appropriate selection of PPE (See Appendix I and J) Thermometer
✓ Fever-reducing medications
✓ Running water
✓ Hand soap
✓ Alcohol based hand sanitizer (ABHS) containing at least 60% alcohol.
✓ Tissues
✓ Waste container with plastic liner
✓ Regular household cleaning products
✓ Bleach (5% sodium hypochlorite) and a separate container for dilution.
✓ Alcohol (70%) prep wipes
✓ Regular laundry soap
✓ Dish soap
✓ Disposable paper towels
Appendix A: Public Health Communicable Disease Team Contact List

Contact information for the RHA Public Health Offices is listed below and is also available on the Office of the Chief Medical Officer of Health’s website:

http://www2.gnb.ca/content/gnb/en/departments/ocmoh/healthy_people/content/public_health_clinics.html

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<th>Regional Health Authority Public Health Nurses</th>
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<td><strong>Central Region</strong></td>
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<tr>
<td>Fredericton (Regular hours):</td>
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<td>Main office (506) 453-2830</td>
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<td>Communicable Disease Line (506) 444-5905</td>
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<td>Main office (506) 658-3022</td>
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<td>Edmundston (Regular hours):</td>
<td>Edmundston (Regular hours):</td>
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<tr>
<td>Main office (506) 737-4400</td>
<td>Main office: (506) 735-2065</td>
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<tr>
<td></td>
<td>Communicable Disease Line: (506) 735-2626</td>
</tr>
<tr>
<td>Campbellton (Regular hours):</td>
<td><strong>Zone 5</strong></td>
</tr>
<tr>
<td>Main office (506) 789-2549</td>
<td>Campbellton (Regular hours):</td>
</tr>
<tr>
<td></td>
<td>Main office phone number: (506) 789-2266</td>
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<tr>
<td></td>
<td>Communicable Disease Line (506) 790-4769</td>
</tr>
<tr>
<td>Bathurst (Regular hours):</td>
<td><strong>Zone 6</strong></td>
</tr>
<tr>
<td>Main office (506) 549-5550</td>
<td>Communicable Disease Line (506) 547-2062</td>
</tr>
<tr>
<td></td>
<td>Bathurst (Regular hours):</td>
</tr>
<tr>
<td></td>
<td>Main office phone number: (506) 547-2062</td>
</tr>
<tr>
<td><strong>North Region After Hours Emergency Number</strong></td>
<td><strong>1-506-789-2428</strong></td>
</tr>
</tbody>
</table>

Note: Regular hours are 8:15 am - 4:30 pm Monday-Friday.

The after-hours emergency number is to report notifiable diseases after 4:30 pm on weekdays and on the weekends and holidays. The pager is intended for emergency reporting only – operators are asked to keep the after-hours pager number confidential within the facility (only for operators and staff).
Appendix B: ARF COVID-19 Assessment and Testing Pathway

(These guidelines pertain to all Adult Residential Facilities (ARF) which include special care, memory care, generalist care homes and community residences.)

If you are unsure or have any questions regarding the process, please contact the Extra-Mural Program (EMP) Care Coordination Center for guidance: 1-844-982-7367 (answering service available 24/7).

Assessment and Testing (see COVID-19 Assessment and Testing Flowchart Appendix C)

- If there are concerns that a resident may be displaying symptoms of COVID-19, call the local EMP unit if the resident is an EMP patient or the EMP Care Coordination Centre (1-844-982-7367) if the resident is not.
- Isolate the resident following the instructions in this guidance. The local EMP unit or Care Coordination Centre can help answer any questions regarding this initial step.
- EMP will coordinate testing. If the resident is not already an EMP patient, EMP will assess ongoing home healthcare needs and admit the resident to EMP if required.
- If EMP determines the resident should be tested for COVID-19:
  - EMP will report any possible COVID-19 illness in residents of ARFs to the Regional Medical Officer of Health (MOH) or designate within 1 hour of becoming aware.
  - EMP will contact the resident’s Family Doctor or Nurse Practitioner.
- Regional MOH or designate (Regional Public Health) will work with the Adult Residential Facility and EMP to provide overall direction for the management of cases and contacts, working closely with all involved health care providers for the full duration of illness with the facility.

If the Resident’s Condition Worsens

- Call the local EMP unit for direction and guidance. In an emergency, please call 911.
Appendix C: ARF COVID-19 Assessment and Testing Pathway

**Adult Residential Facility (ARF) COVID-19 Assessment and Testing Pathway**

Are you concerned your resident may have COVID-19?

- Call the EMP Care Coordination Center (1-844-982-7367) or your local EMP unit if you are unsure or have questions about any part of the process.

Is the resident an Extra-Mural Program (EMP) patient?

- Yes: Call your local EMP unit for assessment, direction, and testing if required.
- No: EMP will test if required, notify Public Health if not already done, and will contact the resident’s primary care provider.

EMP will assess the resident for ongoing home healthcare needs and admit if required

Isolate the resident and call regional Public Health if you need further guidance.

PH will follow up with test results
Appendix D: Droplet Contact Precautions

- Perform a point of care risk assessment to determine appropriate accommodation.
- Prioritize residents who cannot be confined to their bed/bed space maintaining spatial separation of ≥ 2 meters from others for a private room / private Bathroom
- Cohorting of residents may be required.

Personal Protective Equipment

- Gloves for entry into the room, cubicle or bed space if a shared room
- Surgical/procedure mask for activity within 2 meters
- Eye Protection for activity within 2 meters. Prescription eye glasses do not provide protection
- Long sleeved gowns if it is anticipated that clothing or forearms will be in direct contact with the resident, environmental surfaces, or objects within the resident, environmental
- Instruct visitors on necessary infection control measures including:
  - How to put on and remove isolation attire
  - Hand Hygiene (alcohol-based hand rub and/or soap and water)

Hand Hygiene

- Most important measure to prevent spread of infection,
- Clean hands before and after contact with the resident and/or resident’s environment with alcohol-based hand rub or with soap and water
- Do not use the resident’s bathroom sink for hand hygiene.

Isolation Supplies

- Alcohol based hand rub 60 – 90%
- Long sleeved isolation gowns
- Gloves
- Eye protection
- Surgical / procedure mask
- Dedicated thermometer
- Stethoscope
- Laundry hamper
- Waste containers
- Specimen bags
- Pen
- Post-it notes
- Isolation Signage (Droplet Contact Precautions)
- Approved disinfectant for equipment cleaning (e.g. accelerated hydrogen peroxide)
**Resident Care Supplies**

- Limit the disposable supplies taken into the room to the amount anticipated for use
- Disposables not used cannot be returned to stock. If not used by this resident, they must be discarded
- Provide the resident with tissues, a waste container for used tissues and a mechanism to perform hand hygiene following coughing/sneezing.

**Isolation Room Set up**

- Post signs with the required precautions (both official languages) outside the resident room—must be clearly visible
- Waste can and laundry hamper in resident room
- Ensure that the resident can dispose of used tissues
- Set up the personal protective supplies outside the resident room (anteroom or corridor).

**Enter/Exit Room Procedure**

Before entering room, cubicle, or bed space in a shared room:

- Perform hand hygiene
- Put on gown— if required
- Put on surgical/procedure mask
- Put on eye protection  •  Put on gloves.

To exit room:

- PPE is removed prior to exiting the room
- Remove gloves and dispose
- Remove gown (if worn), touching only the inside of gown and place in hamper
- Perform hand hygiene
- Remove eye protection (front of eye protection is contaminated)
- Remove mask—remove by ties (front of the mask is contaminated)
- Perform hand hygiene.

**Note:** Re-usable eye protection must be cleaned and disinfected after each use

**Charting**

Do not take any part of the resident chart into the room to transfer information from the resident room:

- Keep dedicated pen and post-it notes inside resident room
- Write information on post-it and stick on window/door of resident room
- Exit the resident room following the Enter/Exit Room Procedure
- Use another pen outside the room to record information on chart/paper.
Equipment

- Use disposable equipment, when possible.
- Dedicate reusable equipment to this resident and leave in room.
- Clean and disinfect reusable equipment before removing from the room.

Laundry and Waste

- Tie off the laundry and waste bags before leaving the room
- Place outside the room for pick-up
- No further special handling is required for laundry and waste.

Food Trays

- Regular dishes and cutlery
- Regular dishwashing procedures.

Room Cleaning

- Twice daily cleaning of all high touch surfaces, bed rails, light switches, bathrooms, bedside tables, walker, wheelchair, cane, and drawer handles remotes, phone, etc.
- If resident is discharged or transferred out of room, carry out discharge cleaning (per facility policy) and discard all magazines, personal care supplies, disposable supplies, etc.

Resident Transport

Resident remains confined to room except for medically required activities. Re-schedule all non-urgent medical appointments. If it is necessary to leave the room for tests/facility transfer/therapy:

- Sending facility must notify receiving facility of required precautions
- Transport Personnel to don Personal Protective Equipment (PPE) to enter resident room
- Resident to don a surgical/procedure mask and clean clothing
- Utilize clean linens on the clean transport-wheelchair/stretcher (the resident’s linen should not be used for transport
- Assist resident with hand hygiene
- When leaving the room with the resident, transport personnel should remove PPE (gowns and gloves) and perform hand hygiene and don clean PPE. The surgical mask and eye protection do not need to be changed
- Use facility supplied disinfectant (i.e. accelerated hydrogen peroxide) to provide a clean area for hands on the transport equipment
- If equipment from the resident’s room must also be transported, it must be disinfected and allowed to air dry prior to use
- Use a transport route that avoids populated areas
- Maintain ≥ 2 meters from others
- Use a dedicated elevator, with no other persons in it
- Disinfect equipment after transfer.
Appendix E: Resource for Self-Isolation

You have been asked to isolate yourself because you might have been diagnosed with COVID-19 or you might be at risk of developing COVID-19. Self-isolation means staying at home and avoiding contact with other people to help prevent the spread of disease to others in your home and your community.

For the next 14 days, it is expected that you take the following measures:

Limit contact with others

- Do not leave home unless absolutely necessary, such as to seek medical care.
- Do not go to school, work, other public areas or use public transportation (e.g., buses, taxis).
- Arrange to have groceries and supplies dropped off at your door to minimize contact.
- Stay in a separate room and use a separate bathroom from others in your home, if possible.
- If you must be in contact with others, keep at least 2 metres between yourself and the other person. Keep interactions brief.
- Avoid contact with individuals with chronic conditions, compromised immune systems and older adults.
- Avoid contact with pets if you live with other people that may also be touching the pet.
- Limit the number of caregivers.

Keep your hands clean

- Wash your hands often with soap and water for at least 20 seconds, and dry with disposable paper towels or dry reusable towel, replacing it when it becomes wet.
  - Wet your hands and apply liquid soap or clean bar soap
  - Rub your hands vigorously together, scrubbing all skin surfaces
  - Pay special attention to the areas around your nails and between your fingers
  - Continue scrubbing for at least twenty seconds (as long as it takes to sing the happy birthday song twice)
  - Rinse your hands and dry them well
- You can also remove dirt with a wet wipe and then use an alcohol-based hand sanitizer.
- Wash your hands
  - Before and after preparing food;
  - Before and after eating;
  - After using the toilet;
  - After you cough or sneeze,
  - Before and after using a surgical/procedure mask
  - After disposing of waste or handling contaminated laundry;
  - Whenever hands look dirty.
- Avoid touching your eyes, nose and mouth.
- Cough/sneeze into the band of your arm, not your hand, or into a tissue. Dispose of tissues in a lined waste container.
Avoid contaminating common items and surfaces

- Do not share personal items with others, such as toothbrushes, towels, bed linen, utensils or electronic devices.
- At least once daily, clean and disinfect surfaces that you touch often, like toilets, bedside tables, doorknobs, phones and television remotes using a diluted bleach solution (1 part bleach and 9 parts water) or regular household disinfectants. Household disinfects should have a DIN number and state that they are effective against viruses.
- Clothing and linens belonging to the person in isolation can be washed together with other laundry, using regular laundry soap and hot water (60-90°C). Laundry should be thoroughly dried. Laundry containers can be disinfected as above.
- Place contaminated items that cannot be cleaned in a lined container, secure the contents and dispose of them with other household waste.
- Put the lid of the toilet down before flushing.

Monitor your symptoms daily

- Monitor your health and symptoms daily.
- Record your temperature daily. If you are taking medication to reduce fever (e.g. acetaminophen/ Tylenol or ibuprofen/Advil), record your temperature at least 4 hours after your last dose of fever-reducing medicine.
- If you develop symptoms or your symptoms get worse immediately contact Tele-care 8-1-1 or Public Health. Describe your symptoms and history. They will provide advice on what you should do.

Care for yourself

- Get some rest, eat a balanced diet and nutritious food, and stay hydrated with fluids like water. Over the counter medication can be used to reduce fever and aches.
- Staying at home and not being able to do normal everyday activities outside of the home can be socially isolating. Stay in touch with family and friends by phone or computer.
- Call your employer/school administration and share what Public Health has asked you to do so alternative work/study arrangements can be made where possible.
Appendix F: Sample Screening Questions for essential workers/visitors/volunteers for entry to facility

PLEASE DO NOT ENTER THE BUILDING WITHOUT ANSWERING THE FOLLOWING QUESTIONS

1. Do you have two or more of the following symptoms:
   - Fever above 38°C or signs of fever (such as chills)
   - new cough or worsening chronic cough
   - runny nose
   - headache
   - sore throat
   - new onset of fatigue
   - new onset of muscle pain
   - diarrhea
   - loss of taste or smell

2. Are you under the age of 18 and experiencing purple fingers or toes?

3. Have you returned from travel outside of Atlantic Canada (New Brunswick, PEI, Nova Scotia, Newfoundland and Labrador and Atlantic Canadian provinces and the following communities in Quebec: Temiscouata Regional County municipality, Avignon Regional County municipality and Listuguj First Nation https://www2.gnb.ca/content/dam/gnb/Corporate/pdf/EmergencyUrgence19.pdf) within the last 14 days?
   You may be exempt if live in or near an interprovincial border community and commute to and from work locally.

4. Have you had close contact within the last 14 days with a confirmed case of COVID-19 while outside the facility and without consistent and appropriate PPE?
   If you answered YES to question 1, 2, 3, or 4 self-isolate at home. If you have or develop symptoms, call 811 or for staff 1-833-475-0724.

5. Have you been diagnosed with COVID-19 in the last 14 days?
   If you answered YES to question 5, you should be self-isolating for 14 days.

6. Have you had close contact within the last 14 days with a person being tested for COVID-19?
   If you answered YES to question 6, you may enter the building however you must self-monitor for symptoms. If symptoms develop, self-isolate and call for testing.

For staff during an outbreak:

7. Have you had close contact while wearing appropriate PPE within the last 14 days with a person being tested for COVID-19?
   If you answered YES to question 7, you may enter the building however you must self-monitor for symptoms. If symptoms develop, self-isolate and call for testing.
8. Have you had close contact within the last 14 days without consistent and appropriate PPE with a person being tested for COVID-19?
If you answered YES to question 8, you may not enter the building, you should self-monitor at home until COVID-19 is ruled out or confirmed.
Appendix G: Hand Hygiene for staff

Hand hygiene is the single most effective measure to prevent the transmission of Health Care Associated Infections (HCAI). It has been documented that HCAIs kill 8,000-12,000 Canadians every year. Good hand hygiene saves lives and reduces the strain on our healthcare system.

Hands must be cleaned at the point of care and it is crucial that hand hygiene is performed at these 4 critical times:

1. Before initial resident/resident environment contact.
2. Before aseptic procedure.
3. After body fluid exposure risk.
4. After resident/resident environment contact.

Personal hand hygiene should also be performed:
- Before assisting residents with feeding
- Before and after preparing food
- After using the toilet
- After blowing your nose, coughing or sneezing

*If there is visible soiling, hands should be washed with soap and water.*

**Follow these simple instructions when washing your hands with soap and water:**

1. Wet hands with warm water.
2. Apply soap and rub for 15 - 20 seconds – all surfaces including front and back of hands, between fingers, around nails (especially cuticles), thumbs and wrists.
3. Rinse well.
4. Dry with a paper towel.
5. Turn off faucet without re-contaminating hands, for example, use towel to turn off taps.

**Follow these simple instructions when using an alcohol-based hand rub:**

1. Apply a measured pump of the product (enough of the product to cover all surfaces of the hand) into your open palm.
2. Rub into hands covering all surfaces including front and back of hands, between fingers, around nails (especially cuticles), thumbs and wrists.
3. Rub until dry.

Hands must be fully dry before touching the resident or the environment/equipment for the alcohol-based hand rub to be effective and to eliminate the extremely rare risk of flammability in the presence of an oxygen-enriched environment.
Appendix H: Hand Hygiene for Residents

Hand washing is the single best way to prevent spread of infection. It is estimated that 80% of common infections such as the cold and flu are spread by unwashed hands. Good hand washing technique is easy to learn.

If there is visible soiling, hands should be washed with soap and water.

Follow these simple instructions when washing your hands with plain soap and water:

1. Wet hands with warm water.
2. Apply soap and rub for 15 - 20 seconds – all surfaces including front and back of hands, between fingers, around nails (especially cuticles), thumbs and wrists.
3. Rinse well.
4. Dry with a paper towel.
5. Turn off faucet without recontaminating hands, for example, use towel to turn off taps.

Follow these simple instructions when using an alcohol-based hand rub:

1. Apply a measured pump of the product (enough of the product to cover all surfaces of the hand) into your open palm.
2. Rub into hands covering all surfaces including front and back of hands, between fingers, around nails (especially cuticles), thumbs and wrists.
3. Rub until dry.
4. If using an alcohol-based hand rub, remember alcohol is flammable

When to clean your hands:

- Before meals
- Before and after preparing food
- Before and after visiting other residents
- After using the toilet
- After blowing your nose, coughing or sneezing
Appendix I: Routine Practices

Routine Practices include:

1. A point of care risk assessment of the resident and the planned interaction is completed prior to each interaction.
2. Hand hygiene before and after physical contact with the resident and / or with the resident’s environment
3. Hand hygiene by residents and visitors. Residents may require assistance from health care providers
4. Use of barriers to prevent HCW contact with blood, body fluids, secretions, excretions, non-intact skin or mucous membranes (e.g. gloves, gown, mask, eye protection).
5. Single room and private toileting facilities for residents who soil the environment with blood, body fluids, excretions or secretions.
6. Safe handling of sharps to prevent injury including the use of safety-engineered devices and the provision of sharps containers at point-of-care where required.
7. Safe handling of soiled linen and waste to prevent exposure and transmission to others
8. Cleaning and disinfection of equipment that is being used by more than one resident between residents.
9. Respiratory Hygiene
   o Post signage at facility entrances re performing hand hygiene and donning a surgical/procedure mask if sneezing or coughing
   o Use disposable tissues for wiping nose
   o Cover both mouth and nose with disposable tissues when coughing or sneezing
   o Discard tissues after one use into a hands-free receptacle
   o Sneeze and cough into sleeve or shoulder when tissues are not available rather than the bare hand
   o Perform hand hygiene immediately after coughing, sneezing or using tissues
   o Turn head away from others when coughing or sneezing
   o Keep hands away from the mucous membranes of the eyes and nose
   o Maintain a spatial separation of 2 meters between residents symptomatic with an acute respiratory infection (new cough/shortness of breath and fever) and those who do not have symptoms of a respiratory infection.
Appendix J: Eye Protection, Medical /Procedural Masks & Gloves

Eye Protection

Eye protection is recommended to protect the mucous membranes of the eyes during care or activities likely to generate splashes or sprays of body fluids including respiratory secretions.

- Eye protection should be worn over prescription eye glasses. Prescription eye glasses alone are not adequate protection against respiratory droplets.
- Protective eye wear should be put on after putting on a mask.
- After applying eye protection, gloves should be donned (see above).
- To remove eye protection, first remove gloves and perform hand hygiene. Then remove the eye protection by handling the arms of goggles or sides or back of face shield. The front of the goggles or face shield is considered contaminated.
- Discard the eye protection into a plastic lined waste container. If the eye protection is not intended for single use, clean it with soap and water and then disinfect it with a bleach solution (see Appendix K for instructions), being mindful not to contaminate the environment with the eye protection.
- Perform hand hygiene.

Medical/Procedural Masks

Face masks (surgical / procedure masks) provide a physical barrier that may help prevent the transmission of the virus from an ill person to a well person by blocking large particle respiratory droplets propelled by coughing or sneezing. However, using a mask alone is not guaranteed to stop infections and should be combined with other prevention measures including respiratory etiquette and hand hygiene.

Applying a consistent approach to putting on and taking off a mask are key in providing overall protective benefits.

- Guidance for Doffing Surgical Mask with Ties for Continuous Use:
  - Clean hands.
  - Remove the surgical mask by untying the bottom ties and then the top ties. (If the ties cannot be undone without tearing the ties, the mask will be discarded).
  - The front is contaminated, so remove slowly and carefully.
  - After removing facemask, visually inspect to determine if the mask has been damaged or is soiled/wet or contaminated. If damaged, soiled/wet or contaminated the mask must be discarded.
  - If the surgical/ procedure mask is NOT damaged, soiled/wet or contaminated, it should be stored for re-use.
  - Fold the mask in half (lengthwise or widthwise), so the outside surfaces are touching each other, carefully store in a paper bag labelled with your name and date. This will avoid destroying the shape of the mask and to prevent contamination.
  - Clean hands.
  - A disposable surgical mask can be worn for several hours if not damaged, soiled/wet or contaminated.
Gloves

Disposable single use gloves should be worn when in direct contact with the ill person, cleaning contaminated surfaces, and handling items soiled with body fluids, including dishes, cutlery, clothing, laundry, and waste for disposal. Gloves are not a substitute for hand hygiene; caregivers must perform hand hygiene before and after putting on and taking off gloves.

- Gloves should be removed, hand hygiene performed, and new gloves applied when they become soiled during care.
- To remove gloves safely, with one of your gloved hands pull off your glove for the opposite hand from the fingertips, as you are pulling, form your glove into a ball within the palm of your gloved hand. To remove your other glove, slide your ungloved hand in under the glove at the wrist and gently roll inside out, and away from your body. Avoid touching the outside of the gloves with your bare hands.
- Gloves must be changed and hand hygiene performed when they are torn.
- Discard the gloves in a plastic-lined waste container.
- Perform hand hygiene.
- Double-gloving is not necessary.

Reusable utility gloves may be used; however, they must be cleaned with soap and water and decontaminated after each use with a bleach solution (see Appendix K for instructions).
Appendix K: Cleaning and Disinfection for COVID-19

Increasing the frequency of cleaning and disinfecting high-touch surfaces is significant in controlling the spread of viruses, and other microorganisms. All surfaces, especially those general surfaces that are frequently touched, such as door knobs, handrails, etc., should be cleaned at least twice daily and when soiled.

When choosing an environmental cleaning product, it is important to follow product instructions for dilution, contact time and safe use, and to ensure that the product is:
- Registered in Canada with a Drug Identification Number (DIN)
- Labelled as a broad-spectrum virucide

All soiled surfaces should be cleaned before disinfecting, unless otherwise stated on the product.

The following hard-surface disinfectant products meet Health Canada's requirements for emerging viral pathogens. These authorized disinfectants may be used against SARS-CoV-2, the coronavirus that causes COVID-19. [https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html](https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html)

If using household bleach, the following is recommended:

<table>
<thead>
<tr>
<th>Disinfectant</th>
<th>Concentration and Instructions</th>
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<tr>
<td>Chlorine: household bleach – sodium hypochlorite (5.25%)</td>
<td>1000 ppm</td>
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<td>- 1 teaspoon (5 ml) bleach to 1 cup (250 ml) water or</td>
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<td>- 4 teaspoons (20 ml) bleach to 1 litre (1000 ml) water</td>
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<td>- Allow surface to air dry naturally</td>
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Precautions when using bleach
- Always follow safety precautions and the manufacturer's directions when working with concentrated solutions of bleach. To avoid injury, use appropriate personal protective equipment during handling (read the label and refer to the material safety data sheet).
- Chlorine bleach solution might damage some surfaces (e.g., metals, some plastics).
- Never mix ammonia products with bleach or bleach-containing products. This practice produces chlorine gas - a very toxic gas that can cause severe breathing problems, choking and potentially death.
- When mixing a chlorine bleach solution, it is important to pour the chlorine into the water and not the reverse.
- Try not to breathe in product fumes. If using products indoors, open windows and doors to allow fresh air to enter.
- Clean the surface before using the chlorine bleach solution.
- A bottle of bleach has a shelf life, so check the bottle for an expiry date.
- Do not premix the water and bleach solution, as it loses potency over time. Make a fresh solution every day.
Appendix L – List of staff, visitors and others entering facility during an outbreak

Name of Establishment
Level:

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<tr>
<th>Date</th>
<th>Name</th>
<th>DOB</th>
<th>Tel Number</th>
<th>Job description</th>
<th>Temperature 24X/shift</th>
<th>Other symptoms If yes 1-833-475-0724</th>
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IF OUTBREAK IN FACILITY, THIS FORM MUST BE SENT TO PUBLIC HEALTH EVERY MORNING (FOR LAST 24 HOUR SHIFT)

- To: Fax: E-mail: 
- Signature: Date:

August 20, 2020
Office of the Chief Medical Officer of Health
References:

MMWR Report Asymptomatic and Presymptomatic SARS-CoV-2 Infections in Residents of a Long-Term Care Skilled Nursing Facility — King County, Washington, March 2020

Public Health Agency of Canada Infection Prevention and Control for COVID-19. Interim Guidance for Long Term Care Homes


https://www2.gnb.ca/content/dam/gnb/Departments/sd-ds/pdf/NursingHomes/SeasonalInfluenza.pdf