

COVID-19 Evergreen Sports and Physical Therapy Safety Plan

We have involved frontline workers in the creation of this document.

We have identified areas where people gather.

We have identified job tasks and processes where workers are close to one another or members of the public.

We have identified the tools and equipment that workers share while working.

We have identified surfaces that people touch often, such as doorknobs, elevator buttons, and light switches.

We are following infection control standards as laid out by the College of Physical Therapists of BC, WorksafeBC and the BCCDC.

We have established and posted an occupancy limit for our premises. This is a maximum of 12 people in the clinic at one time.

In order to reduce the number of people at the worksite, we have considered work-from-home arrangements, virtual meetings, rescheduling work tasks, and limiting the number of customers and visitors in the workplace.

We have **established and posted occupancy limits** for common areas.

We have implemented measures to keep workers and others at least 2 metres apart, wherever possible. Options include revising work schedules and reorganizing work tasks.

Measures in place:

- Clinic will be limited to maximum of 6 clinic staff (employee & independent contractors) and 6 patients at a time.
- Therapists will be limited to use of one cart with equipment and three cubicles (either at front or back of clinic)
- Therapists will have reduced work days for the foreseeable future.
- Patients need to arrive on time, and not wait in waiting area
- Patients should come on their own (ie not with children)
- Hand table now to be used for charting for therapist in front of clinic

- When using gym area, 2m of distance must be maintained between patients

We have installed barriers where workers can't keep physically distant from co-workers, customers, or others.

We have included barrier cleaning in our cleaning protocols.

We have installed the barriers so they don't introduce other risks to workers

Measures in place

- use of treatment cubicles (one per patient)
- installation of glass in waiting area-
- cleaning protocol and checklist

We have identified rules and guidelines for how workers should conduct themselves.

We have clearly communicated these rules and guidelines to workers through a combination of training and signage.

Measures in place

1. Hand sanitizing stations and Hand washing areas are available for workers and patients to utilize throughout the day.
2. Hand washing instructions have been posted in the entrance and at the sink area
3. Employees and contractors will fill out a Covid -19 screening form, sign and date the form before starting their shift.
4. Employees and contractors must change their shoes upon entering the clinic and are encouraged to bring a separate set of clothing.
5. Clinic changes include:
 - a. Plexiglass separating waiting and front desk
 - b. Removal of chairs from the waiting area, as well as magazines
 - c. Clean and dirty pen bin
 - d. Establishment of daily cleaning protocols for high touch areas and used equipment with posted checklist.
 - e. Limit of therapists and patients in the clinic. 2 Therapists in clinic at one time, with a maximum of 4 patients in the clinic at one time.
 - f. Screening poster for patients upon entering clinic for Symptoms of covid-19, instructions on sanitizing and washing hands, and for social distancing,
 - g. Posters showing proper usage of PPE, hand washing and using a mask
 - h. Adequate PPE for Employees and Independent contractors including: Masks, gowns, face shields and gloves
 - i. One pillow per cubicle with pillow case changed after every patient
 - j. Therapists will have access to one cart with hand sanitizer, ultrasound, goniometer, gloves, etc. Sharing of equipment between therapists is discouraged,
 - k. IFC unit must be disinfected after each use.
 - l. Patients are discouraged from handling treatment equipment, unless they are performing their own ultrasound, under direction of the Therapist, in order to maintain a 2m distance, Disinfection must occur after each usage,
 - m. No returning of purchased equipment

- n. Front computer will be utilized by only one therapist per shift. Therapists are encouraged to use their own personal laptop/device.
- o. patients will need to stay in their own cubicle unless exercising in gym. If exercising, then 2m of distance must be maintained between patients)
- p. Communication to patients via phone and website re: expectations (ie, self screening for covid-19, masks, not bringing children, using restroom before coming to clinic, arriving on time for appointment)
- q. tubing and other equipment handled by the patient will be put into the "dirty equipment" bin which will be cleaned by staff throughout the day.
- r. Use of treadmill should be limited.
- s. Clinic will be divided into two halves. Cubicles 2,3 &4 will be utilized by one therapist (Traction room is #1), Vault and two back cubicles will be used by second therapist through their shift. Traction room will be shared by therapists.
- t. Hand table will now be used for charting by front cubicle therapist. Hand patients will be seen in cubicle.
- u. Employee and Contactors are responsible for cleaning reusable masks, faceshields and goggles when soiled or daily after their shift,

6. Employees and staff have been informed of safety plan

7. Physiotherapy Contractors must adhere to CPTBC practice standards and Advisory statements

8. Front end staff will take inventory of PPE and ensure ordering of equipment weekly.

We have reviewed the information on [selecting and using masks](#) and [instructions on how to use a mask](#).

We understand the limitations of masks and other PPE. We understand that PPE should only be used in combination with other control measures.

We have trained workers to use PPE properly, following manufacturers' instructions for use and disposal.

Measures in place

- employees and contractors will utilize masks when not able to physically distance themselves from patients
- Patients are encouraged to use their own mask. If they don't have one, they will be provided with one
- Poster regarding donning and doffing of masks has been posted in the clinic

COVID-19 Safety Plan

Reduce the risk of surface transmission through effective cleaning and hygiene practices

We have reviewed the information on [cleaning and disinfecting](#) surfaces. Our workplace has enough handwashing facilities on site for all our workers. Handwashing locations are visible and easily accessed.

We have policies that specify when workers must wash their hands and we have communicated good hygiene practices to workers. Frequent handwashing and good hygiene practices are essential to reduce the spread of the virus.

We have implemented cleaning protocols for all common areas and surfaces — e.g., washrooms, tools, equipment, shared tables, desks, light switches, and door handles. This includes the frequency that these items must be cleaned (number of times per day) as well as the timing (before and after shift, after lunch, after use).

Workers who are cleaning have adequate training and materials.

We have removed unnecessary tools and equipment to simplify the cleaning process.

Cleaning protocols

- Please see daily cleaning document posted in clinic
- updated WHIMIS training for employees

- all equipment used after individual patients to be disinfected
- Establishment of “Dirty equipment” bin to be cleaned throughout the day by front end staff

Nightly cleaning:

- Vacuum and wash floor
- Wipe down all beds and equipment
- Cleaning of front desk glass, front and back doors
- Cleaning of both bathrooms
- Wiping down of light switch of bathrooms and door handles
- Finishing of laundry
- Cleaning of waiting room chairs

Bi-weekly cleaning- Hydroculator water change

Our workplace policies ensure that workers and others showing symptoms of COVID-19 are prohibited from the workplace.

Anyone who has had symptoms of COVID-19 in the last 10 days. Symptoms include fever, chills, new or worsening cough, shortness of breath, sore throat, and new muscle aches or headache.

Anyone directed by Public Health to self-isolate.

Anyone who has arrived from outside of Canada or who has had contact with a confirmed COVID-19

case must **self-isolate for 14 days and monitor** for symptoms.

Visitors are prohibited or limited in the workplace.

Therapists can use Telehealth to see patients if they wish or need to remain at home.

Our policy addresses workers who may start to feel ill at work. It includes the following:

Sick workers should report to first aid, even with mild symptoms.

Sick workers will be asked to wash or sanitize their hands, be provided with a mask, and isolate. The worker will be asked to go home.

If the worker is severely ill (e.g., difficulty breathing, chest pain), call 911. Clean and disinfect any surfaces that the ill worker has come into contact with.

We have a training plan to ensure everyone is trained in workplace policies and procedures.

All workers have received the policies for staying home when sick.

We have posted signage at the workplace, including occupancy limits and effective hygiene practices.

We have posted signage at the main entrance indicating who is restricted from entering the premises, including **visitors** and **workers** with symptoms.

Supervisors have been trained on monitoring workers and the workplace to ensure policies and procedures are being followed.

We have a plan in place to monitor risks. We make changes to our policies and procedures as necessary.

Workers know who to go to with health and safety concerns.

If your workplace has not been operating for a period of time during the COVID-19 pandemic, you may need to manage risks arising from restarting your business.

We have a training plan for new staff.

We have a training plan for staff taking on new roles or responsibilities.