



Effective January 6 2022 - MOFP has reinstated the Covid-19 Safety Plan policy to create guidelines for infection and disease control.

As of January 6 2022, proof of double vaccination is required for parent/caregiver participation in programs offered at MOFP. Masks are mandatory for all staff and participants aged 5 years and over.

Intent

Marpole Oakridge Family Place has undertaken ongoing measures to reduce the risk of communicable disease transmission at work. We will monitor and review communicable disease related information issued by our Regional Medical Health Officer or the Provincial Health Officer if related to our industry, region or workplace.

The following practices and policies will be maintained to reduce the risk.

- a. Staff with symptoms of communicable diseases will stay at home.
- b. Hand Hygiene policies continue to be implemented.
- c. Appropriate cleaning processes will be maintained.
- d. Adequate ventilation systems are maintained and functioning efficiently.
- e. Support employees in receiving vaccinations for COVID – 19 and other vaccine preventable conditions.

MOFP will communicate measures, practices and policies to all staff and families participating in our programs. Signage will be posted to support these measures. MOFP will continue to monitor and update the plan as necessary. This policy must be used in conjunction with all other applicable health and safety regulations and governmental legislation.

Employees must follow all health and safety policies at all times.

Guidelines

All employees will be provided with general education on infection prevention and control practices. This education will include:

- Risks associated with infectious diseases
- Hand hygiene, physical distancing, and other measures to reduce spread of infection
- Appropriate cleaning and/or disinfection of items/surfaces
- Management of visitors or families in attendance – if visitor/family member appears ill - appointment rescheduling, restrict access to office
- Verifying proof of vaccines

Employees Who May be Contagious

Employees who may have contracted a cough/cold, flu, etc. and are in the early stages of infection should not report to work as they may infect the others in the Marpole Oakridge Family Place workplace. Employees are required to exercise their judgement and remain home if they are contagious and/or exhibiting symptoms. Please inform the Executive Director or designate by phone or email as soon as you know you are not able to attend work.

Employees should only return to the Marpole Oakridge Family Place workplace when they are no longer symptomatic or when a medical professional has certified that they are no longer contagious.

Transmission of Microorganisms

Employees and families of Marpole Oakridge Family Place may be exposed to pathogenic microorganisms, virus, bacteria, and other microbes that can cause infection and disease.

Transmission of microorganisms can be caused by contact transmission from hands (direct) or objects (indirect), droplet transmission from coughing or sneezing, or airborne transmission from the inhalation of organisms surviving in air for long periods of time. Other routes of entry for infection include injection, inhalation, ingestion, contact with the skin, eyes, or nose. While it may not be possible for Marpole Oakridge Family Place to eliminate all routes of entry for infections, employees share a responsibility to follow safe work procedures and practices to mitigate the risk of infection.

Routine Practices

Following routine practices helps to protect both the employees and families in attendance at Marpole Oakridge Family Place from pathogens. Consistent practices must be used at all times with all persons as someone could be infected but be asymptomatic.

Hand Hygiene

Hand hygiene is the most important measure in preventing the transmission of microorganisms. Hand hygiene includes both washing the hands with soap and water as well as non-rinse, alcohol-based hand rubs.

Employees of Marpole Oakridge Family Place should wash their hands with soap and running water:

- If hands are contaminated with bodily fluids or visibly soiled, and
- After any personal body function
- Regularly during the work shift

When using soap and water, a minimum of 20 seconds of lathering is required before rinsing.

When hands are not visibly soiled, the use of 70-90% alcohol-based hand rub can be used for hand hygiene. This would include:

- When entering the office
- Before and after any direct contact with clients.
- Before and after eating.
- After body fluid exposure risk; and
- After client/client environment contact.

Apply sufficient hand rub so that a minimum of 15 seconds will pass before the product becomes dry on hands.

Employees should exercise good judgment when determining if hands should be washed. If it is possible that hands may have become contaminated with bodily fluids, they should be washed with soap and water or sanitized.

Additional Hand Hygiene Guidelines

- Hand hygiene should be done in a manner appropriate for the type of situation.
- Use liquid soap in disposable pump dispensers and use towel to turn off tap and open door when leaving washroom.

Administrative and Environmental Controls

Administrative and environmental controls include respiratory etiquette and environmental cleaning and sanitizing.

1. Respiratory Etiquette

Marpole Oakridge Family Place expects that all employees practice respiratory etiquette and personal practices that help prevent the spread of microorganisms and encourage clients to do the same. These personal practices include:

- Avoidance measures that minimize contact with droplets when coughing or sneezing, including:
 - Turning the head away from others.
 - Maintaining a two (2) meters distance from others.
 - Covering the nose and mouth with a tissue or using sleeve.
 - Immediate disposal of tissues after use.
 - Immediate hand hygiene after disposal of tissues.
 - Avoid hand shaking

2. Environmental Cleaning and Sanitizing

Cleaning is the removal of foreign material (e.g. dust, soil, blood secretions, microorganisms, etc.) from surfaces or objects. Cleaning physically removes rather than kills the microorganism and thorough cleaning is required for any equipment/surface to be disinfected, as organic matter may inactivate a disinfectant.

Disinfection is the process used on inanimate objects and surfaces to kill microorganisms. Cleaning and disinfecting agents may be combined into a single product to save a step in the cleaning and disinfecting process.

Maintaining a clean and healthy environment is integral to the safety of employees and clients and is a top priority at Marpole Oakridge Family Place. All staff will participate in the cleanliness of Marpole Oakridge Family Place workplace and all employees are expected to ensure higher levels of frequent cleaning of high-touch areas, particularly when objects are visibly soiled (may be scheduled). Staff must clean all shared workstations before they leave the space to be ready for the next person.

Acknowledgement and Agreement

I acknowledge that I have read and understand the Infection and Disease Control Policy of Marpole Oakridge Family Place. I agree to adhere to this policy and will ensure that others under my direction also adhere to the terms of this policy. I understand that following and adhering to this Policy is an expectation of my employment at Marpole Oakridge Family Place.

Links: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19/community-settings/social-services-providers>

<http://www.bccdc.ca/health-info/diseases-conditions/covid-19>

<https://www.worksafebc.com/en/about-us/covid-19-updates/covid-19-returning-safe-operation>

<https://sneezesdiseases.com/resource/sneezesdiseases#:~:text=Sneezes%20%26%20Diseases,individual%20fact%20sheets>.