

# FRASER HEALTH ASSISTED LIVING TOOLKIT

For Prevention and Control of Gastrointestinal and Respiratory Illnesses

#### October 2022

Adapted from the Fraser Health Assisted Living Prevention and Control of Infectious Diseases Toolkit

# **Table of Contents**

Purpose of Toolkit	3
Overview of the Toolkit	4
Section 1	5
Policies Procedures and Education for Preventing Infections and Spread of Infections	5
Tenant Education and Orientation	
Staff Education and Orientation	
Education about Hand Hygiene	
Section 2	
Being Prepared	
Elements of a Preparedness Plan	
Section 3	
The Recognition and Management of Respiratory Illness (RI), including COVID-19, Influenza and Non-Influenza/Non-COVID-19	
Collecting and Submitting Swabs	
Tenant Care	
Housekeeping	
Laundry	
Personal Protective Equipment for Laundry	
Waste Management	
Personal Protective Equipment (in general)	
Kitchen Staff	
Personal Protective Equipment	
Contacting Public Health	
Section 4	
RI Outbreak Tools: Link to LTC Viral RI Outbreak Protocol/Toolkit	
Checklists	
Respiratory Illness – Influenza and/or other RIs	
COVID-19 Checklists	
Enhanced Monitoring-Outbreak Checklist - One Positive Case July 22	
Staff Case(s) Checklist	
Section 5	
The Recognition and Management of Gastroenteritis	
Tenant Care	
Housekeeping/Environmental Services	
Cleaning Vomit and Feces	
Recommended Disinfectant Solutions	
Treatment of Specific Materials	23
Laundry	23
Waste Management	24
Personal Protective Equipment	24
Kitchen Staff	24
Contacting Public Health-GI	25
Section 6:	
GI Outbreak Tools: Link to VIRAL GASTROINTESTINAL (GASTROENTERITIS/GI) ILLNESS OUTBREAK PROTOCOL AND TOOLKIT FO	
LTC AND MHSU	
Checklist: Gastrointestinal Illness	
Section 7	
Resources	30

# **Purpose of Toolkit**

The purpose of this TOOLKIT is to assist the Assisted Living Provider to meet the expectations of the Assisted Living Registry as itemized in the <u>Assisted Living in BC Handbook for Operators</u> under "Policies and Plans Needed" (June 2021)

This edition of the toolkit is specific to managing changes from normal conditions related to gastroenteritis and respiratory illness (including COVID-19). The definitions and tools included are prepared specifically for the Assisted Living context.

The *Health and Safety Standards* require that registrants must:

- Provide a safe, secure and sanitary environment for tenants;
- Ensure hospitality services do not place the health and safety of tenants at risk; and
- Ensure sufficient staff is available to meet the service needs of tenants and that staff has the knowledge and ability to perform the assigned tasks.

The health and safety outcomes specifically associated with infection are:

- Registrants must have a plan in place to prevent and control the spread of infectious diseases in assisted living residences and report outbreaks in accordance with the Assisted Living in BC: A Handbook for Operators
- Registrants must have plans in place to address situations where there is a disruption to the residence's regular work force.

### **Overview of the Toolkit**

- This Toolkit provides a <u>master copy</u> of all tools.
- Tools may be taken from these master copies and adapted to your format
- Suggestions you may have regarding additions or other changes to this Toolkit should be provided to the Manager FH Assisted Living.
- You will be informed of changes to the Toolkit via e-mail.
- **Posters** from the Toolkit may be printed from the electronic copy or photocopied. They may be laminated, if beneficial to do so, and retained for use as needed. If they are laminated, they can be wiped down with disinfectant between uses.
- This toolkit provides posters, tracking forms, checklists and job-specific measures related to a Change from Normal Conditions due to Viral Gastroenteritis or Viral Respiratory Illness (including COVID-19).
- The toolkit and policies, protocols and/or educational materials Assisted Living Providers develop from it should be readily available to their staff and contracted third party service provider.

# Policies Procedures and Education for Preventing Infections and Spread of Infections

- In accordance with the AL Registry, you must have written policies and procedures for staff that include:
- Good health practices that everyone should follow
- A protocol for hand washing
- Basic hygiene and infection control practices associated with laundry and housekeeping, which
  includes the frequency of service and products to be used
- Safe practices for the preparation and delivery of meals
- How staff illness will be handled
- What to do to prevent and respond to the spread of infectious disease in the residence if there is an infectious disease outbreak.
- Asking for guidance from Public Health or AL Community Health Nurse, as needed

#### **Tenant Education and Orientation**

- AL Providers should orient tenants to tell staff when they are unwell or if their physician thinks that
  they might have an infectious disease that may put other tenants or staff at risk
- Close interaction with other people, as in communal living settings, increases the risk of spread of infections
- Tenants should be encouraged to be up-to-date with recommended immunizations, including immunization against influenza each year, COVID-19 and the pneumococcal vaccine

#### Staff Education and Orientation

AL Providers and Contractors/Sub-contractors should ensure that they provide orientation and education to all new staff. Orientation sessions should include the following infection prevention and control topics:

- 1. Daily monitoring of tenants and reporting of persons with new or worsening symptoms of respiratory or gastrointestinal symptoms to the AL manager
- 2. Recognizing the importance of staff, tenant and visitor hand hygiene
- 3. Knowing how to put on (donning) and take off (doffing) personal protective equipment, including gowns, gloves, masks and eye protection and how to discard or place in the laundry
- 4. Understanding the reasons why good cleaning is an important way to prevent infections and what products are required
- 5. Following the Fraser Health Influenza Control Policy for vaccinations including COVID-19, yearly influenza immunization and the pneumococcal vaccine as required.
- 6. Acknowledging that staff should not come to work when they know or suspect that they are ill

#### **Education about Hand Hygiene**

Tenants, staff and visitors who perform frequent hand hygiene by washing with soap and water or using Alcohol Based Hand Rub (ABHR) are less likely to become ill.

The Toolkit contains posters that may be used, especially in communal washrooms or lounges, to remind staff of the value of hand hygiene. A hand hygiene educational module is available at <a href="http://learninghub.phsa.ca/courses/5360">http://learninghub.phsa.ca/courses/5360</a>

## **Being Prepared**

Early recognition of respiratory and gastrointestinal illness (RI and GI) in AL is critical to minimizing its impact on tenants, visitors, staff and other service providers. Registrants must have written policies and procedures for staff to understand the importance of recognizing a change from normal conditions affecting tenants and/or staff. Registrants are expected to keep a watchful eye over tenants and, if aware of one or more cases of RI or GI among tenants and/or staff, follow written policies and procedures and consult with Public Health as needed.

Do not wait until a change from normal conditions is upon you. Being prepared is your best defence. It is recommended that you begin to prepare in early September for RI and GI outbreaks.

It is recommended that each Assisted Living Residence have a 'Response Team' as part of a preparedness plan. A Response Team can make a difference in the timeliness, appropriateness, ease and effectiveness of response to a suspected RI and GI outbreak. The Response Team does not need to be large, but should include the Assisted Living Provider Manager (or other appropriate Leader) and at least 2 or 3 others that are able to represent tenant care, food services, housekeeping and laundry.

To create a preparedness plan, the response team should use the:

- CHECKLIST for Assisted Living Residences when a tenant is identified with <u>Respiratory Illness</u> (see section 3 of this toolkit) and the
- CHECKLIST for Assisted Living Residences when a tenant is identified with <u>Gastroenteritis</u> (see section 4 of this toolkit).

The team should also refer to area/activity-specific measures, inventory of educational tools and supplies [including personal protective equipment (PPE)] and communication (including signage) contained in this toolkit.

- It is crucial that there is a primary person responsible for coordinating the response and there is a clear reporting process
- Staff members should assess tenants twice daily and inform their supervisor when changes in the usual health condition of tenants occur.
- It is also important that staff know that they must report if more than one tenant (or staff) is identified with a similar symptom
- Staff need to be aware that ill tenants will require additional time and care.
- The designated person should discuss concerns with the Tenant (or their family or spokesperson), and an appointment with the tenant's physician should be made as soon as possible, if indicated

# **Elements of a Preparedness Plan**

Form a response team
Identify roles and responsibilities of each member
Outline communication/reporting structure
Prepare illness tracking logs for use (see section 4 & 5)
Prepare phone list of institutions/services you may need to communicate with
Review routine practices and additional precautions with staff and post posters for each (see section 4 &
Review work duty specific guides with all departments, hang posters
Choose cleaning and disinfectant product appropriate for the organisms and ensure sufficient stock
Check stock of any needed supplies, plan for regular inventory check, refresh, re- order as needed. Personal protective equipment includes gloves, gowns, masks and eye protection
Check stock of any needed supplies, plan for regular inventory check, refresh, re- order as needed.  Personal protective equipment includes gloves, gowns, masks and eye protection
Prepare education sessions for tenants including hand hygiene and respiratory etiquette, importance of reporting illness, not visiting ill tenants
Post educational posters
Prepare education for staff and volunteers
Purchase and provide alcohol based hand rub in common areas

# FAX to your local Public Health Unit (<u>Tool 7</u>) by Dec 31st FACILITY INFLUENZA-READINESS REPORT

(Please fill in all that applies to your facility)

FACILITY NAME:	DATE COMPLET	ED: TEL:	FAX:	NOTES:	
DIRECTOR OF CARE/MANAGER:		TEL:			
DIRECTOR OF CARE/MANAGER ALTERNATE:		TEL:			
FH VIRAL RESPIRATORY OUTBREAK PROTOCOL AND TOOLKIT AVAILABLE:	YES NO		NASAL SWAB KIT A	VAILABLE?:	YES NO
Staff and Others (excluding tenants) (Do not count people who will not be at the facility at all between November and the end of May)	NO OF	O. VACCINATED AGAINST INFLUENZA SEASONAL	NO. WITH MEI CONTRAINDICATION T VACCINE DOCUI	O INFLUENZA	NO. WITH MEDICAL CONTRAINDICATION TO OSELTAMIVIR DOCUMENTED
REGULAR STAFF					
CASUAL STAFF					
VOLUNTEERS					
CONTRACT WORKERS (not Facility or FH employees)					

Recommended List of Supplies			
Item	Stores Number/ Supply Company	Number of Items recommended	Number of items required to complete inventory
Disposable gowns			
Face masks			
Eye Protection			
Face Shields			
Gloves: small			
Gloves: medium			
Gloves: large/ extra large			
Nasopharyngeal Swabs			
Certified transport boxes			
Absorbent Pads			
Alcohol Based Hand Rub			
Additional bucket and			
cleaning cloths for			
emergency clean up			
Emergency use			
containers for garbage and			
linen			
Mops			
Cleaning agent – bleach or			
Accelerated Hydrogen			
Peroxide			
Other:			
Location of supplies:			
Person responsible for replacement of supplies:			
Notes:			

# The Recognition and Management of Respiratory Illness (RI), including COVID-19, Influenza and Non-Influenza/Non-COVID-19

A tenant with a viral RI (COVID-19, Influenza, or Non-influenza) may present with one, more new, or worsening:

- **Respiratory symptoms**: Fever, chills, cough, shortness of breath, sore throat, , loss of sense of smell or taste
- Other symptoms: Headache, fatigue, muscle aches, nausea, loss of appetite, diarrhea and vomiting

A viral RI should be suspected when one or more tenants are identified with symptoms of respiratory illness,

A viral Influenza outbreak (is when there are two or more people (staff and/or tenants) in the residence with symptoms of respiratory illness, and at least one is laboratory-confirmed as Influenza or other respiratory virus

A COVID-19 outbreak is declared by the Medical Health Officer based on the number of cases identified on a unit, transmission trends, and/or operational impacts. When there is, a single resident case of COVID with no evidence of transmission at a site (i.e. a COVID-19 exposure), an outbreak will not be declared and the facility will be placed on Enhanced Monitoring.

#### When a viral RI is suspected:

- 1. Staff should follow droplet precautions (wear gloves, gowns, masks, eye protection) when entering symptomatic tenant's suites or interacting with them.
- 2. Start compiling a list of ill tenants and staff using Tools 27 and Tool 28 in the RI Toolkit Protocol
  - a. Report only positive COVID-19 cases to Public Health
- 3. Obtain a nasopharyngeal (NP) swab from all symptomatic tenants with suspected RI

#### **Collecting and Submitting Swabs**

AL facilities should refer to the appropriate <u>checklist</u> and the following resources:

- Who should be tested for COVID-19
- Ordering Swabs (Tool 9)
- Nasopharyngeal Skill and Competency Checklist
- Virology Requisition Form Sample (Tool 10)
- Workflow for Completing Nasopharyngeal Swab
- Transportation of Dangerous Goods protocol includes the certification requirement for packaging and transporting specimens and information about ordering the correct certified boxes for transportation (Tool 11b)

The viral requisition form is equivalent to the doctor's order. On May 7, 2020, the Provincial Health Officer issued an order allowing LPNs to perform NP swabs with a client-specific order as part of a screening program authorized by the Medical Health Officer (BCCNP LPN Scope of Practice May 14,

#### 2020)

When completing the requisition form for Assisted Living tenants, use client's most responsible provider (MRP) and/or facility medical director as the ordering physician on the laboratory requisition.

Contact T-Force Courier Services at 1-877-345-8801 to arrange direct transportation of specimen to the BC Centre for Disease Control or designated location. When contacting T-Force Courier, mention the account for FH Assisted Living: #1530396453

Note: In most cases, T-Force will pick up specimens on demand, but please note approximate pick up times for the following communities:

CommunityPick Up TimeChilliwack0530-0600Hope/Agassiz0900Abbotsford1100-1200Mission1400

It is important to notify the AL Community Health Nurse when a swab has been completed to ensure the AL Community Health Nurse can monitor and communicate the test results in a timely manner.

#### **Tenant Care**

- Cohort care staff when possible (e.g., staff caring for ill tenants should not care for well tenants or should care for well tenants first and then ill tenants).
- Ensure proper use of personal protective equipment with ill tenants along with proper removal on leaving apartment and proper hand hygiene between care for each tenant
- Suggest tenants/families purchase water-resistant plastic mattresses and pillow covers. Wash and disinfect as required. Pillows without water-resistant plastic covers must be laundered when soiled.
- Ensure bathtubs available to all tenants are cleaned and disinfected between uses. Avoid using Jacuzzi jet until change from normal conditions is over to prevent spread of infectious material into the air
- Wear a gown and mask when disposing of body waste such as feces/urine/aspirates/vomit into toilet to avoid splash/spillage.
- Remind tenants to wash hands before leaving their room, prior to entering the dining room, and after toileting
- Perform hand hygiene. Ensure that your hands are washed after using the toilet, before eating, touching your face, touching any food or drink, or anything that will touch anyone's face and refrain from chewing on pens, pencils etc.

#### Housekeeping

In addition to routine housekeeping duties, those responsible for housekeeping should:

- Ensure disinfectant wipes/solutions (e.g. accelerated Hydrogen Peroxide or bleach/sodium hypochlorite) are available for enhanced cleaning and disinfection of high touch surfaces and shared equipment.
- Direct housekeeping services to start enhanced cleaning as soon as the outbreak is suspected, and for the duration of the outbreak.

- Ensure twice daily cleaning and disinfection of the residence, particularly high touch surfaces (e.g. railings, chair arms, light switches, door handles, faucets, thermostats, telephones, keypads, keyboards and other surfaces that people touch frequently) and equipment (e.g. commodes, walker handles, wheelchair arms).
- If possible, clean rooms of well tenants first. Provide additional housekeeping services for ill tenants.
- Change cleaning cloth between rooms of all tenants. Place used cleaning cloth into plastic bag or water resistant laundry bag.
- Use gloves, gown, mask and eye protection when caring for an ill tenant
- Gowns, gloves, mask and eye protection are required during the care of ill tenants and for any contact with infectious material in the apartment
- Remove personal protective equipment on leaving apartment of ill tenant and perform hand hygiene

#### Laundry

- Provide full laundry services for ill tenants
- Handle soiled linen as little as possible to prevent microbial contamination of the air and persons handling linens
- Wear long sleeved gown when handling soiled linen and discard gown after use and wash hands after removing gown
- Use a mask if there is a potential of droplets of infectious material to spread into the air
- Place and transport soiled wet linen in bags that prevent leakage. Double bagging linen is not necessary unless the first bag is leaking
- Soiled laundry should be washed with detergent in hot water at the maximum cycle length and then machine (hot air) dried
- Wear gloves when handling soiled linen and wash hands after removing gloves
- Perform hand hygiene using soap and water (Ensure that your hands are washed after using the toilet, before eating, touching your face, touching any food or drink, or anything that will touch anyone's face)

#### **Personal Protective Equipment for Laundry**

- Gowns and gloves are required during contact with infectious material while laundering
- A mask should be worn when handling laundry that is wet and will likely spray or splash

#### **Waste Management**

- Place garbage in a leak-proof bag and close securely before removal from tenant's room. Double
  bagging is not necessary unless the first bag is leaking. Try to avoid generating an air current as the
  bag is tied shut, as this may spread droplets of infectious material
- Wear a mask and gown when disposing of body waste such as feces/urine/aspirates/vomit into toilet to avoid splash/spillage.
- Perform hand hygiene using soap and water. (Ensure that your hands are washed after using the toilet, before eating, touching your face, touching any food or drink, or anything that will touch

anyone's face and refrain from chewing on pens, pencils etc.)

#### **Personal Protective Equipment (in general)**

• Gowns and gloves are required for any contact with infectious material

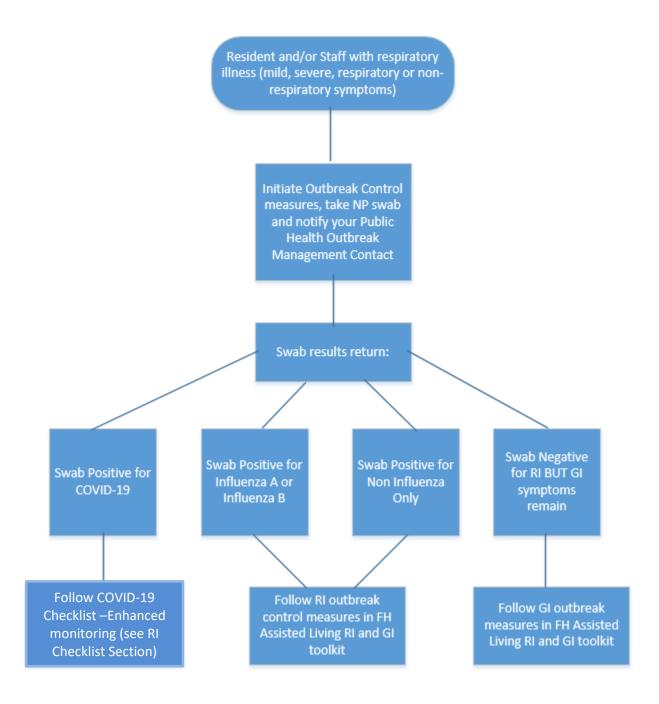
#### **Kitchen Staff**

- Avoid practices that generate droplet spray from used dishes.
- Clean and disinfect the area (including vertical surfaces) with a suitable disinfectant solution.
- Kitchen staff shall wash all dishes, utensils and trays in a commercial dishwasher;
- Be careful not to cross-contaminate dirty and clean dishes
- Perform hand hygiene using soap and water for at least 15-20 seconds

#### **Personal Protective Equipment**

A mask or face shield and gown should be worn when cleaning dishes or trays

## Flowchart: Responding to a Suspected Viral Respiratory Illness



# **Contacting Public Health**

When any respiratory illness is suspected, all Assisted Living facilities are to follow the directions outlined in the <u>Suspect Case (COVID-19, and/or other Respiratory Illness) Checklist</u>.

Public Health is available if facilities require support and/or have questions. Public Health can be reached at 778-368-0123.

Public Health will provide education and support as needed, depending on swab results:		
Swab Result	Follow Up Action:	
If swab(s) test positive for	COVID-19: Enhanced Monitoring and/or Outbreak	
COVID-19, the facility will follow	<u>Declared Checklist – One (or more) Positive COVID-19</u>	
the procedures outlined in the	Cases	
COVID-19:		
	Please note: Public Health may be involved in the follow	
	up and support, as needed. An outbreak may be declared	
	at the discretion of the Medical Health Officer	
If swab(s) test positive for	The AL/IL/MHSU <15 bed facility will be directed to follow	
Influenza and/or other	their respective RI toolkits	
respiratory pathogens but		
negative for COVID	Please note: There would be no active role of PH in follow	
	up at this point. The role of PH at this point is for	
	consultation only.	

As outlined in the Registrant Handbook Policy 12, contacting Public Health does <u>not</u> mean that Public Health will take over management of the situation. This responsibility remains with the Assisted Living Provider.

Public Health is not <u>routinely</u> involved in providing laboratory test kits or collecting specimens from people in community living settings; therefore, arrangements should be made at the site level to ensure lab test kits are available and specimens can be collected.

The level of Public Health involvement will depend on the situation.

#### RI Outbreak Tools: Link to LTC Viral RI Outbreak Protocol/Toolkit

Tool 12: Signage for Use throughout the Respiratory Virus Season

Tool 13: Routine Practices (Standard Precautions)

Tool 14: Hand Hygiene

**Tool 15: Droplet Precautions** 

Tool 17: Removal of Personal Protective Equipment (PPE)

Tool 18: Enhanced Cleaning

Tool 19: Disinfection Selection Guide

Tool 21: Facility Influenza-Readiness Report

Tool 22: Staff Influenza Immunization and Anti-Influenza Prophylaxis List

Tool 23: Resident Influenza Immunization and Anti-Influenza Prophylaxis List

Tool 24: Helpful Information about Common Respiratory Viruses

Tool 27: Resident Illness Report and Tracking Form

Tool 28: Staff Illness Report and Tracking Form

Refer to the Viral Respiratory Illness Outbreak Protocol and Toolkit for above tools

#### **Visitors**

Influenza: Respiratory Illness Checklist (see below)

COVID 19: Enhanced Monitoring and/or Outbreak Declared Checklist - One (or more) Positive COVID-19 Cases

#### Staff

Influenza: Respiratory Illness Checklist (see below)

COVID-19: Staff Case(s) Checklist

#### **Outbreak Management**

COVID-19: Enhanced Monitoring and/or Outbreak Declared Checklist - One (or more) Positive COVID-19 Cases

#### Reporting

Notification & Management Process Confirmed Cases (COVID-19 only) – see checklist Enhanced Monitoring and/or Outbreak Declared Checklist – One (or more) Positive COVID-19 Cases

- Public Health Tool 27: Resident Illness Report and Tracking Form
- Public Health Tool 28: Staff Illness Report and Tracking Form
- Tips for Completing Public Health Tools 27 & 28

#### **Resources**

Medical Health Officer (MHO) Orders

<u>BC-CDC's Infection Prevention and Control Requirements for COVID-19 in Long Term Care and seniors' Assisted Living Personal Protective Equipment (PPE) Framework</u>

#### Fraser Health Website

Viral Respiratory Illness Outbreak Protocol and Toolkit

Assisted Living Toolkit for Prevention and Control of Gastrointestinal Illness and Respiratory Illness

# Checklists

# Respiratory Illness – Influenza and/or other RIs

Wł	nat Should Be Done For Tenants Who Are III (symptomatic)
	Ill tenants should remain in their apartments
	Set up PPE station (with gloves, mask, eye protection and alcohol-based hand rub) outside the apartment of the ill tenant
	<b>Droplet precautions</b> should used by workers/volunteers during contact with <u>ill</u> tenants (hand hygiene and the use of personal protective equipment including eye protection, procedure masks, gloves or gowns as deemed appropriate for the situation)— <u>See droplet /contact precautions poster in tools inventory.</u>
	Obtain a nasopharyngeal swab from the ill tenant
	Cohort care staff when possible (e.g., staff caring for ill tenants should not care for well tenants <b>or</b> should care for well tenants first and then ill tenants)
	Remove PPE on leaving apartment of ill tenant and perform hand hygiene. See donning and doffing tool
	Ensure hand hygiene is done after removing gloves
	Ensure hand hygiene is done between contact with different tenants
	Arrange for meals to be brought to ill tenants' apartments until cleared from droplet precautions. Disposable trays are not required
	Arrange for extra laundry and housekeeping services
	Encourage ill tenants to contact their family physicians for treatment options
	Check on tenants two or more times daily
	Advise that ill tenants not take part in social and recreational group activities
Wł	nat Resources/Changes In Practice Are Needed
	Begin daily recording of incidents of tenant and staff illness on Illness Tracking Logs
	Review Routine Practices and ensure that droplet/contact precautions are in place as indicated
	Check stock of any needed supplies, plan for regular inventory check, refresh and re-order as needed
	Ensure routine cleaning, disinfection, laundry and waste management occur
	Enhance frequency of cleaning and disinfection – see enhanced cleaning checklist
Wh	nat Should Be Done For Tenants Who Remain Well
	Not visiting ill tenant or taking precautions if must do so
	Reporting to staff if become ill  Provide educational posters/signage in common areas (may include provision to individual rooms)
	Ensure alcohol based hand rub (ABHR) is available in common areas  Advise new tenants of prevention and control measures
_	Remind about availability of influenza and COVID-19 vaccines if not already vaccinated
Ш	Nemina about availability of militeriza and COVID-13 vaccines if not already vaccinated

	If more than one tenant lives in an apartment and one is ill while the other is not, contact/droplet precautions and restrictions should be applied to both
WI	hat Should Be Done For Well Workers/Volunteers
	Remind about availability of influenza immunization and COVID-19 vaccination. See Influenza Control Policy
	Provide educational posters in appropriate areas
	Provide ABHR, making them readily available and placed in convenient area for use
	Enhance education about hand hygiene and respiratory etiquette
	Ensure hand washing before handling or preparing food, medication
	Promote hand washing before eating
	Remind workers/volunteers to stay home and alert management <u>if</u> symptoms of respiratory illness develop
WI	hat Should Be Done For Workers/Volunteers Who Are III
	Advise workers/volunteers (including contractors) that they should not come to work or remain at work if ill with respiratory illness. Ill workers should not return to work until symptoms are resolved <u>or</u> five days after onset of illness, whichever is sooner
	All staff with respiratory symptoms should be excluded from work until no longer symptomatic and cleared to return.
WI	hat should be considered for workers/volunteers who go into tenants' rooms/work with well tenants
	Consider restriction on movement of workers/volunteers from apartments or areas with respiratory illness to apartments or areas without respiratory illness
	As per routine practice, provide gowns and gloves, masks and/or eye protection for workers when hands or clothing come in contact with blood or other body fluids
	Ensure hand hygiene is done after removing gloves
	Ensure hand hygiene is done between contact with different tenants
	hat should be considered about group activities/functions/services (for example, movies, parties, trips, irdresser visits, exercise room use, etc.)
	Advise that ill tenants not take part in social and recreational group activities until symptoms are resolved <u>or</u> five days after onset of illness, whichever is sooner
	If more than, a few tenants are ill, and especially if spread of illness within the residence is the likely explanation, assess the appropriateness of social and recreational group activities. (Cancellation of all group activities would be a very unusual measure and would not be appropriate in most situations as ill tenants will remain in their suits.)
	hat should be considered about group activities/functions/services (for example, movies, parties, trips, irdresser visits, exercise room use, etc.)
	Advise that ill tenants not take part in social and recreational group activities until symptoms are resolved <u>or</u> five days after onset of illness, whichever is sooner
	If more than, a few tenants are ill, and especially if spread of illness within the residence is the likely explanation, assess the appropriateness of social and recreational group activities. (Cancellation of all group activities would be a very unusual measure and would not be appropriate in most situations as ill tenants will remain in their suits.)
WI	hat advice/information should be given to visitors
	Provide signs at entrances and common areas notifying family members and other visitors of respiratory illness

	Advise visitors that they should not visit other tenants after visiting an ill tenant
	Enhance education about hand hygiene and respiratory etiquette. Provide educational posters in common areas
	Provide ABHR, making them readily available and placed in common areas
	Advise visitors that they should not visit if they are ill with acute respiratory illness
	Ask them to postpone their visit until they are well (until symptoms are resolved <u>or</u> five days after onset of illness, whichever is sooner for respiratory illness)
WI	nat To Consider About Moves To And From Other Residences, Facilities or Hospitals
	Inform the hospital if a tenant who is ill with respiratory illness signs and symptoms is being taken to hospital
	Tenant with respiratory illness symptoms should wear mask during the transfer
	Notify BC Ambulance of the Change from Normal Conditions when called to transport an ill tenant
	There should be no restrictions to re-admitting tenants from acute care facilities
	Admit new tenants based on a situation-by-situation consideration with the incoming tenant aware of the status prior to moving into the residence
WI	nen There Are Continued Cases
	Review check list
	Review the appropriate "Evaluation for problem solving when control measures are failing"
If i	llness continues to escalate:
	Contact the Public Health Nurse for consultation (see section 3 of the toolkit for the appropriate contact information)
WI	nat Needs To Be Done Following Return to Normal Conditions
	Refresh any kits/supplies as needed
	Evaluate response measures and amend response plan for future incidents as needed, based on evaluation

# **COVID-19 Checklists**

**Enhanced Monitoring-Outbreak Checklist - One Positive Case** 

### Staff Case(s) Checklist

Refer to the Fraser Health Website <u>Viral Respiratory Illness Outbreak Protocol and Toolkit</u> for the most up-to-date COVID-19 Checklists

## The Recognition and Management of Gastroenteritis

In this section following, you will find a 'Checklist for Assisted Living Residences when there is a Change from Normal Conditions due to Gastroenteritis" to guide you in the management of gastroenteritis.

The definition of 'gastroenteritis' is a person with:

- Two or more episodes of diarrhea within a 24-hour period above what is considered normal for the tenant or is otherwise explained by diet or medication. Diarrhea defined as loose or watery stool that is loose enough to take the shape of a container;
- 2 or more episodes of vomiting within a 24 hour period;
- 1 episode of diarrhea AND 1 episode of vomiting within a 24 hours period; or
- Lab confirmation of a known enteric pathogen AND at least one symptom compatible with gastroenteritis (nausea, vomiting, diarrhea, abdominal pain or tenderness).

The definition of a Change from Normal Conditions is awareness of onset of illness in 3 or more tenants and/or staff in the assisted living residence within a 4-day period (If multiple, physically separate sites in a community of care, this could apply to each separate site):

• When tenants throughout the residence are affected, return to normal conditions when 72 hours have passed since symptoms ended for the last tenant case

#### **Tenant Care**

- Keep well tenants away from areas with ill tenants until at least 48 hours after symptoms have cleared
- Serve meals to ill tenants in their rooms or a separate contained area for ill tenants until at least 48 hours after symptoms have cleared
- Cohort care staff when possible (e.g. staff caring for ill tenants should not care for well tenants **or** should care for well tenants first and then ill tenants).
- Ensure proper use of personal protective equipment with ill tenants, removal on leaving apartment and proper hand hygiene between care for each tenant
- Suggest tenants/families purchase water-resistant plastic mattresses and pillow covers. Wash and disinfect as required. Pillows without water-resistant plastic covers must be laundered when soiled
- Ensure bathtubs available to all tenants are cleaned and disinfected between uses. Avoid using Jacuzzi jet until change from normal conditions is over to prevent droplet spread of infectious material into the air
- Ensure toilet lid is closed **before** flushing (where possible) to reduce possible droplet spread of the toilet water into the air
- Wear a gown and mask when disposing of body waste such as feces/urine/aspirates/vomit into toilet to avoid splash/spillage.
- Remind tenants to wash hands before leaving their room, prior to entering the dining room, and after toileting
- If tenants share an apartment, instruct that dentures or partials be protected from potential contamination by droplets spread into the air and are properly cleaned before use
- Ensure that any food that was sitting out near where anyone throws up is thrown out
- Perform hand hygiene. Ensure that your hands are washed after using the toilet, before eating, touching your face, touching any food or drink, or anything that will touch anyone's face and refrain from chewing on pens, pencils etc.

#### **Housekeeping/Environmental Services**

In the event of change from normal conditions due to gastroenteritis, special consideration must be given to the cleaning of areas contaminated with either vomitus or fecal matter. The affected area should be cordoned off and cleaned immediately.

Failing to properly clean contaminated areas will lead to rapid spread and continuation of outbreaks.

**Note**: a disinfectant with a non-enveloped virucidal claim should be used throughout the entire facility for the duration of the outbreak.

#### **Cleaning Vomit and Feces**

- Cordon off area and place a wet floor sign/flag to prevent slipping.
- People, who clean up vomit or feces, should minimize the risk of infection to themselves and others by:
- Wearing disposable gloves, standard procedure mask (or face shield), and gown
- Using paper towels to soak up excess liquid and gross soil. Transfer these and any solid matter directly into a plastic garbage bag
- Cleaning the soiled area with detergent and water, using a "single-use" cloth to remove any trace residual dirt or body fluids.
- Disinfecting the area to a radius of 2 meters with one of the recommended disinfectant solutions (see below)
- Depositing disposable gloves, masks and aprons into a garbage bag and re-usable aprons/gowns into a laundry bag
- Washing hands thoroughly using soap and water for at least 15-20 seconds

#### If cleaning up vomit in food preparation areas:

- Disinfect the area (including vertical surfaces) with one of the recommended disinfectant solutions (see below)
- Dispose of any exposed food (food that has been handled by an infected person or food that may have been exposed to the virus by someone vomiting nearby)
- Wash all dishes, utensils and trays in a commercial dishwasher; or wash and rinse by hand in hot water and then rinse in one of the recommended disinfectant solutions (see following)
- If a vomiting or fecal accident occurs in an area where food is prepared served or displayed or stored, dispose of any food that has been handled by the ill person since symptom onset, or been present within 2 meters of a vomiting incident.

#### **Recommended Disinfectant Solutions**

**Hypochlorite (Bleach) Solution:** Cleaning with bleach is a 2-step process. First, clean the area using your regular process, then follow up with bleach solution

#### The recommended level of 1:50 bleach solution is made by:

- Adding 1 part of household bleach (5.25% hypochlorite) to 50 parts water
- (or 1/3 cup of bleach to 1 gallon of water or 80ml of bleach to 4 litres of water). This will give an approximately 1000-ppm hypochlorite solution
- Note that hypochlorite is corrosive and may bleach fabrics. Mixing bleach with other cleaning/disinfecting agents
  can be dangerous. Never mix bleach with other products unless the product label specifically allows it Applying the
  bleach solution to surfaces and leaving to air dry should provide adequate contact time
- The solution should be freshly made to be most effective. Do not use diluted bleach solutions that are over 24 hours

#### **Accelerated Hydrogen Peroxide Solution 0.5%**

- There is documented evidence suggesting that this product is also effective against *Norovirus*, a common cause of gastrointestinal outbreaks in long-term care facilities, schools, day cares, and other institutions
- Use as recommended in the product use and safety information
- Ensure the contact time of the product used is metis necessary to be effective against gastrointestinal viruses

#### **NOTE**

Accelerated Hydrogen Peroxide solutions differs from basic hydrogen peroxide cleaning solutions.

Accelerated Hydrogen Peroxide (AHP) is a cleaning and disinfectant solution that must not be confused with standard Hydrogen Peroxide solutions. AHP is a combination of commonly used ingredients that when mixed with low levels of hydrogen peroxide dramatically increases its germicidal potency and cleaning performance. Various distributors make and market AHP disinfectants so you will see different brand names. The important ingredient to look for is 'accelerated' hydrogen peroxide.

#### **Treatment of Specific Materials**

- This applies to <u>rooms of ill tenants</u>, as appropriate and to <u>dining rooms and other common areas</u> in the event of vomiting or diarrhoeal contamination
- Vinyl covered furniture or mattresses should be thoroughly cleaned with detergent and hot water then wiped down with one of the recommended disinfectant solutions
- Soft furnishings or cloth-covered mattresses should be thoroughly cleaned with detergent and hot water. For
  disinfection, they can be placed outside in the sun for a few hours. As this is not usually feasible, after being cleaned
  they should be steam cleaned (strongly recommended) or disinfected with one of the recommended disinfectant
  solutions (Note: some fabrics may not be bleach resistant)
- Contaminated carpets should be cleaned with detergent and hot water then disinfected with one of the recommended disinfectant solutions or steam cleaned using the hottest water available. Note: some carpets may not be bleach resistant
- Contaminated hard surfaces should be washed with detergent and water, using a single-use cloth, then disinfected with one of the recommended disinfectant solutions
- Non-disposable mop heads should be laundered in the hottest water available and detergent using the maximum machine cycle length, and then machine dried on the hot cycle
- Fixtures in bathrooms should be cleaned with detergent and water using a single-use cloth, and then disinfected with one of the recommended disinfectant solutions

#### Laundry

- Provide full laundry services for ill tenants
- Handle soiled linen as little as possible to prevent microbial contamination of the air and persons handling linens
- Wear long sleeved gown when handling soiled linen and discard gown after use and wash hands after removing gown
- Use a mask if there is a potential of droplets of infectious material to spread into the air
- Place and transport soiled wet linen in bags that prevent leakage. Double bagging linen is not necessary unless the first bag is leaking

- Soiled laundry should be washed with detergent in hot water at the maximum cycle length and then machine (hot air) dried
- Wear gloves when handling soiled linen and wash hands after removing gloves
- Perform hand hygiene using soap and water (Ensure that your hands are washed after using the toilet, before eating, touching your face, touching any food or drink, or anything that will touch anyone's face and refrain from chewing on pens, pencils etc.)
- If linens is provided by the Assisted Living Provider, a ready supply of bed linens and clean supplies should be stored in carts specific for this purpose, or lidded plastics cans or tubs. This provides ready access to supplies when they are needed, and ensures supplies remain clean and dry.
- When linen is provided by the tenant, it is a good idea to suggest that extra supplies be available for necessary unscheduled linen changes when there is an increased incidence of tenant illness Personal Protective Equipment
- Gowns and gloves are required during contact with infectious material while laundering
- A mask should be worn when handling laundry that is wet and will likely spray or splash

#### **Waste Management**

Place garbage in a leak-proof bag and close securely before removal from tenant's room. Double bagging is not necessary unless the first bag is leaking. Try to avoid generating an air current as the bag is tied shut, as this may spread droplets of infectious material

Wear a mask and gown when disposing of body waste such as feces/urine/aspirates/vomit into toilet to avoid splash/spillage.

Perform hand hygiene using soap and water. (Ensure that your hands are washed after using the toilet, before eating, touching your face, touching any food or drink, or anything that will touch anyone's face and refrain from chewing on pens, pencils etc.)

#### **Personal Protective Equipment**

Gowns and gloves are required for any contact with infectious material

A mask should be worn when assisting a tenant who is vomiting, having diarrhea or during the cleaning of vomit or fecal matter

#### **Kitchen Staff**

Avoid practices that generate droplet spray from used dishes.

If cleaning up vomit in a food preparation area:

Clean and disinfect the area (including vertical surfaces) with a suitable disinfectant solution.

Dispose of any exposed food (food that has been handled by an infected person or food that may have been exposed to the virus by someone vomiting nearby)

Kitchen staff shall wash all dishes, utensils and trays in a commercial dishwasher;

Be careful not to cross-contaminate dirty and clean dishes

Perform hand hygiene using soap and water for at least 15-20 seconds

A mask or face shield and gown should be worn when cleaning dishes or trays

#### **NOTE:**

- ➤ All staff with symptoms that suggest infection should be <u>excluded</u> from work until at least 48hours after symptoms have stopped
- > Staff should not work in other residences/facilities while they are ill or convalescing
- Snacks for staff in common containers in lunchroom, nursing station etc. are discouraged

# **Contacting Public Health-Gl**

When a GI outbreak is suspected, AL facilities should notify a Communicable Disease Environmental Health Officer (EHO) if they require support, have questions, or the illness in tenants/staff changes or they note more tenants and staff becoming ill, and are sending additional swabs

For Public Health Consultation relating to **gastrointestinal illness** call 604-476-7059 to speak with the EHO (toll free, 1-866-990-9941), select 'CD EHO' option.

As outlined in the Registrant Handbook Policy 12, contacting Public Health does <u>not</u> mean that Public Health will take over management of the situation. This responsibility remains with the Assisted Living Provider. The level of Public Health involvement will depend on the situation.

Public Health is not <u>routinely</u> involved in providing laboratory test kits or collecting specimens from people in community living settings.

The level of Public Health involvement will depend on the situation.

## **Section 6:**

# GI Outbreak Tools: Link to <u>VIRAL GASTROINTESTINAL (GASTROENTERITIS/GI)</u> ILLNESS OUTBREAK PROTOCOL AND TOOLKIT FOR LTC AND MHSU

- Tool 40: Common Organisms Causing Gastrointestinal Illness and Outbreaks
- Tool 41: Mechanisms of Spread for Common Organisms Causing Gastrointestinal Illness and Outbreaks
- Tool 42: Problem Solving if Outbreak is NOT Stopping
- Tool 43: Declaring the Outbreak Over

# **Checklist: Gastrointestinal Illness**

What Should Be Done For Tenants Who Are III (Symptomatic)
Maintain ill tenants to stay in their apartments on <b>contact precautions</b> until at least 48 hours after symptoms have stopped ill tenants in their apartments on <b>droplet/contact precautions</b> .
Ensure that <b>precautions</b> are used by workers/volunteers during contact with <u>ill</u> tenants (hand hygiene and the use of personal protective equipment such as procedure masks, gloves or gowns as deemed appropriate for the situation)— <u>See droplet /contact precautions poster in tools inventory.</u>
Remove personal protective equipment on leaving apartment of ill tenant and perform hand hygiene. See donning and doffing tool
Ensure hand hygiene is done after removing gloves
Ensure hand hygiene is done between contact with different tenants
Ill tenants should use facilities in own apartments for bathing
Arrange for meals to be brought to ill tenants' apartments and for extra laundry and housekeeping services
Encourage ill tenants to contact their family physicians if concerns about severity of illness or dehydration (volume depletion)
Check on tenants more frequently while they are ill
Advise that ill tenants not take part in social and recreational group activities while ill
What Resources/Changes In Practice Are Needed
Begin daily recording of incidents of tenant, staff and volunteer illness on illness tracking logs
Review Routine Practices and ensure that contact precautions are in place as indicated
Check stock of any needed supplies, plan for regular inventory check, refresh and re-order as needed
Enhance frequency of cleaning and disinfection – see enhanced cleaning checklist.
Post, review and implement recommendations contained in Work Duty specific Guides for Housekeeping, Laundry, Waste Management and Kitchen
How To Start And Assess Response
Activate your Response Team (in keeping with your preparedness plan, call together your team to respond to the Change from Normal Conditions) as summarized in the following CHECKLIST
Develop a plan of action and determine roles and responsibilities of each party
Who Should Be Notified And When
Assisted Living Case Manager <u>when</u> change from normal conditions is identified - when there are 3 or more tenants with 2 or more episodes of vomiting or diarrhea in a 4 day period
Any institution that may have admitted a tenant from you within the past 72 hours to advise them of illness in your residence
Volunteers, clergy, BC Ambulance, Handy DART, oxygen services, laboratory services, paid companions, students and others of any control measures that may affect their provision of services
Public Health Communicable Disease Environmental Health Officer only if Public Health consultation is needed (see list of locations and contact numbers)

What Should Be Done For Tenants Who Remain Well
Enhance education about:  Hand hygiene (preferably with soap and water for GI Outbreaks)  Not visiting ill tenant or taking reasonable precautions if must do so
Reporting to staff if become ill  Provide educational posters/signage in common areas (may include provision to individual rooms)
Ensure adequate supplies are available
Advise new tenants of prevention and control measures
If more than one tenant lives in an apartment and one is ill while the other is not, the well tenant should practice proper hand hygiene before leaving the room and prior to entering the dining room and self-assess for symptoms. Increase monitoring for symptoms on these tenants by staff
What Should Be Done For Well Workers/Volunteers
Provide educational posters in appropriate areas
Enhance education about hand hygiene (hand washing with soap and water is single most important practice); always wash visibly soiled hands
Ensure hand washing before handling or preparing food Promote hand washing before eating or smoking
Remind workers/volunteers that they should self-assess for symptoms and stay home until 48 hours after last onset of symptoms and alert management if symptoms of gastroenteritis develop
What Should Be Done For Workers/Volunteers Who Are III
Advise workers/volunteers (including contractors) that they should not come to work or remain at work if ill with infectious gastroenteritis. A good guide to use for ill workers is that they should not return to work until 48 hours after symptoms have resolved
What Should Be Considered For Workers/Volunteers Who Go Into Tenants' Rooms/Provide Personal Care For Tenants
Consider restriction on movement of workers/volunteers from areas with gastroenteritis illness to areas without
As per routine practice, provide gowns and gloves, masks and/or eye protection when hands or clothing could become contaminated by blood or other body fluids
Ensure that contact precautions are followed workers/volunteers when providing care in tenants suite See Contact Precautions poster in tool inventory
Remove personal protective equipment on leaving apartment of ill tenant and perform hand hygiene. See donning and doffing tool
Ensure hand washing with soap and water between contact with different tenants
What Should Be Considered About Group Activities/Functions/Services (for example, movies, parties, trips, hairdresser visits, exercise room use, etc.)
Advise that ill tenants not take part in social and recreational group activities until 48 hours after symptoms stopped
If more than, a few tenants are ill, and especially if spread of illness within the residence is the likely explanation, assess the appropriateness of social and recreational group activities (Cancellation of all group activities would be a very unusual measure and would not be appropriate in most situations. Consideration of alternative arrangements or postponement may be prudent if many tenants are ill and spread of illness within the residence is

	the likely explanation)			
Wh	at Advice/Information Should Be Given To Visitors			
	If more than a few tenants are ill and especially if spread of illness within the residence is the likely explanation, provide signs at entrances and common areas notifying family members and other visitors of gastroenteritis illness			
	If more than a few tenants are ill, advise visitors that they should limit the number of tenants they visit to one apartment or area			
	Advise visitors that they should not visit other tenants after visiting an ill tenant			
	Enhance education about hand hygiene (hand washing with soap and water)			
	Provide educational posters in common areas			
	Provide ABHR, making them readily available in common areas			
	Advise visitors that they should not visit if they are ill with acute gastroenteritis or acute respiratory illness. Ask them to postpone their visit until they are well until 48 hours after symptoms resolved			
Wh	at To Consider About Moves To And From Other Residences, Facilities or Hospitals			
	Inform the hospital if a tenant with gastroenteritis is being taken to hospital			
	Inform the hospital if a tenant who is not ill with gastroenteritis is being taken to hospital so that the hospital staff can monitor for gastroenteritis and reduce the potential for introduction of illness to the hospital setting			
	For essential transfers to a long-term care facility or another assisted living setting during an outbreak, notify the receiving setting residence before the tenant moves			
	Notify BC Ambulance of the Change from Normal Conditions when called to transport an ill tenant			
	There should be no restrictions to re-admitting tenants from acute care facilities			
	Admit new tenants based on a situation-by-situation consideration with the incoming tenant aware of the status prior to moving into the residence			
Wh	nen There Are Continued Cases			
Me	et with Response team to: Review check list			
	Review the appropriate "Evaluation for problem solving when control measures are failing" If illness continues to escalate:  Contact-Public Health CD EHO for consultation (see section 5 of the toolkit for the appropriate contact information).			
Wh	What Needs To Be Done When Returning to Normal Conditions			
	Lift control measures and return to normal activities Re-stock supplies as needed			

# **Resources**

Fraser Health Website Season specific information is placed on the Fraser Health website https://www.fraserhealth.ca/  For information and educational resources for Health Care Providers about Immunization Policy, Program and Clinics, please see: https://www.fraserhealth.ca/employees/employee- resources/workplace-health-and-wellness/influenza	Respiratory Outbreaks (Influenza, COVID-19, Non-Influenza/COVID-19)  - Viral Respiratory Illness Outbreak Protocol and Toolkit  - Assisted Living Toolkit for Prevention and Control of Gastrointestinal and Respiratory Illnesses  - Online Respiratory Illness Outbreaks and in Long Term Care Facilities (available through Learning Hub)
HealthLink BC Files, Index Homepage Links General information on Influenza, Pneumococcal and COVID-19 vaccines HealthLink BC Files   HealthLink BC	Influenza Vaccine Health Files (12 a-e):  - Why Seniors Should Get Seasonal Influenza Vaccine  - Facts About Influenza (the Flu)  - Influenza (Flu) Immunization Myths and Facts  - Inactivated Influenza (Flu) Vaccine  - Live Attenuated Influenza (Flu) vaccine  Pneumococcal Vaccine Health File (62b)  - Pneumococcal Polysaccharide Vaccine  COVID-19 Immunization Health Files (124 a-c)  - COVID-19 wRNA Vaccines  - COVID-19 Viral Vector Vaccines  - COVID-19 Protein Subunit Vaccines
National Advisory Committee on Immunization (NACI) CI Statement on Influenza at Canada Communicable Disease Review (CCDR)  The CCDR publishes the annual statement on influenza that is prepared for the NACI	Canada Communicable Disease Report (CCDR)  - Click on current year CCDRSelect Advisory Committee Statement on Influenza Immunization
The Provincial Infection Control Network (PICNet) is a resource available to community practice for infection control, public health and Occupational health:	PICNet BC: https://www.picnet.ca/