

# OH&S DIRECTIVE\* - May 25, 2020

\*The following directive has been authorized by the office of the CEO

**To: Crisis Cabinet, Managers, and Supervisors**

**Fr: Diane Hildebrand, CSS Director of Occupational Health & Safety**

**Re: Personal Protective Equipment (PPE) & Cleaning/Disinfecting Procedures during Pandemic**

## **A. PERSONAL PROTECTIVE EQUIPMENT (PPE):**

### **1. MANAGEMENT OF PPE:**

- a. The Director of OH&S is responsible for the overall management, acquisition and monitoring of the Agency's inventory of all PPE supplies. The Director will work with the Chief Services Officer (CSO) to coordinate the distribution of PPE to each service area as needed.
- b. The following actions have been taken relative to PPE as the Agency manages the pandemic:
  - i. Identified the necessary PPE requirements to protect staff during their support to an individual who lives at a site under investigation or a site with a confirmed case of CoVid19 Outbreak: gloves, gowns, face masks (surgical or N95), face shields or safety glasses, disinfectant solutions (i.e. Vital Oxide) and applicators
  - ii. Gathered and compiled an inventory of Agency-wide PPE supplies
  - iii. Distributed Agency-wide supply of the required PPE to the various service areas
  - iv. Ordered required PPE through various supply chains
  - v. Reached out to government and other local resources to request supplies

### **2. USE OF PPE:**

- a. Supplies that have been given to sites from the centralized inventory are to be managed and secured on-site.
- b. Further PPE supplies will be distributed as needs arise and in accordance with guidance provided by Alberta Health Services.
- c. All staff that cannot maintain a 2-meter physical distance from the persons served or coworkers must continuously wear a surgical or procedural mask in alignment with the Alberta Chief Medical Officers order 12-2020 and 14-2020.
- d. Upon arrival at the worksite staff are required to immediately screen for symptoms, wash their hands with soap and water, apply mask. When providing personal care don nitrile gloves.
- e. Safety glasses are to be cleaned at the end of every shift or as needed. [Safety Glasses Cleaning instructions](#).
- f. If possible, the individual being supported should be encouraged to wear a surgical mask
- g. When procedures supporting the Individual served generates aerosol droplets as a source of respiratory pathogens including chest physiotherapy or a nebulizer treatment full PPE equipment must be worn (N95 mask, face shield, gown and gloves).
- h. Staff must follow the recommended procedures when donning, doffing and discarding of PPE. See resource procedures on the following link... [Personal Protective Equipment](#)
- i. The best defense of spreading infection is thorough handwashing with soap and water for 20 seconds.

## **B. CLEANING/DISINFECTING:**

### **1. MANAGEMENT OF PRODUCTS:**

- a. The Agency will be utilizing disinfectant products that are recognized as acceptable and have a Drug Identification Number (DIN).
- b. The Agency has obtained and distributed a recognized disinfectant product Vital Oxide DIN#02422654 with

applicators (hand sprayers, pump sprayers & foggers). Vital Oxide is only to be used when a site is under investigation or has a confirmed COVID-19 outbreak. [Vital Oxide Disinfectant Spray information and procedure](#).

- c. Bleach is an acceptable alternative to regular cleaning products (use at a 9:1 ratio – 900ml water: 100 ml bleach). Ensure gloves are worn when cleaning with bleach.
- d. Supplies have been distributed to the service areas and must be managed and secured.

## 2. USE OF DISINFECTING PRODUCTS:

Agency staff are to use the cleaning and disinfecting procedures itemized below.

### a. Residential Sites

- i. Staff are to conduct regular house-cleaning procedures.
- ii. Supplement regular cleaning schedule during the pandemic with regular disinfectants or a bleach solution (use at a 9:1 ratio – 900ml water: 100 ml bleach). Ensure gloves are worn when cleaning with bleach.
- iii. Additional acceptable cleaning products are on the following link...[COVID-19 Cleaning Product List](#)  
Disinfect **high** touch surfaces at least three (3) times daily with a disinfectant product that is recognized as acceptable and has a Drug Identification Number (DIN) and a viricidal claim utilizing the hand sprayers or pump sprayers. High touch surfaces include doorknobs, light switches, handrails, wheelchairs, walkers, lifts and any shared residential care equipment such as commodes. Electronic devices such as phones, TV remotes and computers should be wiped with disinfectant wipes to prevent damage.
- iv. In addition, bedroom disinfection must be performed at least 3 times a day on high touch areas at least once per day on all low touch surfaces (e.g. shelves, bedside chairs or benches, windowsills, headwall units, over-bed light fixtures, message or white boards, outside of sharps containers).
- v. Disinfect **low** touch surfaces at least once daily with a disinfectant product that is recognized as acceptable and has a Drug Identification Number (DIN) and has a viricidal claim. See the attached list of acceptable cleaners.
- vi. Clean and disinfect other surfaces daily such as:
  - Health care equipment (wheelchairs, walkers, lifts)
  - Any shared resident care equipment (commodes, blood pressure cuffs, thermometers)
  - All staff equipment (medication scanner, log books, telephones, chair arms, computers, touch screens and keyboards).
  - Computer and touch screens – do not use chemical cleaners directly onto the screen. Keyboards can be gently cleaned using a disinfectant wipe (make sure that it is not saturated with solution).
  - Other items such as shelves, bedside chairs, benches, windowsills, headwall units, over-bed light fixtures, message or white boards and the outsides of sharps containers,

### b. Office Sites

- i. An individual is to be designated to disinfect, once daily, the office area as per the points below.
- ii. Use the hand sprayers or hand pump sprayers with a disinfectant product that is recognized as acceptable and has a Drug Identification Number (DIN) to disinfect high touch surfaces such as door handles, hand rails, elevator buttons, etc.
- iii. There is no need to disinfect every desk and surface after every meeting with only a few people in attendance. If the choice is to clean at such times, then use usual cleaning methods.
- iv. An ill office employee's worksite is to be sprayed (office and high touch surfaces) after the employee is sent home.

### c. A site under Investigation or a site with a Confirmed COVID-19 Outbreak:

- i. Use [Vital Oxide](#) to disinfect as per the points below
- ii. Disinfect the person's room or isolation area and the residence with Vital Oxide or other approved disinfectants three times a day
- iii. Disinfect high touch surfaces such as doorknobs, light switches, handrails, phones, TV remote, wheelchairs, walkers, lifts, and any shared resident care equipment such as commodes at least three (3) times daily
- iv. Disinfect the washroom and kitchen after each use by the infected person
- v. If in an apartment building, the use of the fogger may be authorized. See your manager before

using it

#### Use of foggers (only when authorized)

- vi. These are only to be used when we have a site under investigation or a confirmed COVID-19 outbreak.
- vii. Not to be used to spray the area as a prevention method.
- viii. Although the foggers can disinfect a large area at once, no one can be in the area being sprayed
- ix. Refer to the instructions on fogger use.

#### **C. CONTINUED BEST PRACTICES:**

1. Practice physical distancing as much as possible and practicable
2. Best defense continues to be staff and Individual served regularly and thoroughly washing hands with soap and water
3. Avoid touching mouth, nose, and eyes
4. Stay at home if feeling sick
5. Cough and sneeze into elbow