



FAMILY CENTRED PRACTICES GROUP

Communicable Disease Prevention Plan





Purpose:

The purpose of FCPG Communicable Disease prevention plan is to provide effective measures to ensure the safety of all the staff members, clients and their families by reducing the risk of communicable disease caused by an infectious agent or its toxic product that can be transmitted from one person to another (Such as COVID-19, Norovirus and Seasonal Influenza).

The information outlined in this manual is intended to provide detailed policies and procedures, as well as relevant resources to caregivers and staff. These guidelines involve FCPG's ongoing measures to reduce the risk for communicable disease transmission. This manual will be updated time to time as per the directions from BC Health Authorities as a part of occupational health & safety.

Communicable Disease prevention plan for Families and Staff in the Family Home

Communicable disease prevention measures, policies and procedures are required to be followed by all FCPG staff members and clients to lower the risk of dissemination of any communicable disease. FCPG will continue to follow updates from federal and provincial government and health authorities on how to help prevent the spread communicable disease. All the caregivers, staff members and parties associated with FCPG are strictly required to abide by all protocols that are outlined below:

Ventilation Requirements:

The room in which sessions take place should have good ventilation for the supply and distribution of air in order to provide protection against any airborne disease. Timely maintenance or cleaning of fans, air conditioning ducts, furnaces, air purifiers, humidifiers etc. to control any biological growth. Make sure the regular filter change and inspection of critical components.

- Indoors, apply basic principles of good indoor air quality, including supplying outdoor air to replenish indoor air (e.g., open windows when weather permits), and ensure all mechanical heating, ventilation and air conditioning (HVAC) systems are working properly.
- In homes, increase ventilation by keeping bathroom fans or ceiling fans running continuously. If available, forced air system should be run as much as possible with the "FAN ON" setting.
- Use air cleaning devices that have HEPA filter (reduces particles in the air) for rooms with poor air quality and for areas where people spend the most time.



- If you are using portable fan or air conditioning units, make sure they are set up to avoid blowing air directly from one person's breathing zone to other occupants of a room. Instead set up devices so air flow moves downward from the ceiling.
- While traveling in your vehicle (car) turn the vents of air conditioning controls to allow outdoor air to flow in. Do not set the vents to recirculate.

Vaccination for COVID-19:

Get vaccinated regardless of whether you already had COVID-19. Getting vaccinated can protect you, people around yourself and reduces the risk of spreading the disease. Learn more about the COVID-19 Vaccines [here](#).

- Immunization Record: Registering for [Health Gateway](#), you will be able to access your digital immunization record card. Your immunization record will also be stored in the online provincial database, accessible to you, public health, and your doctor.

Health Screening & Risk Assessment:

The initial and ongoing health screening and risk assessments are a significant tool to reduce the risk of spreading any communicable disease.

- Initial Health Screening & Risk Assessment Forms are to be filled out by FCPG staff, contractors and families. Based on the risk assessment, families and staff members can determine whether or not they will do in-person services.
- Ongoing Health Screening and Risk Assessment Forms are to be completed by staff members before visiting a family prior to each scheduled session or appointment. The staff member is to call the caregiver approximately one hour prior to each in-person meeting.
- Staff member is required to call the family to go through the form in an interview format where they respond to the questions and ask the caregiver to respond to the questions as well as they read them out. The staff member fills it out with both the family's answers and their own.
- If both parties and their household members are free of any transmissible disease symptoms, then it is noted that the appointment is agreed upon and the staff member then travels to the family home for the appointment.

- If either party or any of their household members will be found experiencing any transmittable illness symptoms and if either party is not comfortable with risk factors disclosed, they can inform the other that they will not be attending the in-person appointment.
- If there will not be an in-person appointment as scheduled that day, the BI reports to the BC who informs HR about the detailed reason of why the session got cancelled. The following protocol is then instated:
 - Health related issue: Contacts **8-1-1** to receive directions and follows up with the rest of the team. It is that party's responsibility to keep in contact with the team. Copy HR on correspondence.
 - Risk assessment related issue: Behavioural Consultant will follow up in 1 week to see if we can continue sessions in-person. Copy HR on correspondence.
 - BC Health Guide Handbook: BC Health Guide Handbooks are available free of cost to BC residents. Visit [here](#) to request your copy to learn about how to prevent illness, home treatment options and when you should see a health professional.
- Ongoing Health Screening and Risk assessment forms are emailed to the Behavioural Consultant of the team, who stores them on our secure server with the date noted in the title in the client's file.
- Please visit BC Provincial Health's website [here](#) to learn more about Current Health Topics and preventive measures.

Staying Home When Sick and When New Symptoms Develop:

- Staying home when you are sick is important to reduce the potential transmission of communicable disease.
- Sessions should not occur when children or staff members develop new symptoms of illness, such as:
 - Fever
 - Chills
 - Cough
 - Difficulty breathing (in small children, this can look like breathing fast or working hard to breathe)



CENTRED PRACTICES GROUP

- Loss of sense of smell or taste
- Nausea or vomiting
- Diarrhea

Respiratory Etiquettes (Cough & Sneezing):

[Click her for Work Safe BC Guide](#)

- If you need to cough or sneeze, do so into a tissue and/or your elbow. Immediately dispose of tissue in a covered receptacle. Wash hands immediately after coughing or sneezing.
- During play, avoid toys that involve using your mouth like balloons and bubbles to limit spread of saliva.
- Do not touch your face, eyes, nose or mouth with unwashed hands. Wash your hands immediately after touching your face.
- If soap is not available clean your hands with alcohol-based hand sanitizer.

Hand Washing:

Click here for [Work Safe BC Hand Washing Guide](#)

- Wash your hands often with soap and water for at least 20 seconds. Families should provide staff with access to a sink and soap to wash their hands immediately after arrival and throughout the session.
- Handwashing should occur for both staff and clients as follows:
 - Upon entry into the client's home, the middle of session, and at the end of the session (Caregiver is to assist client with handwashing rather than the staff member assisting client)
 - After personal body functions (e.g., using the toilet, sneezing, coughing).
 - After touching any part of your face.
 - Before and after using masks or other personal protection equipment.
 - Before and after consuming food or drink.
 - After disposing of garbage or laundry.
 - Whenever hands look dirty.



- If you are travelling to your session using public transit, please ensure you have an alcohol-based hand sanitizer to clean your hands immediately after leaving the vehicle.
- If a client resides in an apartment building, staff should take precautions when touching keypads for entry to the building and elevator buttons. This may include covering your hands using gloves or a disposable tissue when touch these surfaces. Dispose of tissues immediately after use.
- Alternatively, staff can arrange with caregiver to meet them in the front entry to avoid using the keypad for entry.

Use of Masks:

- If a caregiver and staff member is more comfortable with the use of masks during the session, they are free to do so.
- In case of choosing to wear the mask for session, please share with your team members and notify HR about the circumstances.
- Click [here](#) for the most up to date guidelines by provincial health authorities on the use of masks.
- FCPG will communicate to all the staff, contractors and caregivers any guidelines issued by provincial health authorities from time to time.

General Cleaning Protocols:

Regular cleaning and disinfecting are important to prevent the spread of all communicable diseases and to stay healthy.

- **General tips and strategies for effective cleaning:**
 - Apply firm pressure while cleaning.
 - Use a store bought disinfectant or diluted bleach solution (one-part bleach to 9 parts Room temperature water, never use hot water) and allow the surface to remain wet for one minute.
 - If possible, use store-bought disinfectants. Familiar brands such as Clorox, Lysol, Fantastik, Microban and Zep. Please check the [Health Canada's list of approved products](#).



- Ensure the safe use of cleaning products. This may include the use of gloves, good ventilation, etc. and other precautions advised by the manufacturer's instructions on the product label.
- Clean surfaces and items to remove visible debris from visibly soiled surfaces before disinfecting, (unless otherwise stated on the product instructions).
- Regularly touched household surfaces should be cleaned frequently.
- Consider limiting the use of frequently touched items that cannot be cleaned easily.
- Clean surfaces that are touched often at least twice a day. These include but are not limited to:
 - Counters
 - Tabletops
 - Doorknobs
 - Light switches
 - Toilets
 - Sinks
 - Taps
 - Handrails for stairs
- Clean doorknobs immediately after staff enters the home and leaves the home.

Toys:

Staff will not bring in their own toys to client's homes. Families must provide reinforcers to be used during the session. All toys and materials should be disinfected and sanitized immediately after the session by the staff member and, if possible, kept in a sealed container until the next session. If toys are removed from container before session, they must be disinfected again prior to staff's arrival by the caregiver.

- To clean & disinfect toys:
 - Toys can be cleaned using hot soapy water with a brush for hard-to-reach areas prior to disinfecting; rinse thoroughly.
 - Use a store-bought disinfectant that is safe for children.
 - Dishwasher-safe, hard plastic toys can be cleaned and disinfected in a dishwasher with a hot rinse cycle.
- Special Permission to bring in toys:



- Staff can bring their own toys in exceptional situations with the BC's permission.
- Caregiver's consent is mandatory if BC has approved to bring toys by the staff.
- BC will obtain the caregivers consent and will be required to submit caregiver consent form with office.

Electronics:

- Frequently touched electronics like phones, tablets, remotes, keyboards, mice and gaming consoles should be cleaned and disinfected regularly using the following procedures:
 - First, remove visible dirt, grease, etc.
 - Check the manufacturer's instructions for cleaning and disinfecting.
 - If no manufacturer guidance is available, use disinfectant wipes or sprays with at least 70% alcohol.
 - Dry surfaces thoroughly to avoid pooling of liquids.
 - Do not immerse devices in liquids and do not use hydrogen peroxide or vinegar as they do not work and may damage screens.
 - Consider using plastic covers or screen protectors to make cleaning and disinfection easier.

Garbage:

- Be careful when touching waste.
- All waste can go into regular garbage bins.
- When emptying wastebaskets, take care to not touch used tissues with your hands.
- Lining the wastebasket with a plastic bag makes waste disposal easier and safer.
- Clean your hands with soap and water after emptying the wastebasket.



Inter-Provincial or International Travel:

When travelling, follow the same public health guidance you use at home to prevent COVID-19, and plan ahead by checking that towns, communities and regions are ready to welcome you. Please refer to the BC government website for most up to date travel guidelines [here](#).

Violation/Incident Reporting:

Any breach of the above noted policies and procedures are to be documented on an Incident Report form by the family or staff member witnessing the violation. The form is to be submitted to HR.

Questions:

For any questions and further explanation, please reach out to HR at hr@fcpg.ca or feel free to call at 604-736-0094.