# COVID 19 PANDEMIC PROTOCOL

**Definition:**

Covid 19 is a is an acute viral infection transmitted primarily through an infected person's secretions, such as droplets in a cough. Depending on how virulent the virus is, a cough, sneeze or handshake could cause

exposure. The virus can also be transmitted by touching something an infected person has touched and then touching your mouth, nose or eyes as it can live on surfaces.

**Prevention:** All precautions must be taken as soon as the patient or visitor comes into the facility. \*\*\*\*100% compliance expected at all times. It is your responsibility to call out your colleagues if they are not following protocol. (they may have forgotten). It is for the safety of all staff, patients and community.

Newest Memo Sept 2022:

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To: ALL STAFF

**From: Marlene McCarthy**

**Date: September 6, 2022**

**Re: COVID UPDATE: Sick time**

**Covid Updates:** In light of the upcoming announcements. Effective immediately.

1. Staff must wear mask if travelled outside of Canada, for 1 week after return.
2. Staff who test positive, must wear a mask for 10 days, after testing positive.
3. If you test positive for Covid and have no symptoms, you must stay home for 24 hours to monitor for symptoms.
4. If you test positive for Covid, have stayed home for 24 hours and have no symptoms, you may return to work but must wear a mask at all times, eat alone, maintain social distancing and wear a mask for 10 days.
5. If you have Covid and have symptoms, the symptoms must be improving and you must feel well enough to return to work. Wear a mask for 10 days.
6. You cannot come to work with a fever.
7. You must not come to work if you are too ill to work.
8. If you have Covid you may be assigned to another area to reduce risk to staff.

PATIENTS WHO TEST POSITIVE FOR COVID: Now must wait 5 days post testing positive NOT 10 days.

\*\*\*\*Strongly encourage all to obtain all vaccines and boosters (Visit MOH website)

***Screening is still in place for all patients!***

**Marlene**

**Calling in Sick:** Sign in each day to confirm no fever or symptoms. File sheets in a binder.

DO NOT come to work sick! If you have any Covid symptoms, (sudden onset of fever, cough, vomiting, diarrhea) DO NOT come to work. Call Rosalba to discuss further.

If you have been in close, unprotected contact for 20 minutes, with someone who has tested Positive for Covid 19, then you must self-isolate for 5 days.

If you have a sudden onset of cough, do not come to work, stay home to ensure that it isn’t Covid If you have a fever, do not come to work

If you are sick during the pandemic, self-isolate until you are sure you do not have Covid 19 You will be questioned to ensure that you are not contagious (i.e. Covid, Influenza)

Each day you must answer the screening questions, take and record your temperature. If you fail on either, you must leave the clinic and call Rosalba.

\*\*\*Staff have been given Covid Rapid Tests, more are available if required.

Precautions to be Followed during an outbreak: MASKS now mandatory before entry!! If they do not have one, provide one, NO exceptions other than children under 2. Cloth masks are OK for patients but NOT staff!

\*\*\*All staff, patients and visitors must perform hand hygiene upon entering and leaving the IHF!!

# Patients/visitors to reception:

* All patients are screened upon entry and includes travel history and temperature. Record TP on Req for Passed and TF for Failed. If a patient has a fever, screen them as they may be

allowed to have their exam done.

* If a patient has someone staying with them through the appointment, they must be screened also.
* Patients should be asked to come alone or have their companions wait outside of the IHF.
* All patients must be screened at booking, reminder calls and at registration. (see screening tool)
* All booked patients are told to wear a mask or face covering to their appointment.
* ALL patients must be asked to hand sanitize upon entry into the IHF and when leaving.
* Any patient/visitor failing the COVID 19 questionnaire on the basis of symptoms with or

without fever will not be imaged but asked to visit their local hospital or return after 14 days and symptom free.

* All patients and visitors must wear a mask or face covering, if not then they are given one.
* The waiting room will be set up to encourage social distancing.
* All couriers must be screened and sign the contact sheet and include their phone number.
* COVID 19 notices are to be placed when appropriate at all entrances to the facility.
* Requisitions will be scanned at the front desk and kept there. To avoid further contact with paper touched by the patient.
* No significant other in the room after OBS exam. Facetime instead.
* Ensure hand sanitizer and tissue is available in waiting and exam rooms.
* Garbages should not have a lid. (a foot pedal is ok)

# Patients who have tested positive: If a patient tests positive ask the following questions:

1. Test positive yes,

1. What was the date when you were tested?
2. Must be 10 days later (post positive test) no matter the outcome
3. If 10 days later ASK: Do you still have symptoms: No: Proceed Yes: ask

Are your symptoms worsening: if NO, proceed if YES: We will not perform the exam, instead have the patient call Cortellucci, 905 883-1212 ask for the X-Ray department who will arrange the exam

Patient comes for an exam and the requisition states, “Not contagious.” Proceed with exam if not Covid related…BUT must

Complete screening questions and especially ask if they have tested positive

# Staff

* Signing into tracker...clean swipe area with an alcohol swab before and after checking in.
* All staff must sign in to record that they do not have a fever, cough, shortness of breath, or known unprotected contact with a Covid 19 positive patient.
* Temperature is taken and recorded. If you fail screening or temperature, call Rosalba.
* All personnel will wear a medical mask (provided) unless working in enclosed area, i.e. booking office BUT must wear a mask once they leave this confined area, i.e. to go to the washroom
* Masks are used 1 per day, unless they become damaged in any way. i.e. damp
* Technologists must wear masks, And gloves and must practice frequent hand hygiene. Gloves are changed after every patient.
* Faceshield or goggles are optional and based on risk assesment
* Receptionists must wear mask and goggles or face shield if social distancing is not possible and follow procedure as per technologists above.
* Visors/goggles are to be kept and disinfected at least daily and replaced when damaged or known contamination.
* Everyone must maintain social distancing of 2 metres when possible. i.e. lunch rooms, waiting rooms, between other staff members.
* Lunches should be staggered to decrease numbers in the lunchroom. Eat outside the clinic if possible.
* Lab coats must be worn for one day and then washed
* Clothing worn into the clinic should be changed immediately once you are home. You shouldn’t perform tasks in the public with the clothing you have worn to work.
* After each exam, clean all surfaces, i.e. gel bottle, patient handle on wall, bed between patients.
* NO EATING in patient rooms, EVER!!

# Hand hygiene

* + upon entry into the IHF
  + if you have any contact with someone less than 2 metres
  + before and after contact with your patient
  + before you eat
  + before and after handling dirty laundry also wear gloves
  + before folding clean laundry
  + before leaving the washroom
  + before eating
  + frequently throughout the day
  + after cleaning any area of the IHF
  + leaving the IHF

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**Daily Cleaning for staff:** (all offices are professionally cleaned daily) Sign off for daily for each time and file sheets in a binder.

Frequent cleaning (Alcohol spray bottle) of each area daily includes, all hard surfaces and frequently touched surfaces, i.e. door knobs, light switches, equipment, chairs, toilet handle, taps, and pens.

As a minimum at 10am 1pm 4pm and closing using alcohol spray bottle:

**Reception**: Clean all waiting room chairs, door knobs and light switches in your area. Thermometer- Do not spray directly on Thermometer spray cloth and wipe.

This duty must be shared by your partner. Booking clerk take the 10am, Reception the 1pm and last person there does the closing. If there are 3 of you, then 1 time each.

**X-Ray:** Clean all patient change room benches, chairs, washroom door handle and light switches in your area. (Only one of you working)

**Ultrasound:** Clean all patient change room benches, chairs, washroom door handle and light switches in your area. Each tech picks a time.

**BMD:** Clean all patient change room benches, chairs, washroom door handle and light switch in your area.

**Nuclear Medicine:** Clean all patient change room benches, chairs, washroom door handle and light switch in your area.

# Cleaning of any symptomatic patient or suspected contagious disease:

Using Accel wipe (or PREempt) or Alcohol spray, wipe down all areas that the patient may have touched inside and outside the room and waiting room. i.e. bed, light switches, change room, chairs etc.

# HVAC:

Aurora heating and air conditioning are monitored XRA. Rosalba will arrange air duct cleaning and PM twice per year. Vaughan, Richmond Hill and Newmarket are monitored by the building owners and arranged by the building superintendents.

**Reprocessing**: As per regular protocol.

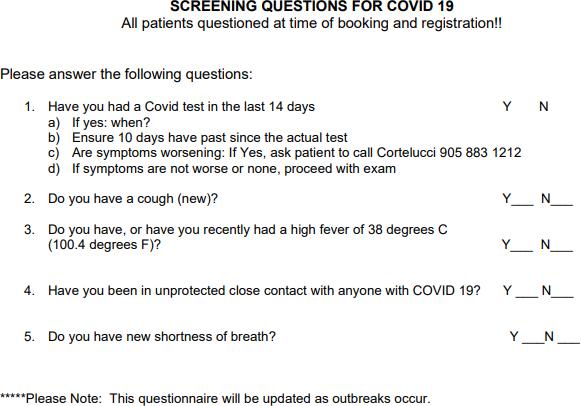
# COVID 19 outbreak in our IHF(s):

If anyone believes they may have had unprotected contact with a known positive Covid 19 case, it must be reported to Rosalba and General Manager. If an employee tests positive, PHO and MOL will be contacted. PHO is responsible to follow up with patients during an outbreak. The GM along with the President and QA will manage the outbreak as directed by these agencies.

COVID 19 outbreak control measures will remain in effect until Public Health of Ministry of Health of Ontario lifts the outbreak. IHFs will follow all guidelines as recommended by MOHLTC, PHO, OA

# Travelling and Staff:

Staff must notify Rosalba of where they are travelling. We will follow the Government of Canada interprovincial travel guidelines regarding self-isolation upon return to Canada.



LOG SHEET FOR IHF VISITORS:

In order to provide effective tracing if an outbreak occurs, all visitors to the IHF must be tracked. Patients can be asked who

accompanied them to their appointment. (so does not need to be logged) Anyone who is not a patient or with a patient must be logged. This would be used in case of an outbreak at our facility.

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| **DATE:** | **Non patient list: Courier, Service, UPS etc.** | **Phone Number** |
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I confirm that I have cleaned in my area: chairs, light switches, door handles, change room benches, designated washroom taps and flush handle

# Circle one: BMD X-Ray Nuc Med Ultrasound Receptionist

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| --- | --- | --- |
| **Date:** | **TIME** | **Signature** |
|  | **10am** |  |
|  | **1pm** |  |
|  | **Close** |  |
|  | **10am** |  |
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**I confirm that I do not have fever, cough, shortness of breath or have been in Contact with a known Covid 19 positive case**

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| **Date:** | **Temperature** | **Signature** |
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