

OHS - Safe Work Procedure				
COVID-19: Health Services - Frost- Student Safe Work Plan				
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Department/Lab	Health Services - Frost	Document #		

1. Concern

COVID-19 is a respiratory disease caused by a new type of coronavirus. Public Health Ontario suggests that the virus is spread predominantly through respiratory droplets produced by an infected person when coughing, sneezing, or talking to others who are in close proximity (within 2 Meters) to them.

The following interim guidance includes recommendations to help reduce the risk of community exposures to acute respiratory illnesses, including COVID-19, in academic lab.

If an employee or student begins to feel unwell while on campus, please contact ext.4444 immediately to receive instruction and guidance on next steps.

2. Scope

This document will provide guidance on working safely based on all COVID related H&S sector-specific and Public Health guidelines. This procedure applies to all Fleming staff and students and community members that enter Health Services. All staff and students will be required to complete COVID-19 screening prior to campus access

3. Overview of Interactions / Outline of Activities / Outline of PPE Required in Lab

- o In person medical appointments at Health Services clinic
- o Standard PPE requirements for access to Health Services:
 - o Medical PPE

4. Recognize Hazards / Potential Exposure while Performing Work

- a) Close contact (less than 2-meters) with other personnel and/or students
- b) Handling shared equipment and materials
- c) Potential for congregation and groupings of individuals

5. Detail the Controls that are implemented to Reduce Hazards

- a) **Close Contact** - Physical distancing at 2-meters is identified as best practice for the prevention of transmission and is always to be encouraged in Health Services.
- b) **Shared Equipment** - Wherever possible, equipment and materials will be dedicated to staff workstations and separate from students. Vigilant hand hygiene and routine disinfection practices will be put in place.
- c) **Congregation** - Floor markings, entry/exit guidelines, staggering of appointment times will be implemented to ensure physical distancing is maintained. Community behaviour standards related to COVID will be implemented.

6. Preparation of Site

Close Contact

- i. All unnecessary equipment, supplies, and materials will be removed from the waiting room, office areas and exam rooms to promote physical distancing

- i. Health Services staff to wear medical PPE at all times while in clinic wear and when providing medical care to student in person will wear surgical mask and face shield
- ii. Floor markings will be installed to keep physical distancing while waiting to check in or to schedule another appointment with front desk staff
- iii. Front desk has plexiglass barrier installed

Shared Equipment

- i. Office workspaces and equipment and high touch areas cleaned throughout the day
- ii. Frequently touched equipment such as photocopy machine cleaned down twice a day by Health Services Assistant
- iii. Public areas will be cleaned and disinfected in accordance with public health guidelines (<https://www.publichealthontario.ca/-/media/documents/ncov/factsheet-covid-19-environmental-cleaning.pdf?la=en>) by the College's custodial contractor.

Congregation

- i. Waiting area to be arranged to promote physical distancing.
- ii. Floor markings will be installed for students waiting to check in or to schedule another appointment
- iii. Student appointment times will be staggered
- iv. Should more than one student needing to be in waiting area hallway or empty exam room will be utilized to maintain physical distancing

7. Procedure

Appointment booking

- i. Students to call to book virtual and in person appointments
- ii. Medical/appointment history is obtained by telephone prior to in person visits to limit in person contact time.
- iii. Students will be screened over the phone for symptoms of COVID-19 when scheduling appointments using the latest COVID-19 Patient Screening Guidance Document from the Ministry of Health http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/2019_patient_screening_guidance.pdf

Student Appointments

- i. If possible, anything that can be sent to the student electronically will be sent electronically in a secure manner.
- ii. Students are required to come alone. Should a student request to be accompanied by a support person they will require approval from Director, Counselling and Accessible Education Service
- iii. Students to wear face mask or covering
- iv. Staff to wear medical PPE
- v. Students are required to use hand sanitizer when they enter the clinic
- vi. Students to screen for COVID-19 symptoms before their appointment and again in person when they arrive for their appointment.

- vii. If student screen positive for symptoms while in the clinic they will be immediately placed in a separate room with the door closed to avoid contact with other students. Health Services staff will divert the care of the student as appropriate. This includes: to the emergency department for testing and patient care if the reason for the medical visit is urgent, or to the COVID Assessment Centre for testing. Should student not have transportation they will be provided a taxi chit for transport. Health Services to assist student with contacting Assessment Centre ahead of time to arrange appointment. If student requires ER visit Health Services staff to call ahead to advise patient is being sent from the Health Services
- viii. When student has left the clinic Manager, Health & Safety, Emergency Planning and Legislation will be made aware of the incident and will arrange for disinfection of clinic.
- ix. Hand sanitizers are available for students to use upon entry and exit of the clinic.
- x. Health Services staff and physicians to wear surgical mask and face shield when with patient
- xi. Physical distancing maintained in the exam room.
- xii. In person appointments will be limited and booked in a staggered fashion

Physicians

- ii. All physicians will self-monitor for COVID-19 symptoms at home and not come to work if feeling ill.
- iii. Prior to attending campus physicians will complete COVID-19 self-screening on the Fleming Safe app
- iv. Should a physician be aware they have tested positive for COVID they will inform Director, Counselling and Accessible Education Services. Physician will complete COVID-19 Illness or Exposure Reporting form
(https://forms.office.com/Pages/ResponsePage.aspx?id=Q3GnBIHhIkeO-9W3oKU_VEdg8K_2jlpDluTQ0b4raipUQTIEQ0xYQjg2QVRZSzVKWE5BQ0I5N1EwVy4u)
- v. Maintain physical distancing with others at all times if possible
- vi. While in clinic wear a surgical mask at all times and wash hands or use hand sanitizer frequently
- vii. When seeing students in person, wear face shield/safety goggles, surgical mask, gloves and long-sleeved gown (optional)
- viii. Remove and dispose of PPE properly as per Public Health Ontario guidelines (<https://www.publichealthontario.ca/-/media/documents/p/2018/poster-ipac-pss-removing-ppe.pdf?la=en>). All physicians to confirm they have reviewed Public Health Ontario PPE guidelines. Guidelines posted in Health Services.

- xii. If during patient visit the physician suspects them to have COVID they will be immediately placed in a separate exam room with the door closed. The physician will divert the care of the student as appropriate. This includes: to the emergency department for testing and patient care if the reason for the medical visit is urgent, or to the COVID Assessment Centre for testing. Should student not have transportation they will be provided a taxi chit for transport. Health Services to assist student with contacting Assessment Centre ahead of time to arrange appointment. If student requires ER visit Health Services staff to call ahead to advise patient is being sent from the Health Services
- viii. When assessing non COVID-19 related students in person hand washing will be done between patients if seeing non COVID-19 related patients back to back
- ix. Clean stethoscope and other equipment used after each patient visit

Health Services Staff

- i. All staff will self-monitor for COVID-19 symptoms at home and not come to work if feeling ill.
- ii. Prior to attending campus physicians will complete COVID-19 self-screening on the Fleming Safe app
- x. Should a staff be aware they have tested positive for COVID they will inform Director, Counselling and Accessible Education Services. Physician will complete COVID-19 Illness or Exposure Reporting form(https://forms.office.com/Pages/ResponsePage.aspx?id=Q3GnBIHhIkeO-9W3oKU_VEdg8K_2jlpDluTQ0b4raipUQTIEQ0xYQjg2QVRZSzVKWE5BQ0I5N1EwV4u)
- i. Clean office workspace and surfaces/equipment and high touch areas throughout the day
- ii. Frequently touched equipment such as photocopy machine cleaned down twice a day by Health Services Assistant
- iii. Staff will eat their lunch and take breaks at their own workspace or office or separately in the Health Service meeting room.
- iv. Maintain physical distancing with others at all times if possible.
- v. Wear PPE and wash hands or use hand sanitizer frequently
- vi. Remove and dispose of PPE properly after each patient visit, typically gloves unless other PPE is soiled or wet. Removal and disposal of PPE as per Public Health Ontario guidelines (<https://www.publichealthontario.ca/-/media/documents/p/2018/poster-ipac-pss-removing-ppe.pdf?la=en>). All staff to confirm they have reviewed Public Health Ontario PPE guidelines. Guidelines posted in Health Services
- vii. Wipe works space, face protective equipment, stethoscope and other equipment used with supplied wipes after each patient visit.

8. Sanitation Procedures

Cleaning

- i. Nurse to disinfect exam room between patient visits
- ii. Health Services Assistant to wipe down waiting room chairs between patient visits

9. Evaluation

- i. Weekly review of stock of personal protective equipment and cleaning supplies. Will maintain a three-week supply of PPE at all times.
- ii. Weekly inspections to ensure spaces remain decluttered and organized.
- iii. Frequent review and revision of Safe Work Plan to reflect ongoing policy revision, amendments and Public Health and Ontario Medical Association guidelines.

10. Approvals

Revision History

Date	Rev	Revision Summary	by
	0	Original.	