

# Pandemic COVID-19 virus Exposure Controls- Protocols & Procedures



June 9, 2020

## **ADMINISTRATION CONTROLS**

### 1. Signage

- Entry check for visitors
- Hand Hygiene poster in all washrooms
- Lid on toilet must be closed BEFORE flushing
- Cough and sneeze posters in public and common areas
- Facility occupancy signage on main entrance to building, office space and shared meeting rooms
- Do not touch garbage

2. British Columbia Centre for Disease Control approved disinfectant purchased and used by staff and janitor for all hard surface areas

3. Physical distancing, recommended 2 Meters, respect others while passing in hallways

4. Dispose of masks, gloves or tissue immediately in garbage, see poster for proper handling, wearing and disposing of

5. Staff will clean shared hard surfaces after each use, using the cleaning tools provided. High touch surfaces include: • Photocopier • Doorknobs • Light switches • Handles, microwave and or refrigerator • Toilets handles/buttons • Faucets

## **ADMINISTRATION BUILDING regulations**

1. If you have symptoms or feel you may have been exposed to COVID-19-fever, cough, or difficulty breathing:

- DO NOT ENTER the LTC office
- Stay home to avoid spreading to others, notify your supervisor
- Call 811
- Complete the online [Self-Assessment Tool](#)

2. Follow entrance/exit and occupancy procedures posted on the Administration building entrance door. Once inside the Administration building, conduct your business as efficiently as possible, considering the occupancy limitations

3. Limit your discussions with co-workers to avoid congestion in a shared or common area, consider utilizing email, telephone or outside areas for discussions

4. Limit visitors, this means that staff will meet friends, family and visitors outside of the building when possible, and following occupancy limitation regulations

5. Consider bringing your own coffee and beverage cup, dishes and utensils, wash after each use and keep at your desk

6. Deliveries of office supplies and equipment can and should be delivered to the Administration building entrance and staff should carry items inside asking for assistance if needed

7. When ordering supplies, departments must provide department name and contact and let vendor know office hours, also request their COVID policy and document the conversation

8. Meeting hosts are responsible for meeting room occupancy

Lillooet Tribal Council WILL REMAIN LOCKED to control occupancy limits. All face to face meetings have been postponed until further notice, as directed by Health Officials. Signage has been placed outside of the building instructing visitors to report to the reception for direction. There is now a door bell at the front entrance.

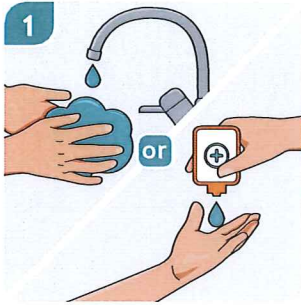
9. Visitors, Help Prevent the Spread of COVID-19

LTC Office remains closed to the public.

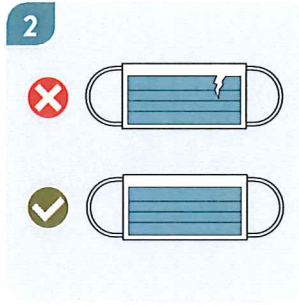
Please Do Not Enter this Workplace if you have any of the COVID 19 Symptoms, or have travelled outside of the Region and or have been in close contact with a person who has tested positive for COVID 19.

In this time of phasing back to work, we ask each of you to be conscientious of others and if you see anything that should be changed to ensure the comfort and safety of yourself and others, please report it to your immediate supervisor for consideration. If you have any questions or would like to discuss the Pandemic plan or Protocols & Procedures please call Andrea Leech at the office: 250-256-7523.

# Help prevent the spread of COVID-19: How to use a mask



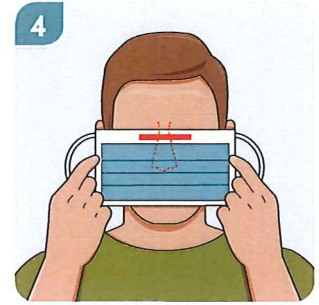
1 Wash your hands with soap and water for at least 20 seconds before touching the mask. If you don't have soap and water, use an alcohol-based hand sanitizer.



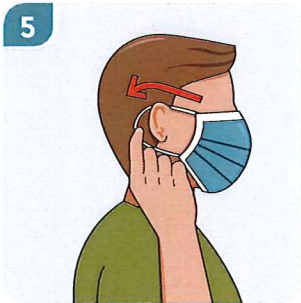
2 Inspect the mask to ensure it's not damaged.



3 Turn the mask so the coloured side is facing outward.



4 Put the mask over your face and if there is a metallic strip, press it to fit the bridge of your nose



5 Put the loops around each of your ears, or tie the top and bottom straps.



6 Make sure your mouth and nose are covered and there are no gaps. Expand the mask by pulling the bottom of it under your chin.



7 Press the metallic strip again so it moulds to the shape of your nose, and wash your hands again.



8 Don't touch the mask while you're wearing it. If you do, wash your hands.



9 Don't wear the mask if it gets wet or dirty. Don't reuse the mask. Follow correct procedure for removing the mask.

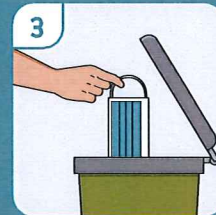
## Removing the mask



1 Wash your hands with soap and water or use an alcohol-based hand sanitizer.



2 Lean forward to remove your mask. Touch only the ear loops or ties, not the front of the mask.



3 Dispose of the mask safely.



4 Wash your hands. If required, follow the procedure for putting on a new mask.

Note: Graphics adapted from BC Centre for Disease Control (BC Ministry of Health), "How to wear a face mask."





## Glove removal procedure

To protect yourself from exposure to contamination, you must take your gloves off safely.

### How to remove gloves safely



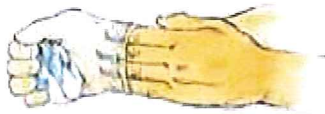
1. With both hands gloved, grasp the outside of one glove at the top of your wrist.



2. Peel off this first glove, peeling away from your body and from wrist to fingertips, turning the glove inside out.



3. Hold the glove you just removed in your gloved hand.



4. With your ungloved hand, peel off the second glove by inserting your fingers inside the glove at the top of your wrist.



5. Turn the second glove inside out while tilting it away from your body, leaving the first glove inside the second.



6. Dispose of the gloves following safe work procedures. Do not reuse the gloves.



7. Wash your hands thoroughly with soap and water as soon as possible after removing the gloves and before touching any objects or surfaces.