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## PANDEMIC RESPONSE – COVID-19

### SAFE WORK PRACTICES

Carriers of the COVID-19 virus may exhibit one or more of the following symptoms:

- Difficulty Breathing
- New or worsening cough
- Fever
- Excessive / unusual tiredness
- Excessive / unusual aches and pains
- Nasal congestion / runny nose
- Sore throat
- Diarrhea

**NOTE: All Staff are required to wear a mask inside the institution when working around residents or in close proximity with other staff.**

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## Definitions

**Universal Precautions:** An approach to infection control where all human bodily fluids are treated as if they are known to be infectious.

**Standard PPE:** Gloves.

**Additional PPE:** As identified by field level risk assessment.

**Contact Precautions:** Infection prevention and control measures used in addition to universal precautions, intended to prevent transmission of infectious agents which are spread by direct or indirect contact.

**Standard PPE:** Gloves, procedural mask.

**Additional PPE:** N95 mask (for aerosol-generating procedures), isolation gown, eye protection.

**Droplet Precautions:** Infection prevention and control measures used in addition to universal precautions, intended to prevent transmission of pathogens spread through close respiratory or mucous membrane contact with respiratory secretions.

**Standard PPE:** Gloves, isolation gown, boot covers, procedural mask, eye protection.

**Additional PPE:** N95 mask (for aerosol-generating procedures)

**Reminder:** Staff shall practice proper hand hygiene (washing with soap and water, or hand sanitizer when appropriate) before and after use of any PPE.


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## Essential Workers and Visitors

In an effort to reduce the likelihood of the COVID-19 virus being introduced into the facility, several protocols have been implemented to restrict non-essential access. In addition to the daily staffing compliment, services such as custody transfer of arrested youth and repair work by contractors will still require access to the facility. No visits are permitted during the COVID-19 period.

The following protocol has been developed for all persons entering the NLYC and / or SJYDC from the community:

- A mandatory screening tool must be completed by all outside personnel prior to being granted entry to the facility. They must be met at the door by either the MOSO, a Transportation & Works representative, or other designate who is receiving the visitor and provided a screening questionnaire to complete. These questionnaires will be supplied by the MOSO and placed on the main table in the entrance. If they answer YES to any question, they cannot enter the facility. If granted entry, they must wear a mask. The completed questionnaires will be kept on file in the MOSO office.
- It is currently mandatory for masks to be worn by outside personnel at all times while on NLYC / SJYDC property. This includes Contractors, Police, or Personnel not employed by Youth Corrections who do not regularly work at this location and are required to access the NLYC or SJYDC. In the case of Contractors, they should enter and exit the building by exterior entries close to the work site that they will be utilizing (ie. Boiler room, gymnasium, cafeteria etc), in order to prevent the need for having to walk through the main area of the building.
- If working with a resident who is being isolated for COVID-19 screening / testing or working with a youth who has COVID-9, PPE, including masks, is mandatory.
- Used masks shall be disposed of in a designated receptacle upon exit. Masks are not to be disposed of with general garbage.

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## DONNING AND DOFFING PPE

Please ensure you follow directions from the chart indicating proper procedure for removal as posted in designated work areas. See also Section 1.20.6 - Appendices.

### Donning PPE

PPE will be put on by the Youth Care Counsellor prior to entering the designated isolation area of the facility.


SJYDC      Don – Office, Youth Care Counsellor  
                  Doff – Designated quarantine area

NLYC        Don – Admissions area or Unit 3 vestibule  
                  Doff – Common area, Unit 3

Please ensure you follow the 5-step process for donning PPE.

### Doffing PPE

When leaving the designated isolation area, NLYC and SJYDC staff will remove the used PPE in accordance with established protocols for removing PPE. (KIV: Masks will not be removed until the worker has exited the isolation area.) All other PPE items will be removed in the isolation area and placed in the biohazards container garbage.

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## PANDEMIC RESPONSE – COVID-19

### ADMISSION PROCESS FOR SJYDC

Prior to receiving a resident into custody, the admitting Youth Care Counsellors will don their mask and gloves.

Upon receipt of the new admission, admitting Youth Care Counsellors will:

1. Complete the COVID self-assessment with the youth online at the following link: <https://www.811healthline.ca/covid-19-self-assessment/> See also Section 1.20.6 - Appendices.
2. Take the resident's temperature (as this will be one of the questions in the online screening).

The online assessment will direct staff on the next steps. If the assessment outcome is normal (no COVID concerns), staff are to proceed with the normal admission process.


**Overnight arrests will be held at the SJYDC in the Admissions Area until they are remanded for an extended period. Once remanded, they will be placed in the isolation area for up to a 14-day period prior to mixing with general population.**

### ISOLATION AREA (SJYDC)

The SJYDC will be split into two halves – the Admissions Area and the Isolation Area. The Admissions Area will include cells 111 to 114. The Isolation Area will be cell 115 and the Visitors Room. Residents in the Admissions Area will not have access to the Isolation Area and vice versa.

Escorting Youth Care Counsellors are required to label rooms occupied by residents so a sequential process of usage, cleaning, and re-usage can be implemented and followed. For example: if staff utilize rooms 1 and 2, then the next time staff are at SJYDC, they will utilize rooms 3 and 4. Cleaning staff will clean all rooms utilized / identified as used.

Residents in the Isolation Area will have access to the shower. They will proceed from their cell directly to the bathroom. After their shower, staff will disinfect the bathroom using the provided chemical sprayer.

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Residents will be held in the Isolation Area for up to 14 days. There will be a limit of one (1) resident in the SJYDC Isolation Area at a time to limit potential infection of the resident partway through their isolation. If a second remanded resident is present, the one who has been in isolation longer will be moved to the NLYC and potentially placed in further isolation as directed by the MOSO in consultation with the Nurse Practitioner.

### MEDICATIONS (SJYDC)

Residents in isolation at the SJYDC will have their medications administered by the SJYDC staff. The prescriptions will be reviewed by the Nurse Practitioner who will advise of any risks, give instruction of delivery times, and ensure adequate supply is available. Staff will ensure the Medication Log is filled out with each dose.

### PPE (SJYDC)

While a resident who screened COVID-19 negative is at SJYDC, they will be monitored for any change in status. Surgical masks and gloves will be worn by staff and a mask will be worn by residents.

While a resident who screened positive and is held in COVID-19 isolation, full PPE will be worn by staff. Masks will be worn by residents if coughing and social distance cannot be maintained.


Due to limited safety supplies, staff are asked to be conscious of their activities so as to limit the amount of gowns needed during any given shift.

### MEALS (SJYDC)

NLYC kitchen staff will prepare meals for SJYDC. They will be transported to SJYDC in the morning by escort staff.

When Youth Care Counsellors are leaving the SJYDC isolation area to warm / prepare meals, youth care staff will remove and discard their gown, gloves, and mask in a designated trash container / bag and then seal or tie off the bag. They will then wash their hands for a minimum of 20 seconds or use hand sanitizer as per proper hand-washing instructions.

Youth care staff will use a new set of PPE when coming back into the isolation area.

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## PHYSICAL ACTIVITY WHILE IN ISOLATION

Multiple body weight exercise programs are available for residents who wish to have physical activity while in isolation. The MOSO will provide them upon request.

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## PANDEMIC RESPONSE – COVID-19

### RESIDENT PROGRAMMING & SERVICES

#### RESIDENTS IN CUSTODY

Residents will be educated on COVID-19 by the Nurse Practitioner. If any resident in custody (regardless of how long they have been in custody) reports experiencing cold symptoms, staff are to report this to the MOSO on duty and / or Nurse Practitioner. The online COVID-19 self-assessment is to be administered with the youth at the following link: <https://www.811healthline.ca/covid-19-self-assessment/> See also Section 1.20.6 - Appendices.

The next steps will be based on the outcome of the assessment. If a call to 811 is needed, staff are to treat the youth as if he / she has COVID-19 and isolate the youth. Staff are to use PPE as directed above until Public Health advises further. If a swab is to be taken, arrangements will be made with either the Public Health Nurse taking the swab, or NLYC Nurse Practitioner.

#### GYM (NLYC)

Residents without COVID-19 concerns will have regular access to recreation and the Gymnasium. There will be no access to the Gymnasium by community groups until the pandemic has subsided.

#### RESIDENT COUNSELLING SERVICES

- The NLYC Social Worker will be calling daily and speaking to each resident and the MOSO. Individual sessions will be available by video link.
- The “Start Now” DBT Program will be offered by the Social Worker by video link.
- The Psychiatrist will visit bi-weekly via video link or in person.
- The Psychologist will continue to be available to the residents by video link sessions and telephone calls.

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## SHARED RESOURCES

- Any resources, areas, and hard surfaces that are shared amongst residents / staff (chairs, telephone, shower, etc.) shall be cleaned between uses with an approved disinfectant.
- The same is required for any resources, areas, and hard surfaces that are shared amongst staff.
- Cleaning products shall be supplied for staff and residents to use before and after use of shared resources.

## RESIDENT ELIGIBILITY FOR COVID-19 TESTING


Should a staff member observe or otherwise be notified of a resident showing any of the above symptoms, the following process is to be strictly adhered to:

- The staff member is to notify the MOSO immediately who shall make arrangements for the resident to be assessed by a qualified medical professional at the first available opportunity.
- The resident is to be issued a protective mask and gloves and instructed to proceed directly to their assigned room. The resident shall be informed that they are required to wear the mask and gloves (subject to location and event) any time they exit their assigned room.
- Staff shall don PPE in accordance with contact and droplet precautions, and the resident is to be confined to the designated area pending the results of a COVID-19 test.
- If the test results are positive, that resident shall be moved to the Quarantine Unit (Unit 3) as soon as possible, in accordance with the Quarantine Unit (Safe Work Practice). The unit where the positive test result originated shall have further assessment and contact tracing conducted by medical staff.
- The originating unit will be completely sanitized by a certified, professional company.

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## RESIDENT INTERACTION

- Staff shall don PPE in accordance with contact and droplet precautions during interaction with a symptomatic resident without exception. Additional PPE will be utilized as identified by field level risk assessment.
- Residents awaiting test results shall be required to wash their hands whenever exiting their assigned room.
- Residents awaiting test results shall be required to wear their provided mask and gloves whenever exiting their assigned room.
- Residents awaiting test results are to remain confined to their designated living unit.

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## PANDEMIC RESPONSE – COVID-19

### QUARANTINE UNIT (UNIT 3, NLYC)

If required, NLYC has designated Living Unit 3 to serve as a quarantine unit for residents who test positive for the Novel Coronavirus COVID-19. Due to the highly contagious nature of COVID-19, Unit 3 access and movement shall be restricted, and strict **Contact and Droplet PPE Protocol** is to be followed without exception.

Due to the potential for rapid deterioration of infected youth, any notable deterioration in a youth's condition shall be reported to the Nurse Practitioner **immediately** (or MOSO after hours).

**NOTE: All youth care staff are required to wear full complement of PPE while working in the Quarantine Unit. No Exceptions.**


### ELIGIBILITY FOR ADMISSION TO QUARANTINE UNIT

If a resident in isolation becomes symptomatic, staff are to follow the COVID-19 Testing Safe Work Practices. If a COVID-19 test comes back positive, that individual shall immediately be moved to the Quarantine Unit.

### ADMISSION PROCESS FOR QUARANTINE UNIT

#### Residents Already in Custody at NLYC


- Escorting Youth Care Counselors shall don all PPE in accordance with contact and droplet precautions.
- The resident shall be provided a bag for their personal property. Personal property remaining in the cell is considered forfeited and will be placed in a red biohazard bag to be sterilized.
- The resident's assigned cell shall be locked and access shall be restricted until enhanced cleaning and disinfection is performed by an outside contractor.
- All institutional bedding and clothing shall be placed in a red biohazard bag and sent to laundry to be washed separately and placed back into general stock.

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- The resident shall be escorted to Unit 3 and assigned a single cell. Residents are required to wear a mask and gloves for the duration of the transfer.
- On arrival to their assigned cell, the resident shall be given a new issue of institutional clothing and bedding as well as a clean towel and new hygiene items.

### Residents Arriving from Another Institution (including SJYDC)

- The COVID-19 positive resident shall be admitted to NLYC via the facility vehicle's admission into the courtyard in order to provide direct access to Unit 3. This will prevent contamination in other areas of the building.
- Escorting Youth Care Counsellors will have already donned all PPE in accordance with contact and droplet precautions for the travel and they will complete the admission on Unit 3. After they are processed they will place the youth in the cell and allow for Staff coming on the unit time to don PPE and be debriefed by escort Staff.
- Residents who are confirmed carriers of the COVID-19 virus shall be transported individually, and the transport compartment will be cleaned using an approved disinfectant prior to its next use.
- Residents are required to wear a mask and gloves for the duration of the transfer.
- The resident shall be admitted directly to Unit 3 via the Fire Exit Door. The youth is NOT to be walked through the NLYC.
- On arrival to Unit 3, the resident shall be assigned a single cell and given a new issue of institutional clothing and bedding, as well as a clean towel(s) and necessary hygiene items.
- The admission process shall be completed via telephone after the youth's arrival on the Quarantine Unit.

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## MEDICAL SERVICES TO QUARANTINE UNIT


- The Nurse Practitioner shall assess each COVID-19 positive resident on a case-by-case basis for severity of illness / symptoms. Based on this assessment, the Nurse Practitioner shall advise the MOSO on best practices for treatment / monitoring.
- Quarantined youth shall have their vital signs assessed by the Nurse Practitioner at a minimum of twice daily during her shifts at NLYC.
- An ambulance is to be called for any youth experiencing severe medical distress. Ambulance dispatch staff are to be notified that the resident is a carrier of the COVID-19 virus.
- Medication: The Nurse Practitioner or MOSO dispensing medication shall don the appropriate PPE and will enter the Quarantine Unit. Residents shall be called separately to approach the Nurse Practitioner / MOSO, who will provide a disposable cup, which the youth must fill with water from the cooler. The youth will then be given their medication, which they will be required to take in front of the Nurse Practitioner / MOSO. Once that resident has departed, the next youth may be called. Residents may elect to use a clear water bottle containing only water in lieu of a disposable cup.

## HOSPITAL ADMISSIONS

A resident who is required to be transported to a local hospital for treatment must exit the unit through the Fire Exit Door, and will NOT be permitted to walk through the NLYC.

## ESCORTS

- Any Youth Care Counsellor escorting a resident off of the Quarantine Unit shall be required to wear full PPE for contact and droplet precautions.
- Quarantined residents shall NOT be transported in a vehicle with residents who are not COVID-19 positive.

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## MEALS


- All meals will be sent to the unit in disposable containers (designated meal times are at noon and 5:00 pm).
- Kitchen staff will bring meals to the unit vestibule where youth care staff will retrieve the meals.

## DISCIPLINE

- Quarantined residents serving Secure Isolation or Suicide Watch shall serve their disposition on the Quarantine Unit.
- Quarantined residents shall not be transferred to another Living Unit unless absolutely necessary (for example: out of control violence or self-injurious behavior). If a quarantined youth is transferred to Observation, quarantine protocol as outlined in this document shall be extended to the observation cells.

## LAUNDRY (BED CLOTHES ONLY)

- Laundry services will be provided once per week as determined by the laundry worker.
- Residents will place their laundry bag inside of a clear plastic trash bag, which will then be placed in a provided covered bin.
- Quarantine Unit laundry will be collected, washed, dried, and returned by the laundry.
- The laundry worker shall don all appropriate PPE when handling Quarantine Unit laundry.
- The laundry bin is to be taken out through the Fire Exit Door and transported outside the building through the main courtyard gate and into the laundry room from outside door.

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- Quarantine Unit laundry shall be washed in hot water, and dried separately from the rest of the resident population.
- Clear bags holding dirty laundry shall be placed in another biohazard bag, which will be immediately removed for laundry.
- The transport bin is to be appropriately disinfected after it is emptied.

## GARBAGE

- Garbage bags are to be tied off and placed in a provided covered bin.
- Garbage will be removed from the Quarantine Unit twice daily at 8:30 am and 3:30 pm.
- Quarantine Unit garbage will be collected and disposed of by a domestic worker.
- The assigned domestic worker shall don all appropriate PPE when handling Quarantine Unit garbage.
- The covered garbage bin is to be taken out through the Fire Exit Door and transported outside of the building via the main gate (not inside the main building) for disposal.
- Once emptied, the covered garbage bin is to be returned to the Quarantine Unit via the Fire Exit Door.


## RETURN TO GENERAL POPULATION

- Residents may only return to general population from the Quarantine Unit with the approval of a qualified medical professional.
- Upon transfer from the Quarantine Unit, the youth shall be provided a change of institutional clothing from the laundry. Prior to leaving the Quarantine Unit they are to place their existing clothing and bedding in a red biohazard bag to be sent to laundry. After arrival to their new living unit, the resident shall be provided new clothing and bedding.

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## PERSONAL PROTECTIVE EQUIPMENT

- Any staff member entering the Quarantine Unit for any reason (including emergency response) shall don PPE appropriate for contact and droplet precautions.
- Upon exiting the Quarantine Unit, staff shall remove all PPE and place it in the provided hands-free bin located in the Unit 3 Classroom **before** moving off unit.

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## PANDEMIC RESPONSE – COVID-19

### CARING FOR YOURSELF WHILE AT WORK DURING THE COVID-19 PANDEMIC

Every staff person reporting for work should always use universal precautions.

It is important that staff take all necessary steps to ensure the risk to their health is minimized as much as possible.

The following steps will be taken by the respective staff assigned to minimize risk:

#### Staff

Before reporting to work, if staff are feeling unwell, they are to conduct the COVID-19 online self-assessment at the following link: <https://www.811healthline.ca/covid-19-self-assessment/> and report the results to the MOSO on duty. If the results of the assessment state to contact 811, they are to wait until they get a response from Public Health and advise the MOSO on duty.

For further information please refer to the online assessment at the following link: <https://www.811healthline.ca/covid-19-self-assessment/> A printed copy can be obtained from your supervisor. See also Section 1.20.6 - Appendices.

#### Escort Staff

- Clean vehicle prior to and after use with disinfecting spray.
- Appropriate wipes / cleaner have been placed in the vehicles.
- Keep your area clean and sanitized.

#### Youth Care Counsellor Unit Staff

- At the beginning of your shift, clean all items to be handled by yourself throughout the day.
- Hand sanitizers have been placed throughout the facility.
- Wipe down phones after each resident use.
- As much as possible (where possible), maintain the two meter distance.