



Health and
Wellness

Prince Edward Island Guidelines for Infection Prevention and Control of COVID-19 in Long Term Care Facilities

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Department of Health and Wellness
Chief Public Health Office

Contents

Executive Summary	1
Background	2
Introduction	2
Infection Prevention and Control (IPC) Measures.....	2
Routine Practices	2
IPC Preparedness for COVID-19	4
Screening.....	6
Outbreak Management	8
Implementation of Control Measures	9
Declaring the Outbreak Over.....	11
Discontinuing Additional Precautions	11
Handling of Deceased Bodies	11
Bibliography.....	12
Appendix A - Hand Hygiene	14
Appendix B - How to Fit-Check a N95 Mask	16
Appendix C - Point of Care Risk Assessment Tool for COVID-19.....	17
Appendix D - Donning and Doffing PPE.....	19
Appendix E - Line List Information on Residents and Staff with Symptoms of COVID-19	20

Executive Summary

This document provides foundational guidance specific to the COVID-19 pandemic in long term care facilities (LTCFs).

Individuals responsible for policy development, implementation and oversight of infection prevention and control measures at specific LTCFs should be familiar with relevant infection prevention and control (IPC) background documents on routine practices and additional precautions and occupational health and safety legislation. The term “staff” is intended to include anyone working in LTC having interactions with residents, including but not limited to health care workers.

Important measures to prevent introduction and spread of COVID-19 in LTC:

- All staff must be trained on other infection control measures such as proper hand hygiene (**Appendix A**) and the importance of maintaining a 2 metre spatial distance between residents.
- All staff must work to identify suspect or confirmed cases of COVID-19 as early as possible in staff or residents.
- All staff will use droplet and contact precautions, in addition to routine practices, for all care of residents with suspected or confirmed COVID-19.
- Facility management must identify all staff who work in more than one location (e. g. other LTC facilities, acute care and/or community care) and ensure efforts are made to prevent this *where possible*, to limit spread between facilities and to inform investigations during an outbreak. If this is not possible:
 - Staff working in LTC and at least one other health care site (acute care, LTC, community care, homecare, addictions, etc) will be tested weekly for COVID-19.
- All LTC staff returning from out of province travel will be required to self-isolate for 14 days.
- Visitors should be restricted to those deemed essential for the functioning of the facility e.g. food delivery, supplies etc. Visitors may also be admitted for compassionate reasons (e.g. end of life). Visitor restrictions will be reassessed throughout the course of the Pandemic and adjusted according to the epidemiology of COVID 19 in the community.

Background

In December 2019, a cluster of cases of pneumonia of unknown origin was reported from Wuhan, Hubei Province in China. On January 10, 2020, a novel coronavirus, that causes a disease now referred to as COVID-19 was identified as the cause of this cluster of pneumonia cases. A global pandemic was declared on March 11, 2020.

COVID-19 is a virus belonging to the family of Coronaviruses. Illness can be mild like the common cold but can also be more severe including pneumonia and death. Current evidence indicates that our long term care population is at increased risk due to advanced age, chronic health conditions and the ease of transmission among the institution's environment.

Long term care facility residents are vulnerable to infection with COVID-19 due to behavioral factors, shared spaces, and transit to other healthcare facilities. Older adults and those with pre-existing medical conditions are also at risk for more severe disease and have higher mortality when infected with COVID-19.

Introduction

Infection prevention and control (IPC) strategies to prevent or limit transmission of COVID-19 in LTC are similar to those used for the IPC of other acute respiratory infections, including:

- Prompt identification and isolation of all persons with signs and symptoms of possible COVID-19.
- Signs or symptoms may include:
 - Fever¹ Single temp >37.8°C
 - Any new or worsening respiratory symptoms (cough, shortness of breath, runny nose or sneezing, nasal congestion, hoarse voice, sore throat or difficulty swallowing), OR
 - Any new onset non-respiratory symptoms including chills, muscle aches, diarrhea, malaise, headache, sudden loss of taste or smell or other unexplained symptoms or change in clinical status.

Infection Prevention and Control (IPC) Measures

In order to prevent disease spread in LTC facilities, staff must receive ongoing training, testing and monitoring of compliance with routine practices, including hand hygiene, and implementation of additional precautions, including droplet and contact precautions. Policies and procedures must be in place to prevent the introduction and control the spread of COVID-19.

Routine Practices

Routine practices apply **to all staff, residents and visitors, at all times, in all LTC facilities** and include but are not limited to:

- Conducting a point of care risk assessment (PCRA)
- Hand hygiene
- Appropriate use of PPE
- Adhering to respiratory hygiene (i.e., covering a cough with a tissue or coughing into elbow followed by performing hand hygiene)

¹ Difficulties in measuring temperature may result in low temperature readings in some cases in which fever is actually present.

Point-of-Care Risk Assessment (PCRA)

Prior to any resident interaction, all staff should assess the infectious risks posed to themselves, other staff, other residents and visitors during a care situation or procedure.

- The PCRA (**Appendix C**) helps staff to select the appropriate actions and/or PPE to minimize risk of exposure to known and unknown infections.
- Performing a PCRA helps to avoid misuse of PPE.

Hand Hygiene

Staff is required to perform hand hygiene (Appendix A):

- On entry to and exit from the LTC facility
- Before and after contact with a resident, regardless of whether gloves are worn
- After removing gloves
- Before and after contact with the resident's environment (e.g. medical equipment, bed, table, door handle) regardless of whether gloves are worn
- Any other time hands are considered to be potentially contaminated (e.g. after handling blood, body fluids, bedpans, urinals, or wound dressings)
- Before preparing or administering all medications or food
- Before performing aseptic procedures
- Before putting on PPE and during removal of PPE according to facility procedure for putting on or removing PPE
- After other personal hygiene practices (e.g. blowing nose, using toilet facilities, etc.)

Residents should perform hand hygiene:

- Upon entering or leaving their room
- Prior to eating, oral care, or handling of oral medications
- After using toileting facilities
- Any other time hands are considered to be potentially contaminated (e.g. after handling blood, body fluids, bedpans, urinals, or wound dressings)

Hands may be cleaned using ABHR containing 60-90% alcohol, or soap and water. Washing with soap and water is preferable for use immediately after using toilet facilities, if hands are visibly soiled or when caring for a resident with diarrhea.

Masking

Given the rapid increase in community spread of COVID-19 within Canada, and possible transmission from those who are pre-symptomatic or asymptomatic, universal masking for the full shift or visits for all LTC staff and visitors is required.

The rationale for universal masking of LTC staff and visitors is to reduce the risk of transmitting COVID-19 infection from staff or visitors to residents when symptoms of illness may not be recognized.

- Staff will perform hand hygiene before they put on a mask when they enter LTC facility.
- Staff will wear mask securely over their mouth and nose and adjust the nose piece to fit snugly while mask is worn.
- Do not touch your face or mask once your mask is securely in place.
- When the mask becomes wet, damp or soiled (from breathing or external splash), and at the end of shift or upon leaving the facility, it must be discarded in the waste receptacle. If remaining in or returning to the facility, a new mask should be donned. At least two masks per shift will be required as the mask will be removed and discarded for breaks.

Droplet Contact Precautions

- Droplet and contact precautions must be implemented for all residents presenting with signs or symptoms of COVID-19. Donning and Doffing of PPE is described in **Appendix D**.
- Gloves, long-sleeved cuffed gown (covering front of body from neck to mid-thigh), mask (which will already be worn due to universal masking) and face or eye protection should be worn upon entering the resident's room or when within 2 metres of the resident on droplet and contact precautions.
 - Examples of face or eye protection include full face shield, mask with attached face shield, non-vented safety glasses or goggles (regular eyeglasses are not sufficient).
- The area where PPE is donned should be separated as much as possible from the area where it is removed and discarded.
- Hand hygiene should occur according to facility procedure for putting on or removing PPE.

IPC Preparedness for COVID-19

LTC Operators must ensure:

- Generate a list of staff that work at more than one health care facility and ensure that staff are tested weekly.
- Aerosol-generating medical procedures (AGMPs)² are only performed if deemed medically necessary.
 - If AGMPs are performed,
 - There is appropriate training and N95 respirator fit-testing/fit checking (**Appendix B**) for all staff who may be required to participate in or who may be exposed to these procedures
 - The fewest staff necessary to perform the procedure are present
 - These procedures are performed in a single room with the door closed
- Advance directives for all residents are reviewed.

² Aerosol-generating medical procedure includes: cardio-pulmonary resuscitation, sputum induction, nebulization, non-invasive positive pressure ventilation (CPAP, BiPAP), or open suctioning.

- Visitor restriction is in place in accordance with current guidance and a plan to facilitate visitation safely is developed.
- Appropriate number and placement of alcohol-based hand rub (ABHR) dispensers to allow easy access throughout the facility and at point of care.
- Environmental cleaning and disinfection practices are monitored for compliance.
- Physical distancing measures are utilized for all residents (e.g., use of single rooms when available, maintaining 2 metres spatial separation between residents in hallways, all recreation activities, dining and in any other communal areas).
- Droplet Contact Precautions are initiated immediately for all residents with suspect or confirmed COVID-19.
- Private rooms are preferred, but if not available, separation of 2 metres must be maintained between the bed space of an ill resident and all roommates with privacy curtains drawn. Signage indicating droplet and contact precautions is placed on the outside of the resident room with suspected or confirmed COVID-19.
- Develop strategies to manage a high volume of residents with COVID-19 (e.g. cohorting staff to work only with suspect or confirmed COVID-19 residents, potential need for cohorting of residents with confirmed COVID-19).
- Provide staff with a self-monitoring process
 - LTC operators should work with Chief Public Health office to manage exposed staff.
- Waste and soiled linen are managed and/or adequately cleaned and disinfected according to LTC policies and procedures.
- The care environment is cleaned using an enhanced cleaning protocol with an emphasis on frequently touched surfaces.

LTC Staff must ensure:

- If returning from out of province travel will self-isolate for 14 days.
- Staff working in LTC and at least one other health care site (acute care, LTC, community care, homecare, addictions, etc) will be tested weekly for COVID-19. Testing can be done at the LTC facility or through the health care worker line 1-855-354-4358 for screening at a clinic in Charlottetown or Summerside. Facilities are responsible for ensuring staff are tested.
- Adherence to LTC IPC policies and procedures and public health guidance.
 - Temperature is taken at the beginning of each shift and self-monitoring for symptoms is done twice daily and immediately report any new symptoms to the LTC facility and arrange for testing. If symptoms occur at work immediately perform hand hygiene, **do not** remove mask, inform the supervisor, avoid further resident contact, leave as soon as it is safe to do so and call 1-855-354-4358 to arrange testing.
- If staff have a potential exposure to a case of COVID-19 they must report to LTC management to determine whether work restrictions are necessary.

- Staff are knowledgeable about:
 - Routine practices to be followed for all resident interactions, e.g. hand hygiene, point of care risk assessment.
 - How to conduct a point-of-care risk assessment (**Appendix C**) prior to interactions to determine what IPC measures are needed to protect residents and themselves from infection.
 - Procedure to safely don and doff PPE. (**Appendix D**)
 - Who to test if residents become symptomatic or if requested by local public health authorities or the LTC facility.

Screening

Access to the LTC facility should be minimized and carefully monitored.

- Visitor restrictions will be reassessed throughout the course of the pandemic and adjusted according to the epidemiology of COVID 19 in the community.
- Essential services visitors to the facility should be those who are necessary to maintain functioning of the facility e.g. food delivery, supplies, funeral director etc.
- Family visitors may be admitted for compassionate reasons (e.g. end of life).
- Anyone entering the facility should be screened COVID-19 symptoms prior to entering, and must not enter if displaying symptoms.
- All staff and visitors are required to put on a mask at entry to the LTC facility and perform hand hygiene to reduce the risk of transmitting COVID-19 infection from staff or visitors to residents, which may occur even when symptoms of illness are not recognized.
- Physical distancing of 6ft/2 meters should be maintained between visitors and residents.
- If the visitor is unable to adhere to appropriate precautions, the visitor will be excluded from visiting.
- Food and essential items should be delivered through a single access point. Every effort should be made to avoid unnecessary entry into LTCFs, and if entry is required, delivery personnel should be screened as per other visitors.
- Masks, tissues, ABHR and a no-touch waste receptacle are available for staff, residents, and visitors' use at the screening point at each entrance.

Resident and Staff Screening and Management

LTC facilities must ensure that there are processes in place to conduct active screening of staff and residents for signs and symptoms of COVID-19.

Staff

- Staff screening must include a self-assessment for exposures and symptoms of COVID-19. Staff self-assessment should occur twice daily. Temperature should be checked at the beginning of each shift.

- Staff should be restricted in work assignments to specific units wherever feasible, to limit the spread within facilities.
- All staff working in more than one health care facility should be tested for COVID-19 weekly.
- If a staff member develops symptoms of COVID-19 at work they should immediately perform hand hygiene, ensure that they do not remove their mask, inform their supervisor, avoid further resident contact, leave as soon as it is safe to do so and call 1-855-354-4358 to arrange testing.
- Symptomatic staff will be required to self-isolate until they are tested and the results are confirmed.
 - If the test results are negative for COVID-19 but the employee remains ill/symptomatic, they should not return to work until well.
 - If the test results are negative for COVID-19 and the employee is no longer ill/symptomatic, the employee returns to work.
- If the test results are positive for COVID-19 the employee follows the direction of Public Health and remains self-isolated until 2 negative swabs are reported.

Residents

- Test residents
 - Prior to admission to the facility (within 48 hours) regardless of symptoms.
 - If the first result is negative, test again at 7 days after admission to the facility.
 - Droplet/contact precautions can be removed once the day 7 test results are known to be negative.
 - Testing should then be done again at day 10 and 14.
- Resident screening must include a minimum of twice daily assessment for signs and symptoms of COVID-19. Symptoms in elderly residents may be subtle or atypical, and staff who are screening residents should be sensitive to detection of changes from resident baseline physical and cognitive status.
- A resident who displays signs or symptoms of COVID-19 should immediately be placed on droplet/contact precautions and tested.
- If the resident was tested due to being symptomatic for COVID 19 and remains symptomatic after an initial negative result, retesting may be done 4 to 7 days after the initial test in consultation with the CPHO. The resident will remain on precautions as appropriate until no longer symptomatic.
- Staff should initiate and maintain a line listing of residents (**Appendix E**) with suspected or confirmed COVID-19.

Outbreak Management

In the context of the COVID-19 pandemic, a single laboratory-confirmed case of COVID-19 in a resident or staff member in a LTC defines an outbreak.

Outbreak Protocol for COVID-19 Long Term Care

Every precaution should be taken to prevent the introduction of illness into LTC facilities.

Two main priorities will determine the size and duration of the outbreak, early detection (testing) and implementation of control measures.

Testing Guidelines

Testing for COVID-19 during an outbreak should be conducted for the following people:

- **Symptomatic** and **asymptomatic** residents with close contact to the affected resident or HCW (e.g. residents on the affected unit).
- **Symptomatic** and **asymptomatic** staff in close contact with a positive case in the 48 hours prior to symptom onset (e.g. staff on the affected unit).
- One compatible symptom of COVID-19 in residents and health care providers should lead to testing.
- Once an outbreak is established, any residents with symptoms should be managed as suspect cases.
- With guidance from the Chief Public Health Office, staff who are self-isolating due to being a contact of a case and are asymptomatic may return to work in some cases due to staff shortages during an outbreak.

Aerosol-generating medical procedures (AGMPs)³

An AGMP is any procedure conducted on a resident that can induce production of aerosols of various sizes, including droplet nuclei.

Consider discontinuing CPAP/BiPAP during an outbreak in consultation with the physician/NP.

AGMPs on a resident suspected or confirmed to have COVID-19 should be avoided if possible and only be performed if:

- The AGMP is medically necessary and performed by the most experienced person
- The minimum number of persons required to safely perform the procedure are present
- All persons in the room are wearing a fit-tested and fit-checked (**Appendix B**), N95 respirator, gloves, gown and face or eye protection
- The door of the room is closed

³ Aerosol-generating medical procedure includes: cardio-pulmonary resuscitation, sputum induction, nebulization, non-invasive positive pressure ventilation (CPAP, BiPAP), or open suctioning.

Specimen Collection

Nasopharyngeal (NP) or nasal and throat swabs should be collected by qualified staff who are knowledgeable about proper collection methods.

- During sample collection, staff should be limited to those necessary for resident care during the procedures.
- All staff in the room during collection should wear PPE in accordance with droplet and contact precautions.
- Staff performing NP or nose and throat swabs should stand to the side of the resident during sample collection and not directly in front.

Handling Lab Specimens

All specimens collected for laboratory investigations should be regarded as potentially infectious, and placed in biohazard bags. Handle as per Routine Practices.

Implementation of Control Measures

Immediately report and discuss the suspected outbreak with the Chief Public Health Officer (CPHO) or designate

During an Outbreak all outbreak control measures take priority over routine operations until the outbreak is declared over.

Infection Prevention and Control

Facility

- Post outbreak notification sign(s) at facility entrance and/or floor/unit/household advising about the outbreak.
- Maintain an outbreak line list (**Appendix E**) of cases in residents and a line list of cases in staff (nursing, food handlers, housekeeping, etc.) and forward to the CPHO daily.
- Close the affected floor/unit/household or facility to new admissions, readmissions, or transfers unless medically necessary.

Environmental Cleaning and Disinfection

- Environmental disinfectants should be classed as a hospital grade disinfectant
- In the event that commercially-prepared hospital disinfectants are not available, diluted bleach solution may be used to disinfect the environment.
 - The minimum concentration of chlorine should be 5000 ppm or 0.5% (equivalent to a 1:9 dilution of 5% concentrated liquid bleach).
- All surfaces, that are considered “**frequently touched**” (e.g. telephone, bedside table, overbed table, chair arms, call bell cords or buttons, door handles, light switches, bedrails, handwashing sink, bathroom, dining tables, etc.) should be cleaned and disinfected at a **minimum of twice daily and when soiled**.

- Resident care equipment (e.g., BP cuffs, electronic thermometers, oximeters, stethoscope) should be cleaned and disinfected after each use and between residents.
- **Room cleaning and disinfection** should be performed at least **once per day on all low touch surfaces** (e.g., shelves, bedside chairs, windowsills, overbed light fixtures, etc.).
- All surfaces or items, **outside of the resident room, that are touched by or in contact with staff** (e.g., computer carts and/or screens, medication carts, charting desks or tables, computer screens, telephones, touch screens, chair arms) should be cleaned and disinfected **at least daily and when soiled**. Staff should ensure that hands are cleaned before touching shared equipment.

Resident Care Equipment

- All reusable equipment and supplies, electronics, personal belongings, etc., should be dedicated to the use of the resident with suspect or confirmed COVID-19 infection. If use with other residents is necessary, the equipment and supplies should be cleaned and disinfected with a hospital disinfectant, ensuring adequate contact time before reuse. Items that cannot be appropriately cleaned and disinfected should be discarded.

Linen, Dishes and Cutlery

- No special precautions are recommended; routine practices are used.

Waste Management

- No special precautions are recommended; routine practices are used.

Resident transfers

- **Once an outbreak has been declared, transfer within and between facilities should be avoided unless medically indicated.**
- If an admission or transfer is deemed medically necessary, discuss with Infection Prevention and Control (IPC) or the CPHO for guidance.
- Notify the receiving hospital or clinic to ensure that care can be provided safely.
- Residents should be provided with clean attire, be accompanied by staff, wear a mask, be instructed to perform hand hygiene (with assistance as necessary), and avoid touching surfaces or items outside of the room.
- Wheelchairs or transport stretchers should be cleaned and disinfected prior to exiting the resident's room.
- Droplet and contact precautions should be maintained by staff during resident transport, and the need for droplet and contact precautions should be communicated to the transferring service and receiving unit ahead of transfer.
- If a resident is transferred to an acute care facility for treatment of COVID-19 or its complications, they may return to the outbreak facility when they are medically stable.
- Residents transferred to an acute care facility who do not have COVID-19 should not be re-admitted back to a COVID affected part of the facility.

- Notify any facility that you transferred a resident to within the past 14 days, that your facility has a COVID-19 outbreak.

Staff allocation

- **Staff should be dedicated to working in one LTC facility.**
- Cohort staff when possible e.g. staff working with symptomatic residents should avoid working with residents who are well.
- If dedicated staff for ill residents is not available, staff should first work with the well residents, then move on to care for ill residents. Movement between floors and units should be avoided where possible.
- Staff working in a facility experiencing an outbreak may only work in facilities or units that have COVID infected residents/patients.
- Staff who have recovered from COVID-19 may work and should be prioritized to work in facilities experiencing an outbreak or COVID 19 units.

Declaring the Outbreak Over

The outbreak may be considered over when **no new cases in residents or staff are identified for at least 28 days in consultation with the CPHO.**

Control measures will be continued until the outbreak is declared over.

Discontinuing Additional Precautions

The duration and discontinuation of contact and droplet precautions for an individual resident or unit/household on outbreak should be determined on a case-by-case basis, in consultation with CPHO and infection prevention and control experts (if available). Negative testing may be required and will be determined on a case by case basis.

Handling of Deceased Bodies

Routine practices should be used when handling deceased bodies or preparing bodies for autopsy or transfer to mortuary services.

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REDUCE THE SPREAD OF COVID-19. WASH YOUR HANDS.



1

Wet hands with warm water



2

Apply soap



3

For at least 20 seconds, make sure to wash:



4

Rinse well



5

Dry hands well with paper towel



6

Turn off tap using paper towel



palm and back of each hand



between fingers



under nails



thumbs

1-833-784-4397

@canada.ca/coronavirus



Public Health Agency of Canada
Agence de la santé publique du Canada

Canada

Your 4 Moments for Hand Hygiene



Appendix B - How to Fit-Check a N95 Mask

Fit checking involves a quick check - each time the mask is put on - to ensure that the respirator is properly applied, that a good seal is achieved over the bridge of the nose and mouth and there are no gaps between the respirator and face. Fit checking is the appropriate minimum standard at the point of use for healthcare workers using N95 respirators.

No clinical activity should be undertaken until a satisfactory fit has been achieved.

Instructions to fit check a N95 mask;

1. Place the respirator on your face.
2. Place the headband or ties over your head and at the base of your neck.
3. Compress the respirator to ensure a seal across your face, cheeks and the bridge of your nose.
4. Check the positive pressure seal of the respirator by gently exhaling. If air escapes, the respirator needs to be adjusted.
5. Check the negative pressure seal of the respirator by gently inhaling. If the respirator is not drawn in towards your face, or air leaks around the face seal, readjust the respirator and repeat process, or check for defects in the respirator.

Appendix C - Point of Care Risk Assessment Tool for COVID-19

Prior to any patient interaction, all health care workers (HCWs) have a responsibility to always assess the infectious risk posed to themselves and to other patients, visitors, and HCWs. This risk assessment is based on professional judgement about the clinical situation and up-to-date information on how the specific healthcare organization has designed and implemented engineering and administrative controls, along with the availability and use of Personal Protective Equipment (PPE).

Point of Care Risk Assessment (PCRA) is an activity performed by the HCW before every patient interaction, to:

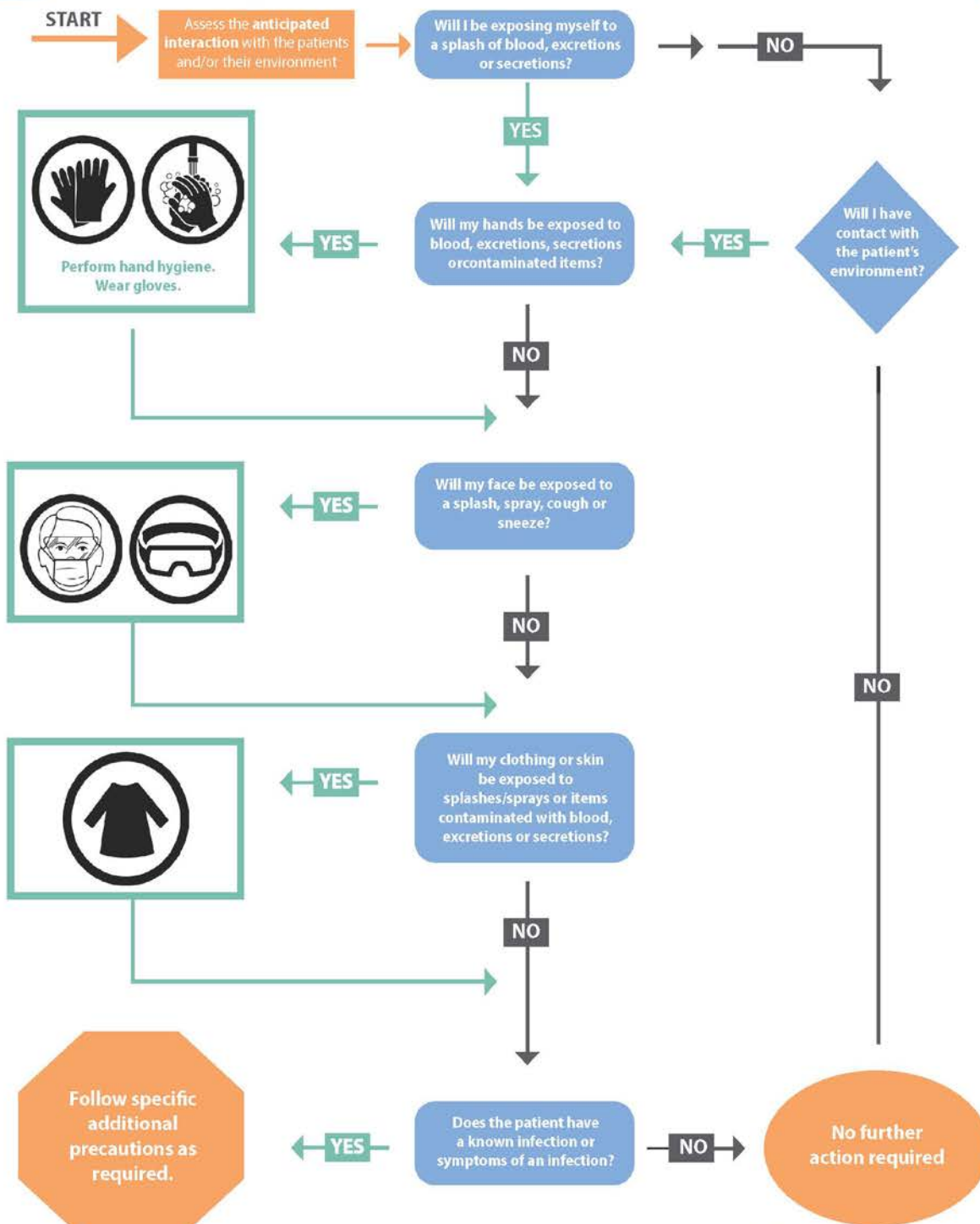
1. Evaluate the likelihood of exposure to COVID-19,
 - a. from a **specific interaction** (e.g., performing/ assisting with clinical procedures/ interaction), non-clinical interaction (i.e., admitting, teaching patient/ family), transporting patients, direct face-to-face interaction with patients, etc.)
 - b. with a **specific patient** (e.g., residents not capable of self-care/ hand hygiene, have poor-compliance with respiratory hygiene, copious respiratory secretions, frequent cough/ sneeze, early stage of illness, etc.)
 - c. **specific environment** (e.g., single rooms, shared rooms/ washrooms, hallway, assessment areas, emergency departments, public areas, therapeutic departments, diagnostic imaging departments, housekeeping, etc.)

AND

2. Choose the appropriate actions/ PPE needed to minimize the risk of patient, HCW/other staff, visitor, contractor, etc. exposure to COVID-19

PCRA is not a new concept, but one that is already performed regularly by professional HCWs many times a day for their safety and the safety of patients and others in the healthcare environment. For example, when a HCW evaluates a patient and situation to determine the possibility of blood or body fluid exposure or chooses appropriate PPE to care for a patient with an infectious disease, these actions are both activities of a PCRA.

Routine Practices Risk Assessment + Algorithm for all Patient Interactions



Appendix D - Donning and Doffing PPE

Contact and Droplet Precautions

Suspected or Confirmed Resident with Respiratory Illness (Influenza-like Illness, Influenza, COVID-19) follow Contact/ Droplet Precautions. This includes the appropriate selection and use all of the following personal protective equipment (PPE).

- Gloves
- Long-sleeved gown
- Facial protection, such as a surgical/procedure mask and eye protection/ face shield, or surgical/procedure mask with visor attachment

All PPE should be removed before leaving the patient's room and discarded into a no-touch receptacle.

Donning PPE Order

1. Perform hand hygiene
2. Don gown
3. Apply mask
4. Apply face shield or goggles
5. Put on gloves

Doffing PPE Order

1. Remove gown and gloves (can be removed together)
2. Perform hand hygiene
3. Remove face shield or goggles (do not touch the front)
4. If appropriate remove mask touching only the strings or ear loops.
5. Perform hand hygiene

Appendix E - Line List Information on Residents and Staff with Symptoms of COVID-19

Facility _____ Date _____

RESIDENTS: Total Number of Residents: _____			Number of Residents ill: _____					
Name	Onset Date	Unit	Symptoms			MRN	Swabbed If Yes, Date	Comments
			<input type="checkbox"/> Fever ⁴	<input type="checkbox"/> Sudden onset cough			Date	
			<input type="checkbox"/> Muscle/body aches	<input type="checkbox"/> Sore Throat			Y or N	
			<input type="checkbox"/> Headache	<input type="checkbox"/> Other ⁵ _____				
			<input type="checkbox"/> Fever ⁴	<input type="checkbox"/> Sudden onset cough			Date	
			<input type="checkbox"/> Muscle/body aches	<input type="checkbox"/> Sore Throat			Y or N	
			<input type="checkbox"/> Headache	<input type="checkbox"/> Other ⁵ _____				
			<input type="checkbox"/> Fever ⁴	<input type="checkbox"/> Sudden onset cough			Date	
			<input type="checkbox"/> Muscle/body aches	<input type="checkbox"/> Sore Throat			Y or N	
			<input type="checkbox"/> Headache	<input type="checkbox"/> Other ⁵ _____				
			<input type="checkbox"/> Fever ⁴	<input type="checkbox"/> Sudden onset cough			Date	
			<input type="checkbox"/> Muscle/body aches	<input type="checkbox"/> Sore Throat			Y or N	
			<input type="checkbox"/> Headache	<input type="checkbox"/> Other ⁵ _____				
STAFF: Total Number of Staff: _____			Number of Staff ill: _____					
Name	Onset Date	Last Date of Work	Symptoms ⁴			MRN	Swabbed If yes, Date	Comments
			<input type="checkbox"/> Fever ⁴	<input type="checkbox"/> Sudden onset cough			Date	
			<input type="checkbox"/> Muscle/body aches	<input type="checkbox"/> Sore Throat			Y or N	
			<input type="checkbox"/> Headache	<input type="checkbox"/> Other ⁵ _____				
			<input type="checkbox"/> Fever ⁴	<input type="checkbox"/> Sudden onset cough			Date	
			<input type="checkbox"/> Muscle/body aches	<input type="checkbox"/> Sore Throat			Y or N	
			<input type="checkbox"/> Headache	<input type="checkbox"/> Other ⁵ _____				
			<input type="checkbox"/> Fever ⁴	<input type="checkbox"/> Sudden onset cough			Date	
			<input type="checkbox"/> Muscle/body aches	<input type="checkbox"/> Sore Throat			Y or N	
			<input type="checkbox"/> Headache	<input type="checkbox"/> Other ⁵ _____				

⁴ Fever Single temp >37.8°C

⁵ Any new or worsening respiratory symptoms (cough, shortness of breath, runny nose or sneezing, nasal congestion, hoarse voice, sore throat or difficulty swallowing), OR
Any new onset non-respiratory symptoms including chills, muscle aches, diarrhea, malaise, headache, sudden loss of taste or smell or other unexplained symptoms or change in clinical status.

				Fever		Sudden onset cough		Date	
				Muscle/body aches		Sore Throat		Y or N	
				Headache		Other			

