

**Covid-19 Information and Planning
Oak Hill Ranch
March 24, 2020**

Introduction

In our efforts to ensure we have a healthy and safe environment for our young people, families, and our staff as well as following practices and procedures recommended by Alberta Health Services, we will continue to implement strategies and planning as identified below for the purpose of preventing, containing and controlling Covid-19.

The planning is set up in four phases: Phase one: Prevention Control; Phase Two: Prevention and Communal Control; Phase Three: Control of Covid-19 Onsite Isolation and Quarantine; Phase Four: Controls for Procedures for onsite Outbreak of Covid-19

The document itself is changing as new information is released and we learn more. We will be updating the document based on this new information. Please see the document as dynamic and we will be sending out as we make amendments.

For new information from Alberta Health Services please go to:

<https://www.alberta.ca/coronavirus-info-for-albertans.aspx>

Please be reminded that if you are sick or showing symptoms of illness that you should complete the online assessment and call health link at 811.

- **Those who are sick, need to self-isolate for a minimum of 10 days or until symptoms are clear whichever is longer.**
- **If you have traveled you are required to self-Isolate for a minimum of 14 days.**

It is Oak Hill staff who are the greatest strength for sustaining good practice and supporting young people, each other and maintaining a healthy safe environment that you work in and children live in. Please be reminded that you have a responsibility to your peers and our young people to conduct yourself whilst on your personal time according to our Provincial and Federal government guidelines. Please remember when off work practice good hand hygiene, respiratory hygiene and physical distancing (2 meters or 6 feet). STAY HOME and SAVE LIVES.

Phase one – Prevention Control (Pre March 16, 2020)

- Education provided to staff and children on proper hand washing techniques, respiratory hygiene and avoiding touching your face.
 - Developmentally appropriate hand washing/respiratory hygiene groups being completed with all children by Oak Hill nurse
 - Alcohol based hand sanitizer is available across all building on site for use by staff, children and visitors.
 - Our high standards of cleaning and disinfecting have been increased across site, and across all shifts. Janitorial services are on site 8 hours a day disinfecting each program.
 - On site nurse is regularly posting information regarding Infection Prevention and Control, and the use of universal precautions.
 - Sufficient quantities of Personal Protective Equipment available in case of potential outbreak such as gloves, isolation gowns, masks, protective eyewear, disinfectants and alcohol-based hand sanitizer.
 - Plan in place for designated area for potential cases to be isolated.
 - Open lines of communication with AHS Public Health in Gibbons, ongoing monitoring of illnesses.
 - Letter formulated and emailed to Case Workers, Parents/Guardians, and Youth workers.
 - Collaboration with Oak Hill school to ensure healthy living and learning environments.
 - Posters in each program on hand hygiene and respiratory hygiene.
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- Notice: Internal Memo (March 13, 2020) Travel Advisory all out of Alberta returns required 14 day Self Isolation.
 - Notice: Internal Memo (March 13, 2020) All Visitors screened by three Questions:
 1. Have you traveled out of the country/Alberta within the last 14 days?
 2. Have you had contact with anyone who has tested positive for Covid-19 or are under investigation for Covid-19; and
 3. Do you have any symptoms of a respiratory infection (e.g., cough, runny nose, sore throat, fever, or shortness of breath)?
 - If answer yes to any of the above they should not be in Contact with anyone in the organization and asked to leave and we can set up alternative ways to achieve the purpose of their visits.
 - Family Staff should be calling families for those kids who are going on H/V using the AHS guidelines for congregate care.

Phase Two – Prevention and Communal Control (March 16, 2020)

Education and School

- School closure planning with School Principal and Educational supports Manager. To support supported online learning with Educational staff and Educational support staff for continued learning for students.
- School and school gym is not to be accessed by Ranch Staff or young people at any time.
- Educational programming will be organized by Oak School Principal and Educational Supports Manager:

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- School staff who are employed by Oak Hill will work directly with young people to support the Education of young people.
- Schedule of Educational program with times, locations and students will be facilitated and delivered by Educational CYCW's.

Caring for Children

- Further promotional and teaching of **"Social Distancing"** (2 meters or 6 feet) for all staff and students. This includes meal times and may **require staggered meal schedules.**
- Continue rigor on hand hygiene: and respiratory hygiene.
- Hand Washing with soap and water:
 - Routine and practice regularly, **Minimum 1 hour.**
 - Before, during and after food preparation.
 - Before eating
 - Before and after caring for someone
 - After using bathroom
 - Cleaning a young person
 - After blowing nose, coughing or sneezing.
 - After touching an animal, animal feed and animal waste.
 - After touching garbage.
 - Alcohol Sanitizer to be used in transitions and for immediate response when needed.
- Respiratory Hygiene:
 - Continued teaching and practicing coughing and sneezing covering face into elbow not hand.
 - Use tissue when possible, dispose and wash hands.
- Staff and young people to wear clean laundered clothing every day. (no clothes worn from prior day)

Janitorial and Disinfecting

- Increased disinfecting in addition to increased cleaning with daily outside service during day time (Kostas Janitorial Services) for home settings.
- Ensure **points of contact door handles, light and alarm switches, table, counter surfaces, furnishing are disinfected after contact.**
- **Table surfaces and chairs to be disinfected pre and post Meals.**

High needs young people

- Identification of high-risk children and children close to discharging for transitional planning recommendations for alternate placements.
 - Communication with contract management and individual case workers.
- Outings to be in non-populated areas with focus on outdoor activities. **Outdoor activities a minimum of 90 minutes per day.**
- **Activity and learning activity to be schedule in 30 minute segments** through-out the day
- Canceled Ranch Ski trip to Marmot Basin, Jasper, AB.

Visitation, Conferences, Family Visits and Home Visits

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All non-essential visits onsite or offsite to be cancelled.

- Family visits and Case conferences to be reschedule and facilitated through video conferences of conference calls. If essential visits may be supervised onsite in the family trailer. Visitors screening must be completed and answered.
- Home Visits to be cancelled only under **exceptional circumstance** any Home visits to occur and require manager approval.
- **No non-essential offsite visits by staff.** If essential they may be facilitated only if screened and answered “no” to the AHS screening questions and only under exceptional circumstances.

Leadership meeting and staff meeting Scheduled for March 16, 2020 for the purpose of hearing concerns from staff and reinforcing the above practices.

General staff meeting scheduled Monday, Wednesday and Friday at 2 pm for the next two weeks.

Internal memo (March 17, 2020) inviting staff to self-disclose any related health issues that put them at a higher risk for Covid-19

Phase Three: Controls for Covid-19 and or Onsite Isolation and Quarantine

- Isolation pre—assessment
 - If a young person is showing symptoms (cough, sore throat, fever and shortness of breath) they may be isolated in the home they are living: the following must occur:
 - Assessment (online assessment) is completed on site by Oak Hill’s Nurse and the result are looking negative.
 - Any uncertainty about assessment Health link (811) should be called. The young person should remain in their room or in the program away from other children. Please attempt If in common areas staff should disinfect the common room.
- Isolation and Quarantine
 - If the pre-assessment is completed and it looks to be positive then the young person should be isolated in another program away from other young people. The young person must self-isolate for 10 days or when symptoms disappear, whichever is longer.
 - Health link (811) should be called.
 - Depending on the needs of the young person’s needs there have two options identified:
 - Option one is Whitehorse Manner and is the best option as far as health provisions.
 - Young people who currently reside in Whitehorse have been informed and are prepared for a move to other programs on short notice.
 - Young People to be aware the program they will be moved to.
 - Relocation will occur at the time quarantine is required
 - Option two is one side of Cavell Lodge.
 - Relocation plan is underway.
 - Planning is underway to determine which children can move from Cavell and into other programs to be prepared for the possible use of one wing of Cavell for isolation purposes.

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- Staff will continue to support the prior procedures and practices with disinfecting surfaces, strong hand hygiene and respiratory hygiene and universal precautions.
- Staff will be provided with personal protective equipment (isolation gowns, gloves, eye wear and masks).
- Staff are expected to wear full protective when working with kids with Covid-19 or under investigation for Covid-19.
- Staff allocated to work and care for children quarantined shall be determined:
 - based on evaluation of risk factors associated with both staff and young people.
- The strength of relationships between the young people and staff.
- Considerations for shift adjustments will be discussed.

Phase Four: Quarantine and Outbreak

This phase will take place once there are three or more young people who have tested positive for Covid-19. **Please reference Outbreak Policy. We will be completing more detailed response to the policy.**