



Covid-19 Safety Procedures

January 2022

This is a safety procedure document for the ASK Friendship Centre -Kerrisdale (ASK). This is a combined effort of the Health & Safety Committee for ASK (consisting of the full staff and management for the Centre) and is meant to ensure the safety of clients and staff at the centre. The committee used the WorkSafeBC tools and the Vancouver Coastal Health (VCH) resources to implement these procedures and practices.

What is being done at the centre

General Centre Procedures:

- Reduce the number of clients attending, based on client to staff ratios
- Family members encouraged not to enter the centre unless necessary
- Any visitors will ring the doorbell and communicate with staff before entering
- Signs posted for proper handwashing
- Clients will be required to wear a medical mask while at the Centre unless they are consuming food or drinks or are unable to wear a mask due to cognitive issues or are unable to don/doff independently.
- Clients attending program must provide proof of double vaccination. Vaccination records are securely stored on premise. Clients who are not vaccinated will be required to comply with enhanced precautions.
- Anyone feeling unwell or showing any symptoms of COVID-19 as per BCCDC ([Symptoms \(bccdc.ca\)](https://www.bccdc.ca)) will be prohibited from entering the centre.
- Anyone identified as a close contact of a confirmed case but have not been asked to stay home and self-isolate by public health should speak to the manager on duty before entering the Centre.
- If a staff or client who has attended the program and has a confirmed case of Covid-19, we will follow VCH, and Public Health direction based on the current guidelines.
- Provide families and clients safety procedures and inform of any changes

Staff, Volunteers and Contract Staff:

- All staff, volunteers, and visitors to preform frequent hand hygiene
- Reduced numbers in all areas of the centre
- Staff to follow [VCH Community Setting Dress Code](#)
- When clients are in the Centre all staff, volunteers, and contract staff (entertainers) will wear a medical mask and eye protection when providing direct personal care.
- Staff to wear full PPE (mask, eye protection, gloves, and gowns when there is a risk of coming in contact with any bodily fluids or when a client is presenting with symptoms of illness



- Volunteers and contract staff (entertainers) must provide proof of double vaccination to be in the Centre.
- Ensure that all employees, volunteers and contract staff are trained on the COVID-19 Safety Procedures. Any concerns are to be communicated with the Nurse and the management team.
- All staff are double vaccinated.
- All visitors, volunteers and contract staff are required to complete a health screening and sign in
- Staff, volunteers, contract staff will call in sick if they are not well

Cleaning:

- All centre's furniture and equipment are wipeable and cleaned regularly
- High touch areas are cleaned and disinfected twice daily
- Cleaning and disinfecting will follow [VCH Infection Prevention and Control protocols](#). All cleaning is a two-step process of cleaning and then disinfecting. Cleaning supplies will be ordered from VCH.
- Ventilation system is inspected and cleaned yearly

What is expected from clients and families

- Clients to stay home when feeling unwell, have an unexplained change in health status, or have been in contact with someone with COVID-19
- Clients to pass the health screening questions when a staff call on their scheduled days
- If a client comes in and is showing signs and symptoms of COVID-19 or any other sickness they will put on a medical mask, be isolated and the family/caregiver will be called to come and get them. Client must go for COVID-19 test, receive a negative test, and have symptoms gone to return to Centre or wait 20 days before returning. For any GI symptoms, do not return to the program for 48 hours after GI symptoms are gone
- Families will have someone available to pick up the client on short notice with up-to-date contact information
- New and existing clients must show proof of double vaccination
- All clients will be assessed prior to first day of attendance to ensure they meet the centre's eligibility requirements
- Clients can only attend one day program at a time

If you have any health or safety concerns, please call 604-263-7333 or email caring@askcentre.ca

*For people taking HandyDart to the Centre, please see Translink's Safety Plan here: <https://www.translink.ca/rider-guide/coronavirus-precautions>