



COVID-19 CLINIC SAFETY

POLICIES AND PROCEDURES

CREATIVE THERAPY CONSULTANTS
All Creative Therapy Consultant Clinics

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Introduction

Creative Therapy Consultants prioritises the health and safety office and clinic environments. As the COVID-19 pandemic is an evolving situation, this document and the guidance within are subject to change and will be updated as appropriate.

Definitions:

- **Worker:** All Employees, Contractors and Volunteers of Creative Rehabilitation Services Ltd. (CRS).
- **Office Administration:** All CRS employees hired for the Operations Team providing administrative services.
- **Client:** All individuals to which CRS provides services, referred either privately or by funders
- **Clinician/Therapist:** Occupational Therapists, Kinesiologists, Rehabilitation Assistants, Physiotherapists, Speech and Language Pathologists.
- **Visitor:** Any individual who visits our clinics, including – but not limited to – janitorial service providers, delivery personnel, building inspectors, electricians, construction workers, family.
- **Office User:** Anyone who uses a CRS clinic or office space.
- **Employee:** Hired as an employee and subject to Employment Standards Act.
- **Contractor:** Hired as a Contractor (Subcontractor) and has their own business, sole proprietorship, partnership or limited company.
- **Workplace:** All places that a worker or client meet for the purposes of CRS providing services.
- **Clinic:** CRS Clinics which may house a gym, office(s), kitchen, lounge room, staff room, laundry facility, washroom(s) which may or may not include a shower.
- **Office:** Individual office within a CRS clinic.
- **Cleaning:** The removal of visible soil; cleaning does not kill germs but is highly effective at removing them from a surface.
- **Disinfecting:** Using a chemical to kill germs on a surface; disinfecting is only effective after surfaces have been cleaned.

Therapist Procedures

Please continue to follow the CTC Coronavirus Procedures for Therapists policies (separate document).

- Step 1: Coronavirus Screening Guide
- Step 2: Consent
- Step 3: Taking Appropriate Precautions
- Step 4: Documentation

Clinic Procedures

1. Cleaning and Disinfecting

Objective: Increase cleaning and disinfecting and keep a record of all cleaning using the daily cleaning checklist.

All cleaning and disinfecting products must be Health Canada-approved in all clinics. Disinfectants with a Drug Identification Number (DIN) and a virucidal claim (efficacy against viruses) must be used. Make sure to follow instructions on the product label to disinfect effectively. Regular household cleaning and disinfecting products are effective against COVID-19 when used according to the directions on the label.

How to find out which disinfectant meets Health Canada's requirements for COVID-19:

- a) Locate the Drug Identification Number (DIN) on the disinfectant product label
- b) Look for that number on the Disinfectants for Use Against SARS-CoV-2 (COVID-19) list
<https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/list.html#tbl1>

Cleaning and disinfecting supplies initial inventory will be supplied to each clinic. Supplies inventory will require frequent monitoring. Please report weekly supplies inventory to purchases@creativetherapyconsultants.ca. Please see Appendix F of this document. For ease of printing and distribution, this document is also available in Latitude: Policies & Procedures/COVID-19/COVID-19 Clinic Safety Protocols - CTC.

1. Each clinic to print a supply of the various *Daily Clinic Cleaning Checklists*. These are customizable for your specific office if additions/deletions of items required. Make four binders to house these cleaning checklists, both blank and completed. The frequency of cleaning and disinfection will vary depending on usage. Use common sense regarding this task, if one person is using the clinic, only the touch points would require cleaning. If there are several people using the clinic, then the frequency increases with the minimum of twice daily; once in the morning and once in the afternoon. Ensure all of the information is completed on the forms in the event of an audit, it is important these are fully completed.

Complete Daily Clinic Cleaning Checklists

- a. Appendix A: Daily Clinic Cleaning Checklist – Washroom
 - i. To be completed by Therapists or, when available, an Operations Team member
- b. Appendix B: Daily Clinic Cleaning Checklist – Common Areas
 - i. To be completed by Therapists or, when available, an Operations Team member

- c. Appendix C: Daily Clinic Cleaning Checklist – Assessment Rooms
 - i. To be completed by Therapists prior and following all Client visits.
- d. Appendix D: Daily Clinic Cleaning Checklist – Administration Offices and Workstations
 - i. Each individual Operations Team Member is assigned an office or workstation. Individuals are responsible for their own area and completion of a checklist. Offices and workstations are to be used only by the assigned Team Member.

Please refer to Appendix A through D. Printable/customizable Appendixes are available in Latitude: Policies & Procedures/COVID-19/COVID-19 Clinic Safety Protocols - CTC.

- 2. Each clinic to supply cleaning checklists and protocols to the janitorial service provider. Make one binder to keep both blank and completed checklists stored in. These records must be kept in the event of future audits. These are cleaning company/clinic specific. These checklists are available in Latitude and customizable to suit each Clinic's specific needs: Latitude: Policies & Procedures/COVID-19/COVID-19 Clinic Safety Protocols - CTC.

3. Method:

- Use a "wipe-twice" method to clean and disinfect. Wipe surfaces with a cleaning agent to clean off soil and wipe again with a disinfectant.
- Increase the frequency of cleaning and disinfecting of all high traffic areas, common areas, washrooms, kitchens, and showers.
- Maintain bathrooms and showers and any associated amenities in a clean and sanitary condition. The frequency of cleaning and disinfection will vary depending on usage.
- At least twice daily, clean and disinfect high-touch/shared surfaces as per the above protocols and lists. The include – but are not limited to - doorknobs, light switches, toilet handles, faucets, taps, chairs, tables, railings, cell phones, computers, keyboards, mice, copiers/printers, remote controls, desktops, assessment room equipment and pens and commonly touched items such as binders.
- Disposable towels and spray cleaners, or disposable wipes, should be thrown into a plastic-lined garbage bin.
- Remove all communal items that cannot be easily cleaned, such as newspapers, magazines, and brochures.
- Use disposable paper cups for water and coffee for clients and workers. These should be thrown into a plastic-lined garbage bin.
- Have workers bring in their own cutlery/dishes for eating/drinking, and have workers take their own dirty dishes home to wash with a dishwasher – no communal dishes or cutlery should be used at the clinic.

- Use disposable cloths, if necessary. These should be a one-time use and thrown into a plastic-lined garbage bin.
- Garbage and Recycling: Handle with care. Practice hand hygiene. No requirement to wear gloves, however washable rubber gloves are available upon request.
- Clean and disinfect credit cards, bank cards, mail keys, office keys, garbage disposal areas keys, and such.

2. Hygiene

Objective: Maintain high levels of hygiene.

Each clinic will promote and facilitate frequent and proper hand hygiene and respiratory etiquette for Workers, Clients and Visitors to all clinics.

- Clinics to provide a means to sanitize hands at points of entry to the business and at other locations within clinics/offices where clients and workers are known to handle goods or common touch points.
- Workers must wash their hands often with soap and water for at least 20 seconds or use an antiseptic/antibacterial skin cleanser or hand sanitizer which meets Health Canada's requirements for safety, effectiveness, and quality. Locate the Natural Product Number (NPN) or Drug Identification Number (DIN) on the product label and look for that number on the hand sanitiser list: <https://www.canada.ca/en/health-canada/services/drugs-health-products/disinfectants/covid-19/hand-sanitizer.html#tbl1>.
- Hand washing with soap and water is required if the Worker or Client has visibly dirty hands.
- Glove use, alone, is not substitute for hand hygiene. Hands should be cleaned before and after using gloves.
- Take every effort to encourage respiratory etiquette (e.g., coughing or sneezing into a bent elbow, promptly disposing of used tissues in a plastic-lined trash receptacle).

Please complete a weekly inventory of hygiene products and report to purchases@creativetherapyconsultants.ca. Any items that cannot be supplied locally to your clinic will need to be ordered by the CRS Purchasing Agent.

3. Documenting Clinic Usage

Objective: Document all clinic usage by keeping daily logs documenting all persons working in or visiting the workplace.

Each clinic is to create a binder to house records of clinic usage and visitors. The log must include the date, name, role and time in and out of ALL workers, clients and visitors. CRS must be able to trace close contacts and be able to indicate (1) roles and positions of persons working

in the workplace, (2) who was working onsite at any given time, and (3) who a Worker may have worked with on any given shift.

Logs have been created and can be printed. Logs are in Latitude: Policies & Procedures/COVID-19/COVID-19 Clinic Safety Protocols – CTC and as shown in Appendix E.

4. Posters and Information

Objective: Each clinic to post up-to-date hygiene, sanitization, room occupancy and informative posters regarding COVID-19. As procedures evolve, these may need to be updated.

- Please post this information in areas where workers, clients and visitors can refer to them.
- These should be posted on the main entrance to all clinics, as well as at individual office entry doors, as well as in other highly visible areas. Hand hygiene posters should also be posted in kitchens and bathrooms.

Posters:

- Practice Physical Distancing - Appendix G
- Help Prevent the Spread of COVID-19 – Hand Hygiene - Appendix H
- Per Room Occupancy Limit - Appendix I
- Front Door Notice – Appendix J

For ease of printing, all posters are in Latitude in the Policies and Procedures Section/COVID-19/COVID-19 Clinic Safety Protocols - CTC/Posters, Notices and Information, as shown below.

Topic
▶ 1. Policies and Procedures Entire Manual
▶ 2. Hot Topics
▶ 3. Archived Older Documents
▼ COVID-19
▶ BC Financial Supports through COVID
▶ Client and Funder Notification/Website Update
▶ Client Handouts
▼ COVID-19 Clinic Safety Protocols
Admin Head Office Schedule - CTC
Cleaning Checklists - 3rd Party Janitorial Companies
Cleaning Checklists - CTC (In House)
Clinic Usage Log - CTC
COVID-19 Clinic Safety Policies & Procedures - CTC
COVID-19 Supplies Inventory/Ordering Info
Google Calendar: Booking Pen Wade Ave and Kelowna Office Space - CTC
Miscellaneous
Posters, Notices and Information - CTC

5. Personal Protective Equipment (PPE)

Objective: Each clinic will use PPE to assist with controlling the spread of COVID-19.

Business owners should conduct hazard assessments to identify existing and potential hazards related to COVID-19. Where elimination of these hazards is not possible or reasonable, they should be controlled.

Required use of PPE is based on risk of exposure to a pathogen, considering both the risk associated with a specific task/activity, as well as the source of infection (e.g., ill person). The PPE chosen by CRS is appropriate to the hazard and meets our COTBC guidelines as well as WSBC expectations.

Hazard Hierarchy Controls:

1. Engineering Controls – These control the hazard at the source (e.g., placing barriers or partitions between workers, removing seats from staff rooms, restricting access to the clinic).
2. Administrative Controls – Change the way workers, clients and visitors interact (e.g., physical distancing, limited hours of operations, respiratory etiquette, supplies and reminders for hand hygiene, increased frequency of cleaning).
3. PPE – Necessary when physical distancing of two metres or physical barriers cannot be maintained and controls the hazard at the worker/client level (e.g., gloves, eye protection, gown, masks). PPE should be stored, used and maintained as per the manufacturer's instructions for use. PPE must be discarded in a plastic-lined garbage disposal in between clients.

5.1 Therapist-Required PPE:

- Please refer to the CTC Coronavirus Procedures for Therapists policies
- Masks
- Gloves
- Eye Protection – may be reused by the same user, if manufacturer allows it and provides clear cleaning and disinfecting instruction. Assign a user's name and, after cleaning and disinfecting, store separately from other PPE.
- Gowns – may be worn if completing wound care or other high-risk assessments – in this case pre-session planning should be completed by contacting David McInerney david@creativetherapyconsultants.ca.

5.2 Office Administration Required PPE:

- Office administrative team will not be required to wear PPE.

5.3 Client Required PPE:

- Client may wear self-supplied PPE at their own choosing; however, this is not mandated.

5.4 Visitor Required PPE:

- Visitors will not be required to wear PPE.

6. Risk Prevention of Transmission

Objective: Prevent the risk of transmission of infection amongst Workers, or (as applicable) Clients and Visitors.

One of the first critical steps to preventing further transmission of disease is the implementation of quarantine and isolation procedures. It is important to understand the difference and the mandatory requirements for each.

When someone is exposed to a contagious disease, they may not always get sick. If they do become sick, there will be a period of time between being exposed and becoming sick. It can take up to 14 days for people to start experiencing COVID-19 symptoms (e.g., fever, cough, shortness of breath/difficulty breathing, sore throat or runny nose).

Quarantine and isolation refer to separating and restricting people from contact with all others to prevent transmission.

Quarantine	Isolation
Done when people are not yet sick, but have been exposed	Done when people are sick, to keep them from infecting others
The quarantine period for COVID-19 is 14 days This is because it can take up to 14 days for an individual to develop symptoms	The isolation period for COVID-19 is 10 days or until symptoms resolve, whichever is longer

If a Worker or Client does come to work sick, or becomes sick while at the workplace, the following requirements apply:

- Workers or Clients who appear to have acute respiratory illness symptoms (e.g., cough, shortness of breath) upon arrival to the workplace, or become sick while at the workplace, should begin isolation at home immediately.

- After being directed to leave the business, symptomatic Workers or Clients should follow hand hygiene and respiratory etiquette and maintain at least two metres of distance from other Workers or Clients.
- Arrangements should be made by CRS Worker for transportation home where needed; public transportation like buses, taxis or ride sharing should be avoided.
- Once a sick individual has left the workplace, clean and disinfect all surfaces and areas with which they may have come into contact.
- CRS Workers are to immediately record the names of all close contacts of the sick Worker or Client has been in contact with that day and in the 48 hours prior to when the symptoms started in the case. This information may be necessary if the sick Worker or Client later tests positive for COVID-19.

If a Worker or Client is confirmed to have COVID-19, and it is determined that other people may have been exposed to that person, Health Services may be in contact with CRS to provide the necessary public health guidance. Records may be sought up to two-weeks prior to the individual becoming ill. Workers should work cooperatively with Health Authorities to ensure those potentially exposed to the individual receive the correct guidance.

CRS clinics essentially have an isolation protocol: Therapists are responsible for dealing with all clients. The Operational Team will not have client interaction (exception Penticton Paediatrics Clinic). There are to be no unscheduled visitors – by appointment only. All Workers and Clients must be screened as per protocol.

To prevent the transmission all clinics will:

1. Use one point of entry. Some clinics have more than one entrance to the facility. Allocate one as the “main entrance”.
2. Always keep main entrance door(s) locked, as well as all other entrance/exit doors.
3. Workers must carry their clinic keys and have their alarm codes memorized or on hand, where required.
4. Admitting Visitors to the clinic:
 - a. Therapists are responsible for letting Clients into the clinics and showing the clients out.
 - b. Workers are responsible for letting Visitors in and showing them out.
 - c. The door will always remain locked and notices with our current protocol to be posted on the front (main) entry along with the telephone number(s) to call. Each office can modify the Notice to the preferred number or use the Toll-Free number which goes to CTC Client Services, where it can be forwarded to individual Clinicians. See Appendix J.
5. Upon entry, all Workers, Clients and Visitors to follow the hygiene guidelines.
6. Set-up a hand sanitisation station clearly signed with mandatory usage.
 - a. Therapists to ensure all Clients either sanitise or are escorted to the designated Client washroom, where applicable, to wash their hands.

- b. Workers to ensure all Visitors sanitise or are escorted to the designated washroom, where applicable, to wash their hands.
- 7. Use one point of entry so that *Daily Clinic Usage Log* can be completed upon all visitor entry. Please see Appendix E. Record all Worker, Client and Visitors on the Daily Clinic Usage Log and include the date, name, role, time in and time out. These logs are to be kept in a separate binder in the event of an audit.
 - a. Therapists are responsible for documenting Clients.
 - b. Workers are responsible for documenting themselves and all Visitors.
- 8. Use a reception desk or table to have Daily Usage Logs/Binders, Daily Cleaning Checklists/Binders, Sanitiser, Wipes easily accessible and ready for use. Posters and Information should be clearly visible and posted on a wall nearby.
- 9. Place posters and notices where clearly visible in Assessment rooms, washrooms, etc.
- 10. Workers will self-screen daily as per protocol. Please refer to section 10 of this document.
- 11. Workers and Clients who are ill must not visit any workplace or clinic as per protocol. Please refer to Section 6 of this document.
- 12. CRS will operate clinics on a reduced density of space usage by limiting the total number of people per clinic. Each clinic will at maximum use 50% of clinic capacity. Each person requires their own 3x3 metre work area.
- 13. Clinicians to stagger clinic appointments to ensure waiting areas are not used concurrently by different people and to allow for time to clean and disinfect.
- 14. Google Calendar must be used to book and record all clinic use and for the purposes of client visits. As above, please allow enough time for cleaning and disinfection prior to and following every appointment.
- 15. Reduced clinic usage by all Operations Team members. The Operations Team must be no more than two people per shift on a rotating schedule. The schedule to be posted in Google calendar and in the main Administration area of the Clinic.
- 16. Clients to use ONLY assigned washroom and meeting areas.
- 17. Clients are not permitted in any of the Administration areas.
- 18. Administration workstations and offices and areas to be used exclusively by the Operations Team. Each of the team has an assigned workstation or office. These areas are to be used by those individuals only.
- 19. The Operations Team is solely responsible for cleaning and sanitising their workstation or office. The third-party janitorial services will complete the regular cleaning and, in some clinics, they will also provide the twice-wipe method, where applicable/available.
- 20. Operations Team are responsible for turning on/turning off their own computers.
- 21. Team Meeting are to continue to be held virtually.

7. Rapid Response

Objective: Provide for rapid response if a Worker, Client, or member of the public develops symptoms of illness while at clinic.

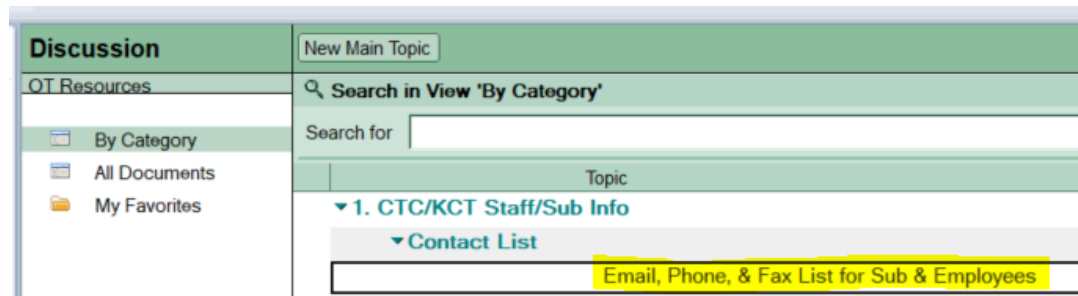
7.1 Protocol for rapid and mass communication with all Workers, if necessary

To enable quick contact with workers, CRS will maintain an up-to-date contact list for all Workers, including names, addresses and phone numbers. CRS

1. Immediately call or text David McInerney to notify.
2. Follow-up with an email and include required documentation to David McInerney.
3. David will notify all CRS Workers with details or request Nadia Hudon or one of the Operational Team members to assist.
4. Client or Worker goes home – cleaning company called. Worker self-isolates and consults doctor. Client reports positive/negative test to clinic.

CRS updates Worker email groups within Latitude so that a mass email can be sent out with ease. These group emails are shared with David, Nadia and the Operational Team on a regular basis.

CRS has an up to date list of all Workers in Latitude: CTC/KCT Staff-Sub Info/Contact List/Email, Phone & Fax List for Sub & Employees. Please see diagram of location below.



7.2 Protocol for educating staff of the importance to protect themselves from infection while on and off work – for example, while at home, carpooling, etc.

We encourage all workers to remain up to date with developments related to COVID-19.

8. Hazard Assessments

Object: Conduct hazard assessments on all tasks performed in the clinic.

CRS will consider clinic closure or suspension of specific tasks where the risk of transmission of infection to workers and clients cannot be mitigated.

Protocol for Workers in clinic as above.

9. Risk Prevention and Mitigation Outside the Workplace

All Workers are expected to follow public health guidance whilst at work and during personal time.

10. Client and Daily Worker Screening

Objective: Provide active daily screening of workers and clients for COVID-19 symptoms.

10.1 Client Screening

Client screening is the responsibility of the therapist. Please refer to the CTC Coronavirus Procedures for Therapists policies.

Clients who are sick with cold-like symptoms such as cough, fever, runny nose, sore throat or shortness of breath, MUST NOT be in the workplace. Workers will be advised to return home.

10.2 Daily Worker Screening

Workers will self-screen daily for COVID-19 symptoms. Protocol for conducting daily health check/screening of Workers for COVID-19 upon arrival (Suggested questionnaire below). If a Worker answers YES to any of the questions, the individual SHOULD NOT be allowed on the business premises. Facilities should observe Workers for any of the symptoms listed above.

1.	Do you have any of the below symptoms:		
	Fever (greater than 38.0C)	YES	NO
	Cough	YES	NO
	• Shortness of Breath / Difficulty Breathing	YES	NO
	• Sore throat	YES	NO
	• Runny Nose	YES	NO
2.	Have you, or anyone in your household travelled outside of Canada in the last 14 days?	YES	NO
3.	Have you, or anyone in your household been in contact in the last 14 days with someone who is being investigated or confirmed to be a case of COVID-19?	YES	NO
4.	Are you currently being investigated as a suspect case of COVID-19?	YES	NO
5.	Have you tested positive for COVID-19 within the last 10 days?	YES	NO

Workers with symptoms such as cough, fever, shortness of breath, runny nose, or sore throat symptoms to complete the self assessment and get tested for COVID-19.

Order 05-2020 legally obligates individuals who have a cough, fever, shortness of breath, runny nose, or sore throat (that is not related to a pre-existing illness or health condition) to be in isolation for 10 days from the start of symptoms, or until symptoms resolve, whichever takes longer.

These requirements must be followed regardless of whether or not the individual has been tested for COVID-19.

Workers who are sick with cold-like symptoms such as cough, fever, runny nose, sore throat or shortness of breath, MUST NOT be in the workplace. Workers will be advised to return home if they are sick.

Changes to the BC Employment Standards Act will allow full and part-time employees to take 14 days of job-protected leave if they are:

- Required to isolate.
- Caring for a child or dependent adult who is required to isolate.
- Workers are not required to have a medical note.

These measures are considered to be temporary and will be repealed once they are no longer necessary.

<https://www.cwilson.com/bc-passes-job-protection-legislation-related-to-covid-19/>

Appendix A

Daily Clinic Cleaning Checklist - Washrooms

Company Name: Creative Therapy Consultants

Date: _____ Time: AM: _____ PM: _____

Name of Cleaner: AM: _____ PM: _____

Item	Cleaned AM Check (✓)	Sanitised PM Check (✓)	Cleaned AM Check (✓)	Sanitised PM Check (✓)
Light Switches				
Door Handles (Interior/Exterior)				
Sanitizer Dispensers				
Cupboard Door Handles				
Faucet				
Soap Dispenser				
Grab Bar				
Toilet Seat				
Flush Mechanism				
Shower				

SAMPLE ONLY:

Customizable Lists are available in Latitude/Policies & Procedures/COVID-19/Cleaning Checklists – CTC (In House)

Appendix B

Daily Clinic Cleaning Checklist – Common Areas

Company Name: Creative Therapy Consultants

Date: _____ **Time: AM:** _____ **PM:** _____

Name of Cleaner: AM: _____ **PM:** _____

Item	Cleaned AM	Sanitised PM	Cleaned AM	Sanitised PM
	Check (✓)	Check (✓)	Check (✓)	Check (✓)
Light Switches				
Door Handles (Interior/Exterior)				
Sanitizer Dispensers				
Alarm Panel				
Chairs/Arms				
Front Desk: Surface, Pen, Binders (and				
Copier/Fax Machines				
Kitchen Counters				
Microwave				
Fridge Handle				
Kitchen Taps				
Coffee Maker/Kettle				
Dishes (avoid using where possible, bring your				
Cupboard Door Handles				
Water Cooler				
Heat/AC Control Panel				
Water Cooler				

SAMPLE ONLY:

Customizable Lists are available in Latitude/Policies & Procedures/COVID-19/Cleaning Checklists – CTC (In House)

Appendix C

Daily Clinic Cleaning Checklist – Assessment Room

Company Name: Creative Therapy Consultants

Date: _____ **Time: PRE:** _____ **POST:** _____

Name of Therapist: _____

Item	Pre-Cleaned Check (v)	Pre-Sanitized Check (v)	Post-Cleaned	Post-Sanitised
			Check (v)	Check (v)
Light Switches				
Door Handles (Interior/Exterior)				
Sanitizer Dispensers				
Pens				
Assessment Tools and Equipment				
Desk and Table Surfaces/Edges				
Chairs/Arms				
Computer/Keyboard/Mouse				
Cell Phone/Phone				
Gym Equipment				
Chairs/Arms				

SAMPLE ONLY:

Customizable Lists are available in Latitude/Policies & Procedures/COVID-19/Cleaning Checklists – CTC (In House)

Appendix D

Daily Clinic Cleaning Checklist – Admin Workstations/Offices

Company Name: Creative Therapy Consultants

Date: _____ Time: AM: _____ PM: _____

Name of Cleaner: AM: _____ PM: _____

Item	Cleaned AM	Sanitised AM	Cleaned PM	Sanitized PM
	Check (✓)	Check (✓)	Check (✓)	Check (✓)
Light Switches				
Door Handles (interior/exterior)				
Sanitizer Dispensers				
Pens				
Computer/Keyboard/Mouse				
Desk and Table Surfaces/Edges				
Chairs/Arms				
Cell Phone/Phone				
Adding Machines				
Copier/Fax Machines				
Lamps				
Chairs/Arms				

SAMPLE ONLY:

Customizable Lists are available in Latitude/Policies & Procedures/COVID-19/Cleaning Checklists – CTC (In House)

Appendix E

CTC: CLINIC USAGE LOG

OFFICE: _____

Please record names of all individuals who have been in the clinic.

Please prepare a binder to keep these in for future reference in the event of an audit.

DATE:	NAME and ROLE:	TIME IN:	TIME OUT:
i.e. 04May2020	David McInerney/OT	10:20 am	11:25 am
04May2020	Mavis/Janitor	4:30 pm	7:30 pm
05May2020	Jo Smith/Electrician	7:30 am	9:00 am

SAMPLE ONLY:

Customizable List is available in Latitude/Policies & Procedures/COVID-19/Clinic Usage Log - CTC

CLINICIANS to sign in/out their clients for these reasons:

1. Protect Client confidentiality (other people seeing the names on the log).
2. Less people touching the log and pen (less cleaning).
3. The information will be recorded fully and accurately.
4. This can be done once the client is settled in the assessment room (keep logs in OT Assessment rooms for this purpose as well as one at the front for all other visitors and staff).
5. This is up to each individual office, but seems like it would be a good system.

Appendix F

CTC: CLEANING, DISENFECTING, SANITISING & PPE INVENTORY

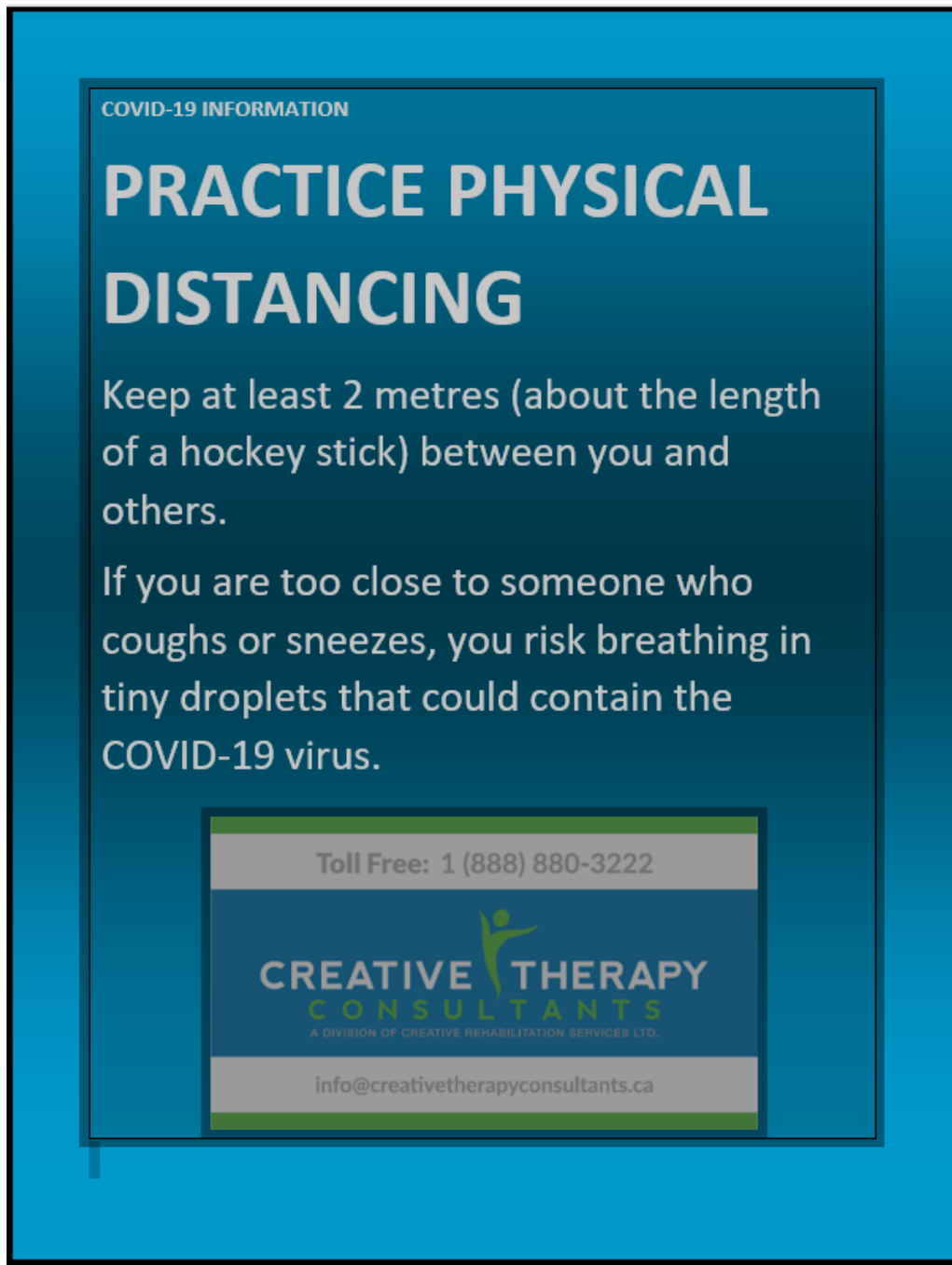
SAMPLE ONLY: EACH CLINIC HAS A LIST

Saved in Google Docs CTC Account: <https://docs.google.com/spreadsheets/d/188VvS62BGtk-cGKTr1NGUz-Koed4wn7G/edit#gid=1041396495>

Office:	PENTICTON MAIN			
Address to Ship to:	101-196 Wade Ave Penticton BC, V2A 1T6			
<u>Item</u>	<u>Ordered/Shipped</u>	<u>Supplier</u>	<u>Reorder (amount needed)</u>	<u>Order person</u>
Gloves				
Small 2		Sussex Janitorial		
Med 2		Sussex Janitorial		
Large 2		Sussex Janitorial		
Xlarge				
Masks (200 cnt)	3 boxes	Amazon		
Disinfectant SABER				
500 ml 1		Sussex Janitorial		
1 gallon 1		Sussex Janitorial		
Hand Sanitizer				
500 ml 1		Sussex Janitorial		
1 gallon 1		Sussex Janitorial		

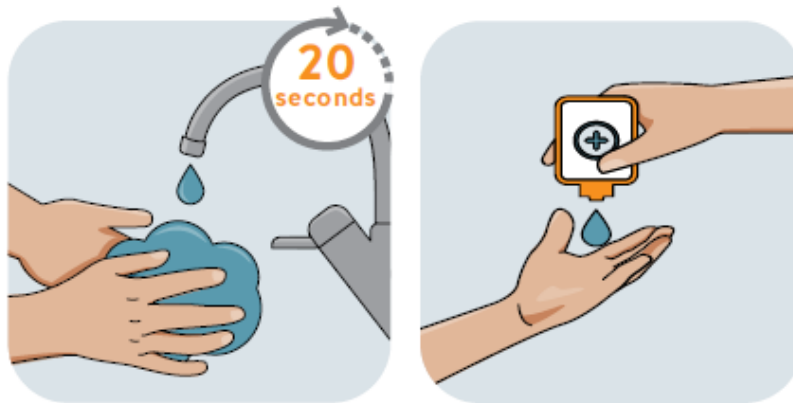
Toilet Paper	1	Amazon/costco			
Hand Soap - Dispenser					
Dish Soap	2	Amazon			
Bleach	1	Amazon/store			
Paper Towels	1	Amazon			
Garbage bags	1	Amazon			
Disposable Cups	2	Amazon			

POSTER: Practice Physical Distancing



POSTER: Help Prevent the Spread of COVID-19

Help prevent the spread of COVID-19



Wash your hands often with soap and water for 20 seconds. If soap and water aren't available, use an alcohol-based hand sanitizer.

Wash your hands:

- When you arrive at work
- Before and after going on a break
- After using the washroom
- After handling cash or other materials that have come into contact with the public
- Before and after handling shared tools and equipment
- Before and after using masks or other personal protective equipment

POSTER: Occupancy Room Limit

Help prevent the spread of COVID-19

In order to reduce risk of exposure to the virus that causes COVID-19, we are limiting the number of people in this space.

Address/room/space:

Occupancy limit: _____ **people**

[worksafebc.com](https://www.worksafebc.com)

WORK SAFE BC

Appendix J

POSTER: FRONT DOOR NOTICE



By Appointment Only

Please call 1-888-880-3222

or 236-422-4778

to advise us that you are here

and someone will be

with you shortly.

Thank you.

SAMPLE ONLY:

Customizable Lists are available in Latitude/Policies & Procedures/COVID-19/Poster, Notices and Information – CTC

Appendix K

HANDOUT/NOTICE: QUICK REFERENCE

COVID-19 POLICIES AND PROCEDURES:

The Creative Therapy Consultants team acts upon COVID-19 policies and procedures in accordance with the guidelines of the BC Ministry of Health and WorkSafeBC. These policies include COVID-19 screening for staff and clients prior to the Assessment, as well as stringent sanitising, distancing, screening and PPE-related safety procedures.

In-Clinic Assessments:

Before, during and after any Assessments, our Assessor follows strict hygiene/sanitisation procedures and maintains a two-metre physical distance as much as possible throughout – utilising a mask when the distancing is not possible, and donning gloves when necessary.

In-Clinic Visits (Clinician and Client):

1. COVID-19 Screening conducted prior to Assessment

In-Clinic Visits (Clinician):

1. Wash hands or hand sanitise immediately prior to seeing the client.
2. Wear a mask when input requires the Therapist to be closer than two metres.
3. Gloves and eyewear to be used if touching clients.
4. Maintain physical distance (two metres apart) whenever possible.
5. Wash hands or hand sanitise immediately after seeing the client
6. If at any time Therapist feels ill, no in-clinic visits.

In-Clinic Visits (Client):

1. Client washes their hands or use hand sanitiser prior to the session.
2. Client may choose to wear their own personal face mask, which they are welcome to bring to their assessment.
3. Client washes their hands or use hand sanitiser after the session.
4. If at any time Client feels ill, no in-clinic visits.

Please know that CTC places your health and safety – as well as the health and safety of our team members – as our highest priority.