

# CTC Coronavirus Procedures

Update: May 2020

CTC has developed practice procedures in response to the Coronavirus spread to date. Please follow these guidelines with every appointment.

**Important Note:** Any staff member who answers yes to any question from step 2 should discontinue any face to face contact with clients immediately. They should self-isolate and consult their treating physician regarding next steps.

## Step 1 – Risk Screening

- 1) Does my client have risk factors;
  - Over 65
  - Compromised immune system
  - Comorbidities such as heart disease, COPD, asthma.

Clients that are deemed at “high risk” (multiple risk factors) should only be seen on an emergent basis. If regular input is required, the clinician should minimise in-person contact and use virtual care as a supplement. Remember to ask yourself “is the risk of me not seeing the client greater than seeing them”

## Step 2: Coronavirus Screening Guide

Prior to meeting a client, ask them the following questions:

- 1) Have you travelled overseas or inter province recently?
- 2) Have you had a fever, cough or unusual tiredness in the last 2 weeks?
- 3) Is anyone in your household unwell with these same symptoms?
- 4) Have you been in contact with anyone with a suspected COVID case?
- 5) Do you have a immune compromised household member?
- 6) Are you uncomfortable with in-person visits?

If the client responds yes, ONLY USE a phone or video-based session. Or meet the person in clinic away from compromised family (assuming this is the only issue they identified). Clinicians have the option of seeing higher risk clients less frequently in-person and may opt to use virtual and in-person visits in combination with each other to reduce risk.

**If a client flagged symptoms you are only able to re-start in-person sessions following a confirmed negative Covid swab.**

## Step 3: Consent

Provide the client with the choice of an in-person or phone/video-based session. If the client and CTC team member agree to complete an in-person session, obtain and document consent in the case note for that session. Note that both the clinician and the OT can opt to continue virtually.

## **Step 4: Taking Appropriate Precautions**

### CTC Member Precautions

#### In clinic:

1. Wash hands or hand sanitize immediately prior to seeing the client.
2. Wear a mask when input requires the therapist to be closer than 2 metres.
3. Gloves and eye wear to be used if touching clients.
4. Maintain social distance (2 meters apart) whenever possible. If you are needing to be in close contact with the client for an assessment/treatment task, resume social distance as soon as able
5. Wash hands or hand sanitize immediately after seeing the client
6. If at any time you feel ill, do not see clients in person

#### In the community:

1. Wash hands or hand sanitize immediately prior to seeing the client.
2. Wear a mask when input requires the therapist to be closer than 2 metres.
3. Gloves and eye wear to be used if touching clients.
4. Maintain social distance (2 meters apart) whenever possible. If you are needing to be in close contact with the client for an assessment/treatment task, resume social distance as soon as able
5. Wash hands or hand sanitize immediately after seeing the client
6. If at any time you feel ill, do not see clients in person

#### Client Precautions

1. Have the client wash their hands or use hand sanitizer prior to the session
2. Provide the client with a face mask
3. Have the client wash their hands or use hand sanitizer after the session

#### Environmental Precautions

1. When able, meet clients outside instead of in their home or clinic
2. Avoid unnecessary interaction with the client's environment and equipment
3. Clean the environmnt (ex: clinic space, desk, outdoor chair) prior to and after use with sanitizing wipes
4. Clean any tools used (ex: weights, assessment kits, pens) prior to and after use with sanitizing wipes
5. Remember wash your hands each time you leave the car

## Guidelines for Support Personal

The OT is responsible for determining the suitability of ongoing therapy for each client based on that client's specific risk profile. Each RA and kin session should start with a "self-assessment" of health provider followed by a "client assessment" using step 2 above prior to each session. All other precautions apply equally to Kin/RA as above. **RA/Kin must flag concerns with OT regarding service provision immediately. The OT is ultimately responsible for all decisions regarding safety around service provision.**

### Hand Washing

CTC has ordered alcohol based hand rub which will be distributed to each location once received. Team members are encouraged to keep hand sanitizer in their car for use before and after client interactions.

### Using Soap

- Wash your hands frequently with soap and water for at least 20 seconds.
- Remove any hand or arm jewellery you may be wearing and wet your hands with warm water. Add regular soap and rub your hands together, ensuring you have lathered all surfaces for at least 15 seconds. How long is 15 seconds? The length of time it takes to sing *Happy Birthday*.
- Wash the front and back of your hands, as well as between your fingers and under your nails.
- Rinse your hands well under warm running water, using a rubbing motion.
- Wipe and dry your hands gently with a paper towel or a clean towel. Drying them vigorously can damage the skin.
- Turn off the tap using the paper towel so that you do not re-contaminate your hands. When using a public bathroom, use the same paper towel to open the door when you leave.
- If skin dryness is a problem, use a moisturizing lotion.

### Using Alcohol-based Hand Rubs

- An alcohol-based hand rub can be used if soap and water are not available.
- If your hands are visibly soiled, it is best to use soap and water. If it's not possible to wash with soap and water, use towelettes to remove the soil, then use an alcohol-based hand rub.
- Use hand rubs according to the manufacturer's instructions. Make sure your hands are dry, as wet hands will dilute the product.
- Use enough product to cover all the surfaces of your hands and fingers.
- Rub your hands together until the product has evaporated.

Source: <https://www.canada.ca/en/health-canada/services/healthy-living/your-health/diseases/benefits-hand-washing.html>

## Step 4: Documentation

When seeing a client in person, the case note should include:

- COVID screening questions were reviewed and the client responded negative
- Client was provided a choice for in-person or a video/in-person session
- Precautions the therapist would be taking were reviewed
- Verbal consent was obtained for an in-person session

## Exceptions: Who To Continue Seeing Virtually

CTC Team Members should continue to provide services via telehealth to individuals who identify as high risk. This includes: the elderly, people who are immunocompromised, and those with a history of

respiratory disease. To note, the services provider should also consider the client's family members or those living with the client who may be high risk, when determining the best services delivery method.

Clients and CTC service providers will always have a choice in how they would services will be delivered. Both the client and the CTC team members have personal choice and should never feel obligated to meet in-person.

If at any time, you are unsure if you should see a client or are symptomatic and not sure what to do, please contact David or Nadia.

### **Signs of Coronavirus**

Common signs of infection include respiratory symptoms, fever, cough, shortness of breath and breathing difficulties. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure and even death.

### **Ways to avoid contracting Coronavirus**

- **Wash your hands frequently:** Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water.
- **Social Distancing:** Maintain at least 1 metre (3 feet) distance between yourself and anyone who is coughing or sneezing.
- **Avoid touching eyes, nose and mouth**
- **Practice respiratory hygiene:** Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately.
- **If you have fever, cough and difficulty breathing, seek medical care early**

Source: <https://www.who.int/emergencies/diseases/novel-coronavirus-2019/advice-for-public>