



Owned & Operated by JAJ Martin Physiotherapist Corporation
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COVID 19- PROTOCOLS AND PROCEDURES

SCREENING

Patient screening:

- When booking appointments the admin team will screen all patients with the Covid-19 screening questionnaire (see attachment).
- Upon arrival for the appointment, the patient will complete the BC Covid-19 self-assessment tool on-line. They will have to pass the test in order to enter the facility. This will be performed with one of the admin team members and the results documented.
- If the patient does not pass the test, they will not be allowed into the facility for 10 days from onset of symptoms or until they resolve, whichever is longer. If they are concerned they may also call 8-1-1 /or go on healthlink.ca website for further input.
- Only under exceptional circumstances (eg. a minor, mobility issues) will the patient be allowed to have someone accompany them. The family member/friend will also complete the BC Covid-19 self-assessment tool and the results will be documented.
- Copies will be kept electronically

Employee screening:

- Employees will complete the BC Covid-19 self-assessment tool before their shift. They will have to pass the test in order to enter the facility. This will be performed with one of the admin team members and the results documented.
- If the employee does not pass the test, they will not be allowed into the facility and must self-isolate at home for 10 days from onset of symptoms or until they

resolve, whichever is longer. They may also call 8-1-1 /or go on healthlink.ca website for further input.

Employee sickness at work

- If an employee develops symptoms of COVID-19 at work, they are to leave work immediately and go home, self-isolate, and complete the Covid-19 self assessment tool. They will not be allowed into the facility for 10 days from onset of symptoms or until they resolve, whichever is longer. If they are concerned they may also call 8-1-1 /or go on healthlink.ca website for further input.

- All surfaces and area contact will be immediately cleaned and disinfected.
- The clinic will then record names and close contacts of the sick worker; that day and 48 hours prior to when symptoms started.
- Employee will consult Healthcare Worker RTW Decision Tree for further recommendations on when to RTW. http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_HCW_ReturnToWorkDecisionTree.pdf

Employee tests positive COVID-19:

- Self-isolation 14 days from start of symptoms.
- BC Health Services will be in contact with the Clinic to provide necessary public health guidance.
- Records may be sought up to 2 weeks prior to individual becoming ill.
- Employee will consult Healthcare Worker RTW Decision Tree for further recommendations on when to RTW. http://www.bccdc.ca/Health-Professionals-Site/Documents/COVID19_HCW_ReturnToWorkDecisionTree.pdf

- All employees will be granted immediate sick leave if displaying COVID-19 symptoms. Therapists will have their caseload assigned to other remaining therapists until they are cleared to RTW.

CLEANING/DISINFECTING

- All patients will hand sanitize their hands upon entry/exit of the clinic. If hands are visibly soiled they will wash their hands with soap and water for 20 seconds first and then use hand sanitizer.
- All staff will use proper hand hygiene as per BCCDC instructions- please refer to poster in previously sent email. This can be achieved with soap and water or hand sanitizer provided.

- All staff will use frequent hand hygiene before and after every patient and after any contact with others, before and after breaks, before donning PPE and in between each step of doffing.
- Please note glove use alone is not a substitute for hand hygiene.
- All hand sanitizers in the facility have greater than 70% alcohol.
- All staff will use respiratory etiquette (eg. Coughing/sneezing into bent elbow, promptly disposing of tissues in trash). You must re-sanitize your hands after coughing/sneezing while treating patients.
- Signage is posted throughout the clinic to remind employees and the public to practice proper hand hygiene.
- Cleaning and disinfecting throughout the facility will encompass the 'wipe-twice' method.
- Garbages will be emptied daily.

Disinfecting:

- The facility will be using a combination of Cavi-wipes and Cavicide spray. The DIN's have been approved by Health Canada for disinfectant use for COVID-19.
- We will be adhering to the 3 minute kill claim time for this product.
- Frequent cleaning(at least x2/day) and disinfecting of high touch/shared surfaces such as: door knobs, light switches, toilet handles, faucets, railings, treatment beds, water coolers, equipment, chairs, office equipment, phones, kitchen area, pens, clipboards, POS machine, etc.)
- Washrooms will not be utilized by patients unless in an emergency.
- Only staff will have access to water coolers. If a patient requires water, a staff member will assist the patient with that request.
- Staff will be required to use proper hand hygiene when using the washroom. The washrooms will be sanitized x2/day, 11am and 3pm.
- The clinic will not be supplying dishes/utensils. Please bring your own from home and take home that day.

- Also consider bringing in work clothes to change in/out upon entry/exit of clinic. Work clothes to be laundered after every shift.

Treatment rooms:

- Treatment beds and chairs will be wiped down with a microfibre cloth and immediately laundered.
- Pillowcases and napkins will be replaced and laundered after each patient.
- Linens will be laundered on a high temperature setting.
- Admin has a checklist for treatment room cleaning/sanitization.

Physio equipment:

- All gym equipment will be left in the treatment room to be disinfected by the admin team after the session.
- Electrotherapy pads will be cleaned with soap and water and pads and wires will be wiped down with Cavi-wipes.
- Ultrasound heads/laser or any equipment (dynamometer, goniometers, measuring tape, reflex hammer) that comes in contact with the skin of a patient will be wiped down with Cavi-wipes. Please leave on treatment bed.
- Theraband will be cut and given out as needed. No temporary use of bands is allowed.
- Each physio can only use their dedicated computer station. Please sanitize hands before and after use of shared phones/portable phone/laptop.
- When using the Physio computer downstairs for Physiotools. Please disinfect hands before and after to use.
- Please read Infection Prevention and Control booklet as per CPTBC. –please see email attachment.

Gym facility/upstairs functional rooms:

- No use of the gym or upstairs facilities can be used until further notice.

- An exception will be made for TKR patient's who need access to the recumbent bike. The admin team must be notified as they will need to disinfect after use.

Braces/Splints

- Please ensure the product fits correctly and is appropriate as there is a 'No return policy 'unless for a warranty concern. Please make patient aware of the policy.
- Fitting wrist/elbow braces. Have patient disinfect hands and wear gloves.
- When fitting lower limbs, lumbar spine. Fit over clothing only. Please have admin team cavi-wipe all products after fitting that they don't take home.

PPE

- All patients will be required to wear masks if physical distancing can't be adhered to.
- The admin team will only use non-procedural masks or cloth masks if 2 metre physical distancing cannot be adhered to between staff and/or patients.
- Physios/Kinesiologist will have access to KN95 masks. The recommended extended usage of N95 respirators as per CDC, is up to 8 hours continuous use or intermittently use, or 5 don/doffs(full day=1 mask/shift, ½ day=1 mask every 2 shifts). Please see reference in email. Guidelines stipulate if physical distancing is adhered to mask usage is discouraged. Use only if physical distancing with patient and/or staff is unavoidable.
- All masks will be allocated by Jena. She will place a new mask on your desk at the end of the work day for your next shift.
- Please see video for correct mask donning/doffing procedures.
- If mask incurs contamination or is soiled, please see Jena and another mask will be provided immediately.
- Please store mask in the provided paper bag when not in use.
- Wearing gloves is **not** mandatory unless during patient treatment when there may be exposure to blood/bodily fluids, or during cleaning/disinfecting practices.

If gloves are needed they are located by the physio computer downstairs. Please see video for proper donning/doffing technique. Proper hand sanitization will also continue to be adhered to.

- Outdoor signage for mandatory mask usage has also been affixed on the doors.

PHYSICAL DISTANCING

- Physical distancing measures implementations in the clinic are as follows:
 - All staff and patients must adhere to 2 metre physical distancing policies. If it is unavoidable (eg. Workstation etc,) a mask must be worn.
 - Scheduling hub and front desk will adhere to a 2 metre policy.
 - Strategic scheduling as to limit numbers of people in the clinic at one time, staff room usage, staggering breaks.
 - Planning charting time in allocated breaks to limit after work charting hours.
 - Floor, room signage installed.
 - Entrance signage affixed to doors.
 - Continued promotion and education of telehealth to every patient who books an appointment.
 - Treating therapist must maintain a 1:1 ratio of professionals to patients, thus treating more than 1 patient at the same time is prohibited.
 - Patients will be treated in 1 treatment room where they must stay for the entire duration of their session. Patients will enter/exit through 1 of 2 entrances; the whale entrance (frontdesk) or the star entrance (physio rooms).
 - Please read patient instruction sheet. See attachment in email.