

## COVID-19

### March 12, 2020

COVID-19 or the Coronavirus was declared a pandemic today. We are informed by the BC Center for Disease Control that the risk of spread in BC communities remains low, however, we must be diligent at TCS in protecting the individuals whom we serve and our staff members. This is why we are instituting some precautionary measures.

1. All nonessential meetings and travel will be cancelled including nonessential training.
2. People coming into our programs should be limited and we need to make note of everyone entering and / or have a sign in sheet. Admission must not be granted to someone who is presenting with symptoms.
3. We should cancel large gatherings and we should not be going to the movies, hockey games or pub nights. We should decrease or severely limit meeting with groups of people.
4. By now all programs should have received cleaning products for our staff members and for cleaning surfaces and door knobs. This type of cleaning needs to occur in all programs, three times per day and must be carried out by someone with the necessary skills and ability to do a thorough job.
5. Staff members or visitors who exhibit symptoms should be sent home and follow the directions on the TCS memo entitled '*How to Prevent the Spread of COVID-19*'.
6. Encourage all staff members to disclose their personal travel plans. As of today, there are 10 countries that have active COVID-19 travel advisories and this is changing daily. Staff members who travel, may be requested or required to self-isolate for a period of time.
7. We will be discussing and developing contingency plans for our programs and residences.

Anyone concerned that they may have been exposed to, or are experiencing symptoms of the coronavirus, should contact their primary care provider, local public health office, or call 8-1-1. These symptoms include coughing, sneezing, sore throat, difficulty breathing and / or a temperature above 100.3 F.

Community transmission makes the virus particularly dangerous. Community transition occurs when the virus doesn't come from a known or existing source but from a counter top, a door knob or a photocopier.

There are measures that can be taken to reduce the risk of transmission including:

- Washing your hands often and always after coughing, sneezing or blowing your nose;
- Washing with soap and water for at least 20 seconds – about the time it takes to sing Twinkle, Twinkle - or, if soap and water are not available, use an alcohol-based hand sanitizer and ideally, hands should be dried with a paper towel;
- Avoiding touching your eyes, nose, and mouth with unwashed hands;
- Avoiding close contact with people who are sick and large gatherings;
- Avoiding shaking hands and maintain a social distance of 3 – 6 feet whenever possible;
- Coughs and sneezes should be shielded with a tissue or elbow but not with bare hands; and,
- Cleaning and disinfecting frequently touched objects and surfaces.

Remember that hand washing is so easy and is one of the most effective defenses.

Please post this in a prominent area and discuss this with you staff members at your earliest convenience.

Thank you,

Bob Cornish  
CEO

The primary sources for this bulletin were the BC Centre for Disease Control and BC Government websites.

## HOW TO PREVENT THE SPREAD OF COVID-19

March 12, 2020

### The person who is sick should:

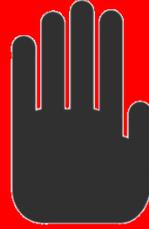
- Self-isolate while they are sick and not go to work, school, or other public areas until they no longer have symptoms of the disease and are feeling well enough to return to normal activities.
- Limit their contact with others, as much as possible – this includes household members and visitors.
- Stay in a room by themselves, including sleeping at night if possible.
- Be separated from others in the household. If they cannot be separated, they should follow respiratory etiquette, especially while others are in the same room.
- Flush toilet with the lid down – the virus may also be present in stool.

### People in the household should:

- Avoid sharing toothbrushes, cigarettes, eating utensils, drinks, towels, washcloths or bed linen.
- Keep shared spaces (e.g., kitchens, bathrooms) well ventilated, if possible.
- Avoid handling items used or touched by the patient.
- Clean all dishes and eating utensils with soap and water after use.
- Clean high-touch areas such as toilets, bedside tables and door handles daily using regular household cleaners or diluted bleach (one part bleach to nine parts water); clothes, handkerchiefs and bedclothes of the person who is sick can be cleaned using regular laundry soap and water (60-90 degrees C). use disposable gloves and protective clothing (e.g. plastic aprons, if available) when cleaning or handling surfaces, clothing, or linen soiled with bodily fluids.
- Please post this in a prominent area and discuss this with you staff members at your earliest convenience.

For further information please see <https://www.healthlinkbc.ca/health-feature/coronavirus-disease-covid-19>

# STOP



**Are you showing the following symptoms?**

- **Fever**
- **Cough**
- **Difficulty Breathing**

**These are symptoms of COVID-19.**

**To avoid spreading this virus,**

**please DO NOT ENTER.**

**Thank you!**