

## Door Script- Centre and Manor

### Staff:

- Must use the centre entrance only.
  - All staff will be screened upon entering. This includes screening questions, cleaning of hands and cell phones and temp checks. If they have or have had any of the following symptoms since their last shift, they should not be at work:
    - Temp of 37.8 degrees C or greater or signs of fever
    - New or worsening cough
    - New or worsening sore throat, hoarse voice, difficulty swallowing
    - New or worsening runny nose, sneezing, nasal congestion
    - Headache
    - Shortness of Breath
    - New onset of atypical symptoms including but NOT limited to chills, muscle aches, diarrhea, malaise (generally feeling unwell)
  - If they have had **any** symptoms of Gastrointestinal Illness, diarrhea or vomiting in the past 24 hours they are not to come to work until they are 24 hours' symptoms free (Food Services staff must be 48 hours' symptoms free).
  - If a person assigned to screen at the door requires clinical guidance related to staff's ability to work based on answers to screening questions and/or temperature or if its is clear that they are unable to work, please contact the following people so that staffing levels can be monitored:

Halifax                      8 am – 4pm (Monday-Friday)- Kathleen Gentile (902)454-3354

After these hours, evenings and weekends, Contact the Facility Supervisor.

- On-duty staff are not permitted to leave the building.
- Staff may smoke on the Harborview deck but must maintain 2 M physical distance and wash their hands with alcohol hand wash upon entering the building.

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### Northwood Homecare Staff- Tenant Care Visits- between 8:00 am and 8:00 pm

- Effective April 19, 2020 Northwood Homecare staff coming to the Halifax Campus to provide care for tenants, may enter via the Gottingen Street Entrance. Upon entrance, they will be asked health screening questions as above, clean their phones and hands and take their temperature. If their temp is above 37.5 ° refer them to Kathleen Gentile Occupational Health Nurse (Monday-Friday 8 am -4 pm) 902-454-3354 to confirm the temperature. If their temperature is above 37.8° after business hours and on weekends they need to leave the building and contact the On- call supervisor.
- Outside of 8:00 am – 8:00pm the Centre Entrance on Northwood Terrace must be used.
- Northwood Homecare employees can use the 2 Manor dining room as a space to take breaks etc. Northwood home care ONLY can go to 2 Manor dining room via going up the steps from ground floor manor up and directly to 2 Manor.

### Retirement Living Staff:

- Retirement living staff are permitted to exit via the Manor Door to smoke in the shelter instead on the Centre deck area. Staff must clean their hands upon re-entrance.

### Manor Tenants:

- Clean hands and cell phones upon entering the building and use designated elevator only.
- No visiting between residents and tenants in the Manor. No Manor or Tower tenant visitors. "Visitors" does not include Home Support or Nursing Care providers. There is a list of individuals for tenants that have been approved. This list is updated regularly by Tina Feth.

- The Tenants in the Manor are free to go to get their groceries, medication, etc. They are essentially able to leave the facility when they please. They may even go out front in the glassed in smoke area for a cigarette or walk.
- Manor tenants are not permitted in the Center Building.

### All Care Residents:

- All residents must remain on their units.
- No visiting between residents and tenants in the Manor.

A visitor may be allowed a compassionate visit. This person must be approved to visit by either the clinical charge person, Hospice, or Facility Supervisor. The person approving the compassionate visit shall notify reception that someone is expected. They must be screened as per process and then don PPE (Gown, gloves, mask, eye protection). A person from the unit must greet the visitor and escort them to the unit for the visit.

- Items may not be left at the entrance for residents.

### Contractors and Essential Service Visitors:

- Essential Service Visitors include paramedics, occupational therapists, physiotherapists, primary care providers, and oxygen therapists.
- Contractors must use the centre entrance only.
- All must will be screened upon entering including screening questions, cleaning of hands and cell phones and temperature checks.
  - If they have symptoms as above, they are to stay away from this site.
  - If they have had **any** symptoms of Gastrointestinal Illness, diarrhea or vomiting in the past 24 hours they are not to come to this site until they are 24 hours symptom free.

If you have questions, please contact Security on the portable radio Channel 7.

May 15, 2020