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| Policy #: A052 | Department: Administration |
| Date Issued: April 2020 | Date Reviewed: Feb 2021, June 2021 |
| Facility: The Mount Continuing Care Community | |
| Approved by: Lindsay Dickieson, Administrator | |

Uniform Change Policy

These requirements and recommendations apply to all staff who work in Building 1 who are directly supporting the care of the resident or their spaces. If staff are going in / out of doors, back / forth to building 1 / 2, this policy applies.

Exceptions: Accounting Technician and staff who are doing outdoor work ONLY or building 2 work ONLY (no contact with residents or resident spaces).

The second entrance – located in Building 2 – has been set up for staff.

Work Clothing / Lunches / Breaks / Personal Hygiene

Coronavirus can survive on clothing for several hours: World Health Organization (WHO) recommends laundering work clothing in the warmest setting to maintain the integrity of the clothing.

| Action | Recommended | Required |
|---|-------------|----------|
| <p>Clothing: Prior to shift: Street clothing is worn to work. Bring your work clothing in a washable bag. Change into work clothing prior to the start of your shift at the workplace.</p> <p style="text-align: center;">OR</p> <p>Clean work clothing is worn to work (freshly washed). You come immediately to work in clean work clothes (no stops on the way to work). You put your clean work clothes on just before leaving for work (not wearing the work clothes around home).</p> | √ | |
| <p>End of shift: Work clothing is removed before leaving the workplace. Change at the workplace into clean street clothes. Put work clothes in a washable bag.</p> <p style="text-align: center;">OR</p> <p>Change out of work clothes when you get home. Do not travel anywhere after work in your work clothes.</p> | √ | |
| <p>After your shift: Wash (launder) work clothes / work uniform. You must wash your uniform or work clothes after each shift.</p> | | √ |
| <p>Keep nails trimmed, no nail polish or artificial nails.</p> | | √ |
| <p>Shoes: Work shoes are dedicated to the worksite. Spray/wipe shoes with disinfectant at the end of the shift.</p> <p style="text-align: center;">OR</p> <p>If you take your work shoes home: Disinfect your work shoes prior to leaving or when you get home.</p> | | √ |
| <p>Disinfect your locker</p> | √ | |
| <p>Take home your lunch bag, lunch containers, and water bottle. Wash all these items with soap and water or in a dishwasher/washer at home before bringing them to work again.</p> | √ | |
| <p>Shower at work (facilities provided)</p> <p style="text-align: center;">OR</p> <p>Immediately when you get home</p> | √ | |
| <p>Practice physical distancing while on breaks and any other time possible as part of your work.</p> | | √ |

At all times: Practice hand hygiene. Wash your hands frequently with alcohol based hand sanitizer or soap and water.

A052 - Changing uniforms COVID

Report any flu-like illness - stay home if you have symptoms. Call your supervisor to let them know.

If you are experiencing any of the following symptoms, let your supervisor know and call the healthcare worker Covid line for direction: 1-855-354-4358. Coronavirus may be contagious in the early stages and may resemble the common cold. Not everyone gets a temperature / fever.

- Temperature over 38 Celsius
- Sore Throat or Nasal Congestion
- Muscle aches, fatigue or headaches
- Cough or Sputum Production
- Shortness of breath