
INTEROFFICE MEMORANDUM

TO: ALL STAFF
FROM: LINDSAY DICKIESON
SUBJECT: CHANGING UNIFORMS / WORK CLOTHS
DATE: APRIL 12, 2020

Below are the requirements that we all need to follow, as well as recommendations, to ensure we get through this Covid Pandemic as safely as possible. 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. There is a video to explain this.

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
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.	√	
OR		
Clothing: Prior to shift: 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).		√
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. Launder both the bag and the clothing on the hottest setting the clothing can tolerate.		√
Keep nails trimmed, no nail polish or artificial nails.		√
Have work shoes that are dedicated for The Mount. Disinfect them at the end of the shift.		√
Shoes: Work shoes are left at the worksite. Spray/wipe shoes with disinfectant at the end of the shift.		√
OR		
Shoes: If you take your work shoes home: Change in to street shoes, disinfect work shoes, and leave work shoes in a bag in your car/garage/porch.		√
Disinfect your locker	√	
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.	√	
Shower at work (facilities provided) OR Immediately when you get home	√	
Practice physical distancing while on breaks and any other time possible as part of your work.		√

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

Follow social distancing as recommended by Chief Public Health Office: Social distancing/Physical distancing:

- Stay home when you are not at work
- Encourage your family to practice safe distancing in public
- Maintain a distance of 6 feet from others when you are leaving your home
- Do not attend social outings or have visitors, only going to groceries stores, gas stations for essentials

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

Also take into consideration and let the Covid healthcare worker line know:

- Travel outside of PEI
- Contact to a suspected or confirmed positive person
- Living with someone who travelled

Note: We are required to track statistics as per the Chief Public Health Office. Please notify your supervisor if you tested positive for Covid, your identity will be kept confidential.

Following these expectations will minimize the risk of you contracting or spreading COVID-19 to your loved ones or residents in The Mount.

Thank you for your continued dedication. No one 'signed-up' for this when they decided to work in long-term care. You are all doing extraordinary work in unprecedented times.



Lindsay Dickieson
Administrator