
INTEROFFICE MEMORANDUM

TO: ALL STAFF
FROM: LINDSAY DICKIESON, ADMINISTRATOR
SUBJECT: WEARING MASKS FOR DURATION OF SHIFT, STAFF SELF-SCREENING
DATE: APRIL 23, 2020

Effective April 24, 2020, we are implementing wearing a procedural mask for the duration of the shift, and staff self-screening prior to each shift. We expect it will take a few days for everyone to get familiar with the self-screening process and the guidelines around masking. Please do your best and once you're comfortable with the process, help your colleagues 😊

Self-screening: Prior to your shift:

You received a Bamtext with a link to complete a survey before your shift on your own phone, tablet, or computer. The second option is to complete the self-assessment at a Kiosk station at The Mount: there is one outside my office for building 1, and one inside the new staff entrance in building 2 (first floor hallway). Temperatures can be taken at home if you have a medical grade thermometer meant to take body temperature, or taken at work when you come in. Infrared thermometers are located at the Kiosk stations, along with a temperature log. If possible, try to complete your self-screening before you come to work and remember to keep your distance from people while they are doing their temperature or self-screening at the kiosk.

Masks: Extended wear for the duration of your shift:

A person can have COVID-19 for 1-2 days before they have any symptoms. Because of this, universal masking for the full shift or visits for all staff and any essential visitors is required.

Mask wearing is in addition to, not a replacement for, other guidance - hand washing, physical distancing, and staying home when sick.

Be prepared to wear your mask at all times except for designated breaks. Once the mask goes on, plan to leave it on and not touch it until it is time to remove it for your break / end of shift.

Instructions:

- Go to the Kiosk station when you arrive at work. Do this FIRST, before signing in or going to your locker.
- Wash your hands with the alcohol based hand rub.
- Take ONE new mask. Bend the metal piece to fit comfortably on your nose.
- Put your mask on securely over the mouth and nose and adjust the nose piece to fit snugly. This is the last time you will adjust / touch the mask until you take it off.

At least two masks per shift will be required as mask will be removed and discarded for breaks.

As mentioned above masks will be worn at all times, and only removed and discarded in the garbage when you go on break or when you are leaving. After your break, a new mask can be obtained from:

- One of the Kiosk stations
- Next to the time clock in the staff room in building 2

If your mask becomes contaminated (wet, soiled, coughed on by a resident) it can be replaced. To obtain a new mask because yours is contaminated, please check with:

- The RN
- The Team Lead
- The Nutrition Service Supervisor
- The front office staff

We are all responsible to use only the PPE we need. PPE supply still needs to be carefully monitored and used correctly. This includes following the masking guidelines so that you do not use more masks than you need to. In order to preserve masks, some breaks have been combined. You will continue to get the same amount of time for your breaks, but you must follow the schedule for your department.

Smoke breaks are not an exception to these breaks. Smoke breaks must be included in the scheduled breaks. Staff who smoke cannot split up breaks or change break times.

As I mentioned, drinking water is OK – carefully – only if you need a quick sip during your shift and cannot wait until your break. You need to wash your hands before and after touching the earloop of your mask if you do take a sip of water. However, water bottles must be kept out of resident areas and not on medication carts. This means no water bottles / coffee / etc in kitchennettes, on med carts, or in any other resident area. Coffee or other drinks / snacks / food are only to be had on your designated breaks and in the designated break areas.

Breaks/lunches are to be only in designated staff areas, where it is safe to take off your mask and where there is no risk of cross contamination with resident items. Designated break/lunch areas are:

- Staff room in Building 1 basement
- Larger staff room in Building 2 basement
- Boardroom in Building 1 basement
- Class rooms on 1st floor Building 2
- Outside Synergy Fitness, basement of Building 1

There is to be no food or drink at work areas, kitchenettes, library, or any other area that is a resident area. These items will be removed if they are found in these areas.

Physical distancing is required at all times that it is possible – this includes breaks.

There are exceptions to wearing the mask. You do not need to wear the mask in the following situations:

- Working outdoors (grass cutting, property maintenance, etc.) where physical distance can be maintained
- Laundry staff, while working in the laundry room, when there is one staff on the laundry shift
- Staff who work in an office and the door can be closed and physical distance can be maintained
- Staff working the OBGYN shift (cleaning)
- Staff working the B2 shift (cleaning)

Thanks everyone for your hard work and patience while we navigate these unprecedented times!



Lindsay Dickieson
Administrator