

# COVID-19 SAFETY CHECKLIST - ANSWER KEY

## HAND WASHING

**QUESTION 1:** *When would you use soap and water to wash your hands?*

**ANSWER:** *As often as possible!!*

This could include:

- After coughing, sneezing or blowing your nose
- After using the washroom
- Before putting on your mask
- After removing your mask
- After cleaning and disinfecting the location
- After assisting with personal care, hygiene and toileting
- Before and after meals
- When touching “high touch” and all common surfaces
- The list goes on....

**QUESTION 2:** *In what situations would you use hand sanitizer?*

**ANSWER:**

- According to Health Agency of Canada, you can use an alcohol based hand sanitizer when soap and water is not readily available (carry a mini- hand sanitizer with you)
- Can be used if your hands are not visibly dirty
- Can be used in between hand washing with soap and water
- If you accidentally touch your face or mask
- After removing gloves (as part of PPE donning and doffing sequence)
- After removing gown (as part of PPE donning and doffing sequence)

## MASKS AND PPE

**SURGICAL MASKS – QUESTION 1:** *When is it acceptable to take off your mask?*

**Answer:**

- At breaks and at meal times- as long as you maintain the safe distance from others
- At the end of your shift- discard used mask in the Red Bio-Hazard bag for dirty masks only located at the “dirty PPE” area (and put on a CLEAN mask before leaving the location)

**SURGICAL MASKS – QUESTION 2:** *When would you change your mask?*

**Answer:**

- You would change your mask every 4 hours during your shift
- You would change or mask at any time it gets wet, soiled or contaminated

**SURGICAL MASKS – QUESTION 3:** *Can you ever pull down your mask around your chin?*

**Answer: NO!!**

- Touching your mask in any way or pulling it down around your chin could cause cross-contamination and it is not safe to do so
- Leave your mask on and only remove by the loops at meal time or breaks (ensure it is placed on a paper towel on a clean surface as per the PPE Protocol)
- Remove only when you need to change it

**PPE – QUESTION 1:** *Can you clean your gloves with hand sanitizer?*

**Answer: NO!!**

- If your gloves are dirty or contaminated to the point that they need to be sanitized, then remove your gloves and wash your hands with soap and water

**PPE – QUESTION 2:** *When is it appropriate to wear gloves?*

**Answer:**

- When providing direct care to an individual – personal care, hygiene, toileting
- When cleaning and disinfecting the location
- When cleaning and disinfecting goggles
- When doing laundry in outbreak locations
- When administering topical medication to an individual or applying a transdermal patch

**PPE – QUESTION 3:** *When is it NOT appropriate to wear gloves?*

**Answer:**

- When working in the kitchen – preparing meals, washing and drying dishes etc
- When doing paper work (maintain physical distance from others)
- When giving medication to individuals (mask must be worn at all times)
- At breaks and meal times
- When using the washroom (wash your hands with soap and water)

# MASKS AND PPE

## ***PPE – QUESTION 4:***

***What is the procedure for cleaning and sanitizing your goggles and face shield?***

### ***Answer:***

- For Goggles- Refer to the “Goggles Cleaning and Disinfection- Quick Sheet” on ShareVision
- For Face Shields: Refer to the “Face Shields- Protocol for Usage, Cleaning and Disinfecting on ShareVision

# PHYSICAL DISTANCING

## ***PHYSICAL DISTANCE – QUESTION 1:***

***How would you use physical distancing for the individuals you support- how would you do this throughout the day?***

### ***Answer:***

- Have individuals separate when having meals
- Have individuals separated when watching tv
- If it is a larger home, utilize different floors of the location to spread out
- Use chairs from other areas of the home and place them apart to create better seating arrangements
- Ensure medication is spread out in a way that allows one individual at a time to get their meds (if not brought to them)
- Encourage individuals to do activities in their bedrooms or in quiet spaces in the location
- Constant monitoring throughout the day to ensure continuous physical distancing among individuals
- BE CREATIVE

## ***PHYSICAL DISTANCE – QUESTION 2:***

***How would you use physical distancing among support staff- how you would do this throughout your shift?***

### ***Answer:***

This could include:

- Staff take breaks and meals at different times
- Only one person in the kitchen at one time
- If staff are supporting different individuals, ensure there is at least 6 feet between one staff and supported individual and another staff and supported individual
- Take turns at the computer (do not congregate around the computer) - ensure computer/screen is cleaned and disinfected as per IT directives
- Only one staff at a time in the staff office
- Do not congregate near the front door at the beginning of the shift or at the end of the shift
- Allow one person at the PPE stations at one time
- Leave location at the end of the shift – no talking in the driveway with each other
- BE AWARE OF YOUR PHYSICAL DISTANCE TO EACH OTHER AT ALL TIMES
- REMEMBER WHAT 2 METERS OR 6 FEET LOOKS LIKE
  - THE LENGTH OF A 3 SEATER SOFA
  - THE LENGTH OF A HOCKEY STICK
  - THE LENGTH OF A TWIN MATTRESS