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| **Date:** |  | **Location:** |  |

**RESPONDING TO A SUSPECTED OR CONFIRMED CASE – PERSON SUPPORTED**

*Someone you support has been exposed to someone known to have COVID-19, shows symptoms of COVID-19, or is confirmed to have COVID-19.*

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| **Stage 1 – Suspected Case** | | | |
| 1. **Obtain the following information:** | | | |
| Name of the person supported | |  | |
| Symptoms exhibited or nature of contact with the confirmed person | |  | |
| 1. **Advise staff to immediately:**   All employees in the home are to don appropriate PPE while in the neutral zone (Mask, eye protection) and quarantine zone (Mask, eye protection and gown). Gloves are to be worn when providing direct support, cleaning or when encountering potentially contaminated items such as laundry.  Call the provincial health line or public health as per your local directives  Support the person to self-isolate in the quarantine area until testing | | | |
| 1. **Follow reporting protocols:**   Notify your district designated public health contact  Notify your next-level supervisor  Ensure the appropriate employee completes SOR according to MCCSS SOR guidelines on COVID 19 reporting | | | |
| 1. **Support the person in testing and self-isolation:**   Enact transportation plan for transport to testing site or support person to receive testing in home as per public health instructions. Employees wear enhanced PPE if attending testing centre.  When the affected person returns from testing, enact their quarantine plan. The person must remain in the quarantine zone and use a separate bathroom where possible. Clean after each use.  Person wears surgical mask when leaving room (e.g. to use bathroom).  Employees know to call 911 or transport the person to a hospital if they have difficulty breathing, severe chest pain, confusion, or loss of consciousness.  Employees know to transport the person to a hospital if running low on PPE.  Employees know that no aerosolized procedures (e.g. CPAP, Nebulizers) can happen unless N95 masks and fit testing have been completed and are used. If not, person must receive treatment in hospital or relocated to location with appropriate PPE. | | | |
| 1. **Personal Protective Equipment**   Staff are advised of the need to wear a surgical mask and gloves upon entering the home and enhanced PPE (mask, gloves, gown, and goggles) when within 2 meters of the affected person or in the quarantine zone.  Post instructions from CHConnect for donning and doffing PPE outside the quarantine room.  ☐ Ensure a three-day supply of enhanced PPE on site. Communicate your PPE needs to your Area Manager. | | | |
| 1. **Enact enhanced prevention measures:**   Employees are instructed to support people who came in close contact with the person to self-isolate as per their individual self-isolation plans see [Person Supported COVID-19 Exposure Guide](https://covid19.chconnect.org/wp-content/uploads/2021/02/Person-supported-COVID-19-Exposure-Flowchart.pdf) for provincial guidance (unless their test comes back negative).  COVID-19 PPE Poster posted on the external door and outside the quarantine zone.  Enhance testing and tracking of symptoms andtemperatures of everyperson who lives in the home to a minimum of four times per day using the [COVID-19 DAILY SYMPTOM MONITORING CHECK](https://covid19.chconnect.org/).  Employees are cleaning and disinfecting the home at least twice per day as per the [ENHANCED CLEANING MEASURES](https://covid19.chconnect.org/) poster on CHConnect. | | | |
| 1. **Notify families and employees that “a person supported” is suspected to have COVID-19. Do not refer to the person by name unless speaking with their family.**   ☐ Call all families/ guardians of the people who live in the home to inform them of the suspected case and our response, starting with the affected person’s family.  ☐ Calls all employees who work at that location to inform them of the suspected case and the need for appropriate PPE practices. | | | |
| **Stage 2- Confirmed Case** | | | |
| The person will continue to isolate in the quarantine zone where possible. Follow directions from Public Health.  Update housemates, employees, and families of the confirmed case.  Inform employees they can continue to work using a surgical mask and gloves unless they too test positive for COVID-19 or develop symptoms of COVID-19, at which point they will self-isolate at home.  Enhanced PPE (surgical mask, gloves, goggles and gown) must be worn when in quarantine zone or within 2 meters of the person. If the person will not isolate, all staff just wear full PPE at all times.  Reporting—ON: Update the SOR with test results as well as our internal tracking systems; SK: Appropriate employee completes SIR according to MSS SIR guidelines on COVID-19 reporting and update our internal tracking systems.  Housemates continue to self-isolate as they await test results. Until they are confirmed by a public health test that they too have COVID-19, they should not share quarantine zones (ex. basement or bathrooms) with the confirmed case. If bathrooms must be shared, they will need to be fully disinfected after each person’s use.  Once all the people in the home and employees have tested negative for COVID 19, seek confirmation from Public Health that the outbreak is now over. | | | |
| **Name:** |  | |
| **Signature*:*** |  | |