



Eastern Health

MEMORANDUM

TO: Eastern Health Long Term Care Managers, Staff & Physicians & Applicable EOCs Who Have Shared Resources with the Long Term Care Programs

FROM: Melvin Layden, Regional Director, Long Term Care

RE: Guidelines for Transfer of Items within Sites

DATE: April 20, 2020

For the purpose of complying with direction to minimize cross contamination of items transferring to/from LTC and a shared site, the following processes have been identified. The overarching principle to consider is that this virus is transmitted through contact/droplet.

Wearing appropriate PPE, completing hand hygiene frequently, proper cleaning and restricting staff will all help to reduce the risk of potential exposure.

PPE requirements will be gloves and mask. Please ensure hand sanitizer, garbage bin for gloves and gloves are available at all transfer points. All staff should have their own personal mask.

Food Services

Food Cart Sanitization (sanitized with D4—Quat Sanitizer by Diversey):

- Carts and equipment will be cleaned and sanitized in the kitchen area before moving across site.
- Prior to meal service the employee will load supplies on the carts. The carts will be transported by an employee wearing PPE (gloves, mask) and following proper hand hygiene to drop-off point to transfer to employee on the receiving site.
- The employee giving the individual the cart would doff their gloves and perform hand hygiene at transfer point. Hand Sanitizers should be available at drop off/pick up points on both sides of the transfer point. Garbage bins should be available for disposable gloves.
- If employee picking up the cart is only delivering it to the unit, the person would then deliver the cart to the appropriate area, then doff their gloves and perform hand hygiene. If they are one delivering the food trays to residents as well, they would then doff their gloves, perform hand hygiene and put on new PPE (excluding mask) before entering a patient room. When entering resident rooms, employee would follow the appropriate routine/additional precautions specific to that resident.

- After meal service, carts are loaded with soiled dishes and employee delivers cart back to transfer point, doffs their gloves and performs hand hygiene. Receiving employee, in PPE (masks and gloves) brings the cart to the appropriate area, doff their gloves and perform hand hygiene.
- Carts to have complete cleaning and sanitization upon return to kitchen

Laundry Carts

Transferring from Central Laundry or Burin Laundry to LTC facilities (sanitized with Oxivera):

- Prior to transfer, carts are wrapped in disposable plastic wrap. Laundry carts will be loaded onto vehicle by an employee wearing PPE (gloves and mask) and following proper hand hygiene and then transported from Central Laundry or Burin to receiving at site.
- At receiving, the driver giving the employee the cart would doff their gloves (excluding their mask) and perform hand hygiene at transfer point. Hand Sanitizers should be available at drop off/pick up points on both sides of the transfer point. Garbage bins should be available for disposable gloves.
 - If required to then move within a shared site, follow process below for “Laundry Cart Process within Sites”, including return of soiled cart to original site.
- Carts are delivered to units and clean linen unloaded, as required. Once carts are loaded with soiled linen, they will be transferred back to drop off point to be transferred to Central Laundry or Burin Laundry. Employee delivers cart back at transfer point, doffs their gloves and performs hand hygiene. Receiving person would then bring the cart to the appropriate area, doff their gloves and perform hand hygiene.
- Once dirty linen is removed from cart at laundry facility, the cart is put through a cart wash machine and cleaned.
- When dirty truck is emptied at laundry facility, it is disinfected before taking another load.

Laundry Cart Process within sites (sanitized with Oxivera):

- Laundry carts will be transported by an employee wearing PPE (gloves & mask) to drop-off point to transfer to employee on the receiving site. The person giving the individual the cart would doff their gloves (excluding their mask) and perform hand hygiene at transfer point. Hand Sanitizers should be available at drop off/pick up points on both sides of the transfer point. Garbage bins should be available for disposable gloves.
- Once carts are loaded with soiled linen, they will be transferred back to drop off point. Employee delivers cart back at transfer point, doffs their gloves and performs hand hygiene. Receiving person would then bring the cart to the appropriate area, doff their gloves the destination and perform hand hygiene.
- Once dirty linen is removed from cart, the cart would receive full cleaning and sanitization.

Garbage or Other Carts

- Some sites will need a dedicated garbage cart. When full, it will be transferred to drop-off point to be transported for disposal or compactor. The person giving the individual the cart would doff their gloves (excluding their mask) and perform hand hygiene at transfer point. Hand Sanitizers should be available at drop off/pick up points on both sides of the transfer point. Garbage bins should be available for disposable gloves.
- Once garbage is removed, bin will be disinfected
- Drop off points will be cleaned regularly throughout the day by EVS staff

Meals on Wheels Delivery Process

- LTC employee wearing PPE (gloves, mask) and following proper hand hygiene to bring meals in the insulated bag from kitchen to transfer point. Disposable service ware and cutlery to be used to eliminate requirement to pickup soiled materials. Receiving employee/ driver to ensure PPE (gloves, mask) and proper hand hygiene as they enter transfer point.
- Upon transfer of meals in insulated bag, the LTC employee to doff their gloves (excluding their mask) and perform hand hygiene. Hand Sanitizers should be available at drop off/pick up points on both sides of the transfer point. Garbage bins should be available for disposable gloves.
- When delivering meals to client, staff/driver to don PPE (gloves, mask) and perform proper hand hygiene. Next, they remove meal and other supplies from insulated bag and place in individual plastic bag.
 - Ideally arrange to leave meal on door-step.
 - If required to deliver meal into home, ask client to step back 2 meters and explain if they are unaware of process. Avoid contact with surfaces within home.
 - If client requires assistance with set-up, ask them to remain away from area until the meal has been set-up and the employee has left the house.
- Upon exit of home, doff gloves and perform hand hygiene and don new PPE (excluding mask) before entering the vehicle.
- Once all orders are complete, use accel wipes to wipe surfaces of vehicle (door handles, armrest, steering wheel, console and outside of delivery bag). Doff gloves.
- Perform hand hygiene and don PPE for return of meal bag to LTC. Inform screening to call kitchen to have a staff pick up. Wait until bag is picked up before leaving to avoid cross contamination. Upon transfer, doff gloves and performs hand hygiene. Receiving person wearing PPE and using proper hand hygiene would bring the bag to the appropriate area for sanitization, doff their gloves at the destination and perform hand hygiene.
- The insulated bags to transport MOW are cleaned after returned. The bags are treated as any other soiled piece of equipment
 - Segregated in soiled holding area
 - Hand wash the interior/exterior & handles with mild soap and water
 - Sanitized with Quat 200PPM
 - Stored in a clean holding area until required

Transport from Morgue or Resident Room by Funeral Home

LTC facility to provide PPE (gloves and mask) to funeral home staff upon their entry to any LTC facility.

All facilities except AOMM and VP

- Upon arriving at facility, funeral home staff to confirm screening requirements, don PPE (gloves and mask) and ensure hand hygiene.
- Upon transfer of body and exit of resident room or morgue, funeral home staff doff their gloves, perform hand hygiene and don new PPE (excluding mask) and exit facility.

AOMM and VP

- Body is transferred to drop-off point in attached site on stretcher by an employee wearing PPE (gloves, mask) and following proper hand hygiene.

- The body is required to be transferred to the morgue stretcher, which has been brought to transfer point by staff on morgue side of site. Following transfer, the LTC employee would doff gloves and perform hand hygiene. Hand Sanitizers should be available at drop off/pick up points on both sides of the transfer point. Garbage bins should be available for disposable gloves.
- Upon arriving at facility, funeral home staff to confirm screening requirements, don PPE (gloves and mask) and ensure hand hygiene.
- Upon transfer of body and exit of resident room or morgue, funeral home staff doff their gloves, perform hand hygiene and don new PPE (excluding mask) and exit facility.

If resident who passed away is Covid-19 positive, refer to April 7, 2020 memo regarding Requirements for Release of Body.