



BOUCHER INSTITUTE
of Naturopathic Medicine

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Outbreak Response Plan

The purpose of the Outbreak Response Plan is to mitigate against a positive case to prevent an outbreak of COVID-19 in the Institute's campus or among any of its activities. It works by notifying the CMO, who works closely with members of our community who may have been exposed to COVID-19, any associated academic and administrative departments, and Both Fraser Health Authority(FHA) and the BC Provincial Health Authority (PHA).

The CMO notifies the President and communicates with affected individuals to gather information and offer assistance and guidance on managing their particular case; they work with departments on any necessary infection control actions; and they work with FHA/PHA on contact tracing or any other requirements they may identify.

The Outbreak Response Plan is activated when BINM becomes aware that a member of the community, based on specific symptoms or history, is legally required to self-isolate, or has a confirmed case of COVID-19.

How the plan is activated

1. When a student or staff/faculty member receives notification that they must self-isolate they contact one of their instructors, an Associate Dean or their supervisor or CMO directly as soon as possible.
 - 1.1. Modes of how a student or staff member receives notification:
 - 1.1.1. Used the BC COVID-19 Self-Assessment tool and it advises to self-isolate and get tested
 - 1.1.2. Temperature exceeded 37.8C on any screening test
 - 1.1.3. Contacted by FHA or PHA or other Health Authority that they may have been exposed and need to self-isolate
 - 1.1.4. Contacted by FHA or PHA or other Health Authority that they have tested positive
2. The instructor, employee or supervisor, in turn, contacts the CMO and advises them there is a self-isolating staff member or student.
3. The CMO acquires the contact information of the affected individual from The Registrar or Human Resources and reports the case to the FHA if it has not already been alerted.
4. A member of the Triage Team then contacts the individual to offer assistance and guidance on next steps, following FHA direction.
5. The Triage Team member stays in contact with the affected individual and associated department and FHA as necessary, until the case is resolved.
 - 5.1. Confidentiality will be maintained at all times unless the situation is medically urgent (or emergent), and /or should the FHA or PHA deem it necessary to disclose the name of the ill individual.

6. The CMO maintains a confidential log detailing the report of any possible exposure or confirmed case correspondences including date/time, results and follow up.

COVID-19 CONTAINMENT AND DISINFECTION OF THE FACILITY IN POSITIVE CASE ONSITE

Protocol if an Individual develops COVID-19 Symptoms on Campus

1. The individual or other member of BINM should notify the CMO and the Facilities Coordinator immediately.
2. The Facilities Coordinator will Close off areas used by the individual who is sick
 - a. ie. academics classroom area on second floor
 - i. CMO or Facilities (whichever was contacted) the individual where they have been on campus:(e.g., classroom, bathroom, common areas, clinic)
 1. Close off all areas where they have been
 2. IF the individual has been in the clinic the clinic must be closed and disinfected
 - ii. Space must be closed for a minimum of 24 hours before cleaning or disinfecting
 - b. Full operations do not need to shut down, if the affected area(s) can be closed off
3. Provide the individual an N95 mask if they are not already wearing
4. Safely separate the symptomatic individual to the Parent room on the ground floor
 - a. provide a confidential first aid assessment, including the ThriveBC assessment for COVID-19
 - b. If further immediate care is required, call 9-1-1
 - c. If further immediate care is not required, the symptomatic individual will be advised to return to their place of residence and to contact 8-1-1for further direction
 - i. Arrangements for transportation should be coordinated if required
 1. ie: if individual would take public transport a taxi should be called instead
5. Notify Facilities **facilities@binm.org** of related cleaning requirements to ensure that cleaners are dispatched to clean and disinfect the space where the individual was separated and all areas used by them (e.g., classroom, bathroom, common areas, clinic).
 - a. Protocol for cleaning and disinfection is in the following section
 - b. Space must be closed for a minimum of 24 hours before cleaning or disinfecting

6. Immediately contact and submit an Incident Report to The Chief Medical Officer kfairman@binm.org
 - a. The CMO will seek advice from the local public health authority around managing cases of COVID-19 in the institution.
 - b. The CMO will maintain and keep records on first aid reports and incidents of exposure.
 - c. The form can be found on e-Campus → Academics → Incident Report Forms

Cleaning and Disinfection of the Campus after Positive COVID-19 Case

1. The Facilities Coordinator will coordinate closing off areas used by the individual who is ill
 - a. Do not need to close operations, if the affected area can be closed off
 - i. ie academics classroom area on second floor
 - b. Space must be closed for a minimum of 24 hours before cleaning or disinfecting
 - c. If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary because the virus that causes COVID-19 has not been shown to survive on surfaces longer than this.
 - d. Do NOT deactivate central HVAC systems.
 - i. These systems tend to provide better filtration capabilities and introduce outdoor air into the areas that they serve
 - ii. Consider temporarily turning off room fans and the central HVAC system if the area will be vacuumed so that particles that escape from vacuuming will not circulate throughout the facility
2. The Facilities Coordinator will notify cleaning staff that there has been a Covid exposure and they must be outfitted with PPE:
 - a. Wear disposable gloves, masks and gowns for all tasks in the Cleaning process, including handling trash
 - b. Consider eye protection for potential splash hazards
 - c. Gloves should be removed and replaced after cleaning each room or area occupied by ill person
 - d. Perform hand hygiene between glove changes
3. Clean and disinfect all areas of the space using Health Canada approved COVID-19 disinfectant [Hard-surface disinfectants and hand sanitizers \(COVID-19\): List of disinfectants with evidence for use against COVID-19](#)
 - i. Always read and follow the directions on the label to ensure safe and effective use
 1. Read the product label for the correct concentration to use, application method, and contact time.
 - b. Classroom
 - i. All tables, desks, chairs, equipment, floors, light switches, door handles

- c. Bathroom
 - i. Sinks, faucets, toilets, towel dispensers, toilet paper dispensers, door knobs/locking mechanisms
 - d. Common area
 - i. All tables, chairs, equipment, floors, light switches, door handles
 - 1. soft(porous) surfaces ie chairs: use approved detergents or cleaners appropriate for use on these surfaces
 - e. Clinic
 - i. All treatment tables, sinks, counters, floors, light switches, door handles, chairs, small tables, lamps, desks
 - ii. Electronic equipment
 - iii. Bathroom, as above
 - f. Electronic equipment
 - i. tablets, touch screens, keyboards
 - ii. If no manufacturer guidance is available, consider the use of alcohol-based wipes or sprays containing at least 70% alcohol to disinfect touch screens. Dry surfaces thoroughly to avoid pooling of liquids.
 - g. Launder linens
 - i. Wear disposable gloves, mask and gown
 - ii. In order to minimize the possibility of dispersing virus through the air, do not shake dirty laundry.
 - iii. Wash items using the sanitizing cycle or hottest cycle, and dry completely using the hottest setting
 - 1. linen that has been in contact with an ill person can be washed with other linens
 - iv. Wipe the laundry basket with disinfecting wipes
 - v. Remove and dispose gloves and wash hands immediately
 - vi. Maintain clear separation between clean and dirty laundry
 - h. Vacuum the space if possible, using a HEPA filter vacuum if available
 - i. Do not vacuum a room or space that has people in it
 - ii. Wait until the space is empty to vacuum
 - i. Waste Management
 - i. No special precautions are required
 - ii. The facility's routine procedures are sufficient for COVID-19
 - iii. Waste that is normally considered biomedical is disposed in the usual biomedical bag/container
 - 1. If a bag is punctured or has waste spilled on the exterior, it should be placed into a second biohazard bag
 - 2. Sharps should be placed in sharps containers per usual practice.
 - iv. All bags should be securely closed for disposal. Do not compress bags or try to remove excess air
4. Remove all PPE used for the cleaning process
- a. Wash hands with soap and warm water for a minimum of 20 seconds immediately after gloves are removed

- i. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used
 - ii. However, if hands are visibly dirty, always wash hands with soap and water
5. Clean and disinfect cleaning supplies (e.g. cart, mop, mop handles, mop bucket and any reusable item)

Reopening affected area(s) of Campus

1. Once the area(s) has been appropriately disinfected, it can be reopened for use
2. Persons who were not in close contact with the person who is positive can return to work immediately after disinfection
 - a. Anyone who was in close contact with the individual without PPE must isolate for 14 days and COVID-19 testing is recommended
 - b. Anyone who was in close contact with the individual while wearing PPE may return to work/class however they should monitor for symptoms for 5 days
3. Continue with regular scheduled cleaning and disinfecting

Protocol for Reporting Unsafe Conditions

1. Employees should raise safety concerns to their Supervisor or through any member of the Health and Safety Committee.
 - a. Safety concerns requiring immediate attention should be reported to a Supervisor.
2. General concerns or comments regarding campus safety can be directed to
 - a. facilities@binm.org
 - b. and/or the Chair of Health and Safety kfairman@binm.org

Resources

For up-to-date information on COVID-19, please refer to the BC Centre for Disease Control (BCCDC) website: <http://www.bccdc.ca/health-info/diseases-conditions/covid-19>.

Reference

1. Public Health Agency of Canada (April 22, 2020). Infection prevention and control for coronavirus disease (COVID-19): Second Interim guidance for acute healthcare settings.
2. Vancouver Coastal Health (April 8, 2020). Environmental Cleaning on COVID-19 Cohort Units.
3. PICNet (September 2016). British Columbia Best Practices for Environmental Cleaning for Prevention and Control of Infections in All Healthcare Settings and Programs.
4. [COVID-19: Infection Prevention and Control Guidance for Community-Based Allied Health Care Providers in Clinic Settings](#)

5. [COVID-19 Information Sheet for Environmental Service Providers in Health Care Settings](#)
[How is COVID-19 Spread? How can you prot](#)
6. [Routine Practices and Additional Precautions for Preventing the Transmission of Infection in Healthcare Settings](#)
7. [Case or Outbreak of COVID-19 on U of A Campus | Vice-President Finance and Administration](#)
8. COVID quarantine plan DLI -protocols Section A1-6 and E25-28. CCNM