



Westlock Independence Network

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DATE: March 13, 2020

TO: All Individuals/Families

FROM: Risk Management

SUBJECT: COVID-19

WIN's Risk Management Committee is staying informed and has developed plans in the case of quarantine and illnesses. The committee reviewed precautions being promoted by Health Canada. The CDC (Centre for Disease Control) and the WHO (World Health Organization), Alberta Health Services and are distributing guidelines that we, as an agency are recommending – not just for this virus, but for cold and flu season in general. We are keeping ourselves well informed and will pass on information and recommendations.

Please click to view the attached posters:

[COVID - 19 Information for Albertans](#) **Look here for Updates and Symptoms**

[Stop the Germs! Wash your hands](#)

[COVID -19 Be Prepared](#)

For homes staffed by WIN, we are doing the following:

- hard surfaces are wiped down twice per day as part of standard operating procedures for shift change, with a sanitizing wipe or bleach solution (1.5 tbsp bleach in 1 litre of water) – door handles, remote controls, phones (cell and home), light switches, computer, mouse, taps, toilet flush handle, soap dispensers, counter tops, railings, chairs (backs, arms), fridge handle, cupboard door handles, stove handle knobs/buttons, sinks, microwave fronts, assistive equipment, keys, steering wheel, car buttons and knobs of shared vehicles, any other surfaces you think of that we have missed or specific to your home/program
- carrying hand sanitizer and wipes on outings
- first aid, 72-hour, universal precaution kits are overstocked
- hand washing as per attached poster
- ensuring we have supplies to last at least 14 days – see list attached (Covid-19 – Be Prepared)
- determining family choices should it come to quarantine

Please contact WIN if you have any questions or concerns.

Please stay calm! – together we will all stay healthy