



Manual: Emergency Measures	Policy Number: EM-PPP-01
Section:	Policy Name: Pandemic Plan Policy
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Effective Date: October 22, 2021	Revised: October 22, 2021

Purpose:

To ensure the continued delivery of services to the Village in the event of an epidemic or a pandemic emergency is declared as well as to ensure the health, safety and wellbeing of all who enter the village including residents, team members, families and support services.

Policy:

In the event that an epidemic or a pandemic is declared or anticipated, the leadership team will form an Epidemic or a Pandemic Committee that will include all appropriate Village team members including the medical director and IPAC lead. The epidemic or pandemic will be declared by the Ministry of Health and Long-Term Care.

This Committee will meet as required to discuss emerging trends related to the epidemic/pandemic and/or new related government legislation and decide how to best implement resulting changes throughout the Village.

Areas to be addressed include:

Employees

- Discuss with team members their plans for working so that departments are able to plan contingency staffing changes such as changes in shifts times, co-horting, or changes in duties.
- Change break times and break areas to allow for social distancing and maintenance of co-horts.
- Plan and implement staff screening for symptoms.
- Provide training to team members on exposure risks both inside and outside the Village, education regarding signs and symptoms to watch for and what they should do if they or their families present with symptoms or exposures are suspected.
- Plan for staff immunization (if/when available)
- Communicate to employees to ensure their direct manager and scheduling are aware if they are unable to attend work for reasons related to the Epidemic/Pandemic such as child care issues or caring for a loved one, and the IPAC lead will be notified for any staff who are suspected cases/cases/close contacts of cases.

Personal Protection Equipment

- The Village maintains an adequate supply of PPE including an epidemic/pandemic supply of all PPE including N95 respirators. The PPE is monitored by the IPAC lead. The IPAC lead assesses the “burn rate” and orders supplies accordingly.



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- All team members are fit-tested for respirators according to current legislation.
- Team members receive regular training on the care, use, and fitting of the personal protective equipment.
- During a pandemic PPE will be managed and reported on as per government legislation by the IPAC Lead.
- The IPAC lead or a designate will monitor expiry dates of PPE every quarter

Facilities Maintenance

- Implementation of a cleaning schedule including cleaning methods to guard against the spread of infection in the workplace as per best practice guidelines or as mandated through current government legislation.
- Adequate hand hygiene stations will be maintained in all appropriate setting.

Outside Contractors/Suppliers

- Department leads will communicate with outside contractors and suppliers to ensure access to services/products required for the daily business of the home.

Infection Prevention and Control

- IPAC lead responsible for ensuring policies and procedures are updated and disseminated when changes related to the pandemic arise.

Communication to Community Partners

- The Epidemic or Pandemic Committee will communicate any concerns, policy changes, or successes with their local Public Health Unit, Ministry of Health & Long-Term Care, and local Ontario Health by email. They will invite the aforementioned agencies to their meetings.

Communication of onset, end, and significant changes related to the Pandemic/Epidemic

- Refer to the emergency communication policy.
- Following the end of the Pandemic/Epidemic the IPAC lead will facilitate debrief sessions with residents, their substitute decision-makers, staff, volunteers, and students
- Following the end, or nearing the end, of the Pandemic/Epidemic the IPAC lead with input from the Pandemic/Epidemic Committee will establish a plan of how to resume normal operations



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- Following the end, or nearing the end, of the Pandemic/Epidemic the IPAC lead will communicate how those who experienced distress from the Pandemic/Epidemic can seek out, of be referred to, supports as needed

Planning for a future Pandemic/Epidemic

- The IPAC lead will facilitate a test of this policy on a yearly basis and submit documentation of the exercise to the management team.

The Outbreak Manual policies include additional information on, but is not limited to, the following:

- resident isolation
- resident co-horting
- management of symptomatic/exposed residents
- staff co-horting
- management of symptomatic/exposed staff
- process for an Outbreak Management Team
- staffing contingencies