



DEPARTMENT – ADMINISTRATION – EMERGENCY PREPAREDNESS PLAN

Planning Goals	Departments/Areas Involved and Benefits	Action Plan: who, what, where, when, how
<p>STAFFING – To maintain optimal staffing levels with little disruption to services</p>	<p>Administration Manager Administration Team Employee Schedulers Pandemic Screeners</p> <p><u>Benefits:</u> Administration department continues to run effectively for all residents, employees, essential caregivers, family members, and visitors</p>	<p><u>Screeners for Pandemic Response:</u></p> <ul style="list-style-type: none"> • Coverage for the screening/swabbing area from 5:00 am – 11:00 pm • Five (5) screeners hired on a rotating schedule with one extra as a casual/call in when needed – will replace as needed • Coverage seven (7) days a week • Registered Nurse to cover during the time that no screener in the home <p><u>Administration Staff:</u></p> <ul style="list-style-type: none"> • Three (3) Administrative Clerks full time • One (1) Administration Manager full time • Two (2) Schedulers full time
<p>INFECTION PREVENTION AND CONTROL (IPAC) - To ensure most up to date policies and procedures communicated and IPAC (Infection Prevention and Control) education is provided.</p>	<p>Administration Manager IPAC Lead Screeners Administrative Staff Schedulers</p> <p><u>Benefits:</u> to ensure all Administration employees, Schedulers and Screeners are following the most current policies, procedures, and directives in accordance with Public Health</p>	<p><u>Administration Manager:</u></p> <ul style="list-style-type: none"> • Communicate all new directives given from the Administrator, IPAC Lead, Nursing Leadership Team, the Ministry and Public Health to the Administration Clerks, Schedulers and Screeners • Communicated through various ways including communication books, e-mails, text messages, phone calls, staff meetings, Staff portal

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<p>STAFFING – Cross training throughout the Administration department</p>	<p>Administration Manager Administrative Staff Schedulers Screeners</p> <p><u>Benefits:</u> All Administration staff can ensure the department runs effectively if faced with a staffing shortage</p>	<ul style="list-style-type: none"> Administrative clerks and Schedulers to cross train on all day-to-day functions of the office, the scheduling system, payroll, payables, and screening to ensure proper coverage of tasks Administrative clerk and administrative manager to cross train on Screener tasks and procedures to assist with shortages, etc. On-going education and training to ensure all update with current procedures in the department
<p>INFECTION PREVENTION AND CONTROL (IPAC) - Ensure proper infection prevention and control measures in accordance with the current policies, procedures, and directives in accordance with Public Health.</p>	<p>Administration Manager IPAC Lead Environmental Services Manager Administration staff Schedulers Screeners</p> <p><u>Benefits:</u> to assist with ensuring the home is kept free of infections including Covid 19</p>	<p><u>Environmental Services Manager:</u></p> <ul style="list-style-type: none"> To provide proper cleaning agents and instruction on usage – providing any new cleaning procedures for future virus and/or outbreaks in accordance with Public Health guidelines <p><u>Infection Prevention and Control Lead:</u></p> <ul style="list-style-type: none"> To inform of all current practices according to current policies, procedures, and directives in accordance with Public Health <p><u>Screeners:</u></p> <ul style="list-style-type: none"> Will ensure all employees, essential caregivers, and visitors entering the home, sanitize their hands and don (put on) the proper personal protective equipment (PPE) according to current directives Will perform proper cleaning of the screener and swabbing area including doors, door handles, tables, etc. frequently while on shift Will wear appropriate PPE while on shift in accordance with the current Directives Will ensure everyone entering the home, screens themselves in and completes testing as per current directives and/or policies and procedures Will assist in IPAC measures such as Hand Hygiene audits and PPE supply stocking in home areas when in outbreak

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		<p><u>Administration Staff/Schedulers:</u></p> <ul style="list-style-type: none"> • Will perform proper cleaning of the Administration office area frequently while on shift • Will wear appropriate PPE while on shift according to current directives • Will assist the screener when necessary to ensure everyone entering the home, screens themselves in and completes testing as per current directives and/or policies and procedures • Will assist the screeners in IPAC measures such as Hand Hygiene audits and audits in home areas when in outbreak
<p>SUPPLIES – To ensure appropriate administration supplies are available when required (due to shortages)</p>	<p>Administrative clerks</p> <p><u>Benefits:</u> All Departments – requesting supplies for departmental needs</p>	<p><u>Administrative Clerks:</u></p> <ul style="list-style-type: none"> • will ensure all supplies are ordered in a timely manner to ensure they are readily available for usage when needed (coloured paper for forms, extra pens, white paper for sign in sheets, laminating for infection prevention and control measures, labels for swab requisitions) etc. • will ensure administration supplies for pandemic are coded appropriately to the pandemic costs
<p>INFECTION PREVENTION AND CONTROL (IPAC) - Assist in mitigating risk of infectious diseases in the home</p>	<p>Administration Manager Administrative Employee Schedulers Screeners</p> <p><u>Benefits:</u> reducing risk of infectious diseases entering the home</p>	<p><u>Administration Manager/Administrative Staff:</u></p> <ul style="list-style-type: none"> • Ensuring all entering the home complete the screening process in and completes testing as per current directives and/or policies and procedures • Ensuring current directives are followed for employees, essential caregivers, and visitors in the home • Wearing the appropriate PPE as per current directives <p><u>Screeners:</u></p> <ul style="list-style-type: none"> • Ensuring all entering the home complete the screening process in and completes testing as per current directives and/or policies and procedures • Ensuring current directives are followed for staff and visitors in the home • Wearing the appropriate PPE as per current directives



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ADMINISTRATION - Complete Admission Paperwork via email during the pandemic or during outbreak situations as necessary	Administration Manager Administrative Clerk <u>Benefits:</u> decreased traffic in the home, environmentally friendly (less paper printed)	<u>Administration Manager</u> <ul style="list-style-type: none"> • Email paperwork to the Power of Attorney • Receive paperwork back same way • Phone call placed to POA to discuss admission package and any questions they may have
INFECTION PREVENTION AND CONTROL (IPAC) - Provide an option of virtual tours when the home is in outbreak or if requested	Administration Manager Administrative Clerk <u>Benefits:</u> A visual of the home for prospective residents – decreased traffic in the home	<u>Administration Manager/Administrative Clerk</u> <ul style="list-style-type: none"> • When requested, appointment made for time of virtual tour • Virtual tour options – FaceTime, Zoom, Skype, or Teams meeting • Allow question and answer time for potential residents and their family members