



DEPARTMENT – DIETARY DEPARTMENT – EMERGENCY PREPAREDNESS PLAN

Planning Goals	Departments/Areas Involved and Benefits	Action Plan: who, what, where, when, how
<p>DIETARY – The goal of dietary services will be to ensure residents receive food that is safe, adequate, and tasty.</p>	<p>Dietary Manager Dietary Supervisor Dietary Aides Food Service Worker Cooks Registered Dietician</p> <p><u>Benefits:</u> Ensure continuity of food services throughout the emergency event for residents</p>	<ul style="list-style-type: none"> • Plan to continue congregated dining experience throughout the home unless indicated otherwise by outbreak status • Employees will attempt to reduce disruption to meal services and processes • If necessary, some routines may be discontinued, such as offering alternate menu items or the variety of beverages choices at snacks • Tray service implemented to residents who are isolated and/or during outbreak status as assessed by registered employees • Paper/disposable supplies may be implemented and communicated for residents in isolation and/or related to staffing contingency planning
<p>INFECTION PREVENTION AND CONTROL (IPAC) - To always practice IPAC policies and procedures in the home and when providing programming to residents</p>	<p>Dietary Manager Dietary Supervisor Dietary Aides Food Service Worker Cooks Registered Dietician IPAC Lead Nursing Department</p>	<ul style="list-style-type: none"> • Equipment will be properly disinfected before and after use following policies and procedures • Employee will ensure sanitisation/disinfecting of dishes, cutlery, equipment and all high touch following policies and procedures by adding more cleaning shifts with part time employees, if required • Personal Protective Equipment (PPE) to always be worn as set out by policies, procedures of the home and in accordance with Public Health guidelines • Residents and employees will practice proper hand hygiene before and after meal service following policies and procedures

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	<p><u>Benefits:</u> Residents and employees will benefit by decreasing the risk of contracting and spreading the infection or virus</p>	
<p>STAFFING – Staffing shortage due to outbreak and/or employee vacancy</p> <p>Plan for a significant shortage of food</p>	<p>Dietary Manager Dietary Supervisor Dietary Aides Food Service Worker Cooks Registered Dietician</p> <p><u>Benefits:</u> Plan for a significant shortage employees or food supply, review the sample emergency menus (NC-05-01-08) and ensure they are readily available for reference</p>	<ul style="list-style-type: none"> • Take into consideration only completing tasks that are essential • If necessary, some routines may be discontinued, such as offering alternate menu items or the variety of beverages choices at snacks • Communicate with employees and organize routines as necessary • Using the guide in the Emergency Preparedness Binder • Ensure the Dietary Department has a minimum supply of food, nutritional supplements, enteral formulas, cleaning chemicals/supplies, disposables, etc. • Paper/disposable supplies may be implemented and communicated for residents in isolation and/or related to staffing contingency planning • Update and post supplier information and any change in delivery schedules • Inventory of current food supply • Implement 7-day pandemic menu rotation in Meal Suite with current food supply, forecasting, diet sheets, prep and pull • If shortage of Cook: more ready to serve (RTS) and ready to use (RTU) food products to be implemented in Pandemic menu • Identify keys for storage areas for food, paper, and chemicals accessible within the home and ensure there is communication on where they are stored and rotated
<p>DIETARY CLINICAL – Continued Clinical assessments being preformed for residents that require</p>	<p>Registered Dietician Speech Language Pathologist</p> <p><u>Benefits:</u> Registered Dietitian and Speech Language Pathologist available in the home to complete</p>	<ul style="list-style-type: none"> • Optical Network Terminal (OTN) Virtual swallowing assessments with Registered Dietician or Speech Language Pathologist (SLP) if needed

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	assessments unless other direction has been given to follow policy	<ul style="list-style-type: none"> Evaluating nutritional status including liaising with other employees and healthcare professionals, observing residents at mealtime and ongoing monitoring of the acceptance and effectiveness of nutritional interventions. The College of Dieticians of Ontario is aware dietitians may be asked to perform tasks typically not part of their regular routine. Communicate daily, residents who have been placed in isolation and practice good hand hygiene and utilize appropriate PPE Registered Dietitian may be expected to perform other tasks not typically part of the dietetic scope of practice, but within their competency, i.e., they may be asked to pass beverages, serve meal, etc.
STAFFING – Determine the scheduling/location most appropriate for employees to meet resident needs	Dietary Manager Dietary Supervisor <u>Benefits:</u> To provide consistent staffing in the home areas to decrease the risk of spreading infection disease	<ul style="list-style-type: none"> Staffing schedules and assignments will be adjusted to meet the high priority needs To schedule staffing over the full compliment to allow for little disruption to service should employee become ill and unable to work in the home Schedule staff to specific home areas where they will consistently provide nutritional services without crossing over into other home areas Revised temporary job routines Employee breaks will occur in designated areas only and social distancing practiced
SUPPLIES – Supply Chain changes resident care within scope of practice	Dietary Manager Dietary Supervisor <u>Benefits:</u> secure safe supply deliveries in accordance with COVID 19 recommendations	<ul style="list-style-type: none"> Extra staffing required to distribute food safely into the kitchen and into the home areas Extra cleaning is done in between deliveries Adjustment to supplier drop off and pick up, if required Deliveries to be contactless for that employees do not interact with delivery people

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<p>INFECTION PREVENTION AND CONTROL (IPAC) - The goal of dietary services will be to ensure residents receive food that is safe, adequate, and tasty alternate to dining room services</p>	<p>Dietary Manager Dietary Supervisor Dietary Aides Food Service Worker Cooks Registered Dietician Nursing Team- RN, RPN, PSW & RCA</p> <p><u>Benefits:</u> Emergency Food service to rooms implemented if required to reduce the spread of infections</p>	<ul style="list-style-type: none"> • Mobile food cart service implemented to bedroom home areas • Change of job routines & schedule communicated to dietary employee and other departments • Use of dishes and cutlery preferred unless staffing levels decrease • Employees to work in organized teams to deliver food service door to door safely • Possible (Meal Suite) dining tickets implemented resident can select day before and leave for next meal for pick-up <u>OR</u> move to non-select food choices (one choice)- depending on staffing levels or status of outbreak • Dietary Aide/ Food Service Worker would still serve food from central server based on meal tickets • Meals would be served at four (4) per cart on trays • High-risk residents would be seated in the Dining Room at least 1m apart • Nursing employee to attend to high-risk residents and supervision in the dining room • Registered employee to supervise resident home areas during outbreak • Dietary Aide/ Food Service Worker and others available (redeployed employees from another department) would be going door to door in the resident home area • Leadership team member per home area to expedite the orders to serveries
<p>COMMUNICATION – To provide the most current communication to inform employees, residents and essential caregivers and family members regarding pertinent information</p>	<p>Leadership Team</p> <p><u>Benefits:</u> Residents, employees, essential caregivers, visitors, and family members benefit from staying informed and receiving current information</p>	<ul style="list-style-type: none"> • Pertinent information shared to employees, residents, essential caregivers, visitors, and family members regarding Activities/Restorative Care • Communication will occur through various means, but is not limited to: Resident Home Area (RHA) meetings, e-mails, employee meetings, Residents’ and Family Council Meetings, in-person, family, and employee portal etc.... • Representation from the department to attend Infection Prevention and Control Meetings • Representation from the department to attend Daily Outbreak Meetings