



**DEPARTMENT – ACTIVITIES/RESTORATIVE CARE – EMERGENCY PREPAREDNESS PLAN**

<b>Planning Goals</b>	<b>Departments/Areas Involved and Benefits</b>	<b>Action Plan: who, what, where, when, how</b>
<p><b>PROGRAMMING -</b> To provide programming to residents with little disruption to service</p>	<p>Activities Manager Activities/Restorative Care</p> <p><u>Benefits:</u> opportunity for residents to have stimulating programming for socialization/physical exercise and to decrease loneliness and isolation</p>	<ul style="list-style-type: none"> <li>• Determine programming/restorative care based on infection rate in the home</li> <li>• Residents are to be cohorted in programs</li> <li>• Group programming to be suspended in the event of an outbreak</li> <li>• Implement 1-1 programming and/or small group (if safe to do so)</li> <li>• Implement remote communication strategies to maintain connections between residents and their family members while in person general visitators are restricted</li> </ul>
<p><b>INFECTION PREVENTION AND CONTROL (IPAC) -</b> To always practice IPAC policies and procedures in the home and when providing programming to residents</p>	<p>Activities Manager Activities/Restorative Care IPAC Lead</p> <p><u>Benefits:</u> Residents and employees will benefit by decreasing the risk of contracting and spreading the infection or virus</p>	<ul style="list-style-type: none"> <li>• Personal Protective Equipment (PPE) to always be worn as set out by policies, procedures of the home and in accordance with Public Health guidelines</li> <li>• Residents and employees will practice proper hand hygiene following policies and procedures</li> <li>• Residents will practice social distancing while in programs/restorative care and wear a mask as tolerated</li> <li>• Equipment will be properly disinfected before and after use following policies and procedures</li> <li>• Employee will assist in cleaning/disinfecting high touch surfaces following policies and procedures i.e., shared office keyboards, phones, door handles, etc.</li> </ul>
<p><b>STAFFING –</b> Employee cohorting practices are to be used in the event of an outbreak to reduce the risk of spreading the infection</p>	<p>Activities Manager Activities/Restorative Care</p> <p><u>Benefits:</u> to provide consistent staffing in the home areas to decrease the risk of spreading infection or virus</p>	<ul style="list-style-type: none"> <li>• Some programming/restorative care may be suspended due to infection control risk; this will be minimized where possible</li> <li>• Employee will be designated and scheduled to a specific home area where they will consistently provide programming without crossing over into other home areas</li> <li>• Staffing schedules and assignments will be adjusted to meet the high priority needs</li> <li>• Determine if employee are required to enter into other home areas for feeding purposes only</li> <li>• Employee breaks will occur in designated areas only and social distancing practiced</li> </ul>



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<p><b>STAFFING –</b> Implement surge staffing (additional hours) to mitigate staffing shortages in the event of employee illness</p>	<p>Activities Manager</p> <p><u>Benefits:</u> All departments benefit from optimal staffing levels</p>	<ul style="list-style-type: none"> <li>• 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</li> </ul>
<p><b>STAFFING –</b> Reassign employee if required to support resident care within scope of practice</p>	<p>Activities Manager</p> <p><u>Benefits:</u> provide support to departments in need, should staffing levels decrease</p>	<ul style="list-style-type: none"> <li>• To provide support with resident care needs should staffing levels reach the threshold</li> </ul>
<p><b>COMMUNICATION –</b> 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"> <li>• Pertinent information shared to employees, residents, essential caregivers, visitors, and family members regarding Activities/Restorative Care</li> <li>• 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....</li> <li>• Representation from the department to attend Infection Prevention and Control Meetings</li> <li>• Representation from the department to attend Daily Outbreak Meetings</li> </ul>