DEPARTMENT – LIFE ENRICHMENT & RESTORATIVE CARE – EMERGENCY PREPAREDNESS PLAN

Planning Goals	Departments/Areas Involved and Benefits	Action Plan: who, what, where, when, how
PROGRAMMING - To provide programming to residents with little disruption to service	Activities Manager Activities/Restorative Care Benefits: opportunity for residents to have stimulating programming for socialization/physical exercise and to decrease loneliness and isolation	• Determine programming/restorative care based on infection rate in the home • Residents are to be co-horted in programs • Group programming to be suspended in the event of an outbreak • Implement 1-1 programming and/or small group (if safe to do so) • Implement remote communication strategies to maintain connections between residents and their family members while in person general visitators are restricted
INFECTION PREVENTION AND CONTROL (IPAC) - To always practice IPAC policies and procedures in the home and when providing programming to residents	Activities Manager Activities/Restorative Care IPAC Lead Benefits: Residents and employees will benefit by decreasing the risk of contracting and spreading the infection or virus	• 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 following policies and procedures • Residents will practice social distancing while in programs/restorative care and wear a mask as tolerated • Equipment will be properly disinfected before and after use following policies and procedures • Employee will assist in cleaning/disinfecting high touch surfaces following policies and procedures i.e., shared office keyboards, phones, door handles, etc.
STAFFING – Employee cohorting practices are to be used in the event of an outbreak to reduce the risk of spreading the infection	Activities Manager Activities/Restorative Care Benefits: to provide consistent staffing in the home areas to decrease the risk of spreading infection or virus	• Some programming/restorative care may be suspended due to infection control risk; this will be minimized where possible • Employee will be designated and scheduled to a specific home area where they will consistently provide programming without crossing over into other home areas • Staffing schedules and assignments will be adjusted to meet the high priority needs • Determine if employees are required to enter into other home areas for feeding purposes only • Employee breaks will occur in designated areas only and social distancing practiced

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STAFFING – Implement surge staffing (additional hours) to mitigate staffing shortages in the event of employee illness	Activities Manager Benefits: All departments benefit from optimal staffing levels	• 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
STAFFING – Reassign employee if required to support resident care within scope of practice	Activities Manager Benefits: provide support to departments in need, should staffing levels decrease	• To provide support with resident care needs should staffing levels reach the threshold
COMMUNICATION – To provide the most current communication to inform employees, residents and essential caregivers and family members regarding pertinent information	Leadership Team Benefits: Residents, employees, essential caregivers, visitors, and family members benefit from staying informed and receiving current information	• 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