DEPARTMENT – DIETARY DEPARTMENT – EMERGENCY PREPAREDNESS PLAN

Planning Goals	Departments/Areas Involved and Benefits	Action Plan: who, what, where, when, how
DIETARY – The goal of dietary services will be to ensure residents receive food that is safe, adequate, and tasty.	Dietary Manager Dietary Supervisor Dietary Aides Food Service Worker Cooks Registered Dietician Benefits: Ensure continuity of food services throughout the emergency event for residents and staff	• Plan to continue congregated Dining Room experience through out the home unless indicated otherwise by outbreak • Ensure that continued sanitation of dishes, equipment and all high contact surfaces continue to take place by adding more cleaning shifts with part time staff if required • New Dishwasher installed Summer 2024 • Tray service implemented to residents during outbreak as assessed by registered staff • Rolling Food Isolation Cart purchased for food delivery in outbreak October 2025 • All staff and residents should have their hands washed before and after meal service.
INFECTION PREVENTION AND CONTROL (IPAC) - To always practice IPAC policies and procedures in the home and when providing programming to residents	Dietary Manager Dietary Supervisor Dietary Aides Food Service Worker Cooks Registered Dietician IPAC Lead Nursing Department Benefits: Residents and employees will benefit by decreasing the risk of contracting and spreading the infection or virus	• 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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STAFFING – Staffing shortage due to outbreak and/or employee vacancy Plan for a significant shortage of food	Dietary Manager Dietary Supervisor Dietary Aides Food Service Worker Cooks Registered Dietician <u>Benefits:</u> Plan for a significant shortage of employees or food supply, review the sample emergency menus (NC-05-01-08), and ensure they are readily available for reference	• 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 staff and organize routines as necessary. • Ensure the Dietary Department has a minimum supply of food, nutritional supplements, enteral formulas, cleaning supplies chemicals/supplies, disposables. • Paper/disposable supplies may be implemented & communicated for residents in isolation and possibly if staffing decreases. • Update and post supplier information and any change in delivery schedules by dietary manager and FSS • Inventory of current food supply by manager and FSS • If reduction of Cooks due to staffing – more RTS & RTU food products to be implemented. • 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 FSS/Manager to rotate. • Schedule staff to specific home areas where they will consistently provide nutritional services without crossing over into other home areas. • Revised temporary job routines. • Extra staffing required to distribute food safely through the home to secured areas. Extra cleaning is done in between delivery • Adjustment to supplier drop off and pick up • Mobile food cart service implemented to bedroom home areas. • Change of job routines & schedule communicated. • Use of dishes/cutlery preferred unless staffing levels decrease. • Work in organized teams to deliver food service door to door safely.

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DIETARY CLINICAL – Continued Clinical assessments being preformed for residents that require	Registered Dietician Speech Language Pathologist Benefits: Registered Dietitian and Speech Language Pathologist available in the home to complete assessments unless other direction has been given to follow policy	• Optical Network Terminal (OTN) Virtual swallowing assessments with Registered Dietician or Speech Language Pathologist (SLP) if needed • 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 but of course, not medications.
STAFFING – Determine the scheduling/location most appropriate for employees to meet resident needs	Dietary Manager Dietary Supervisor Benefits: To provide consistent staffing in the home areas to decrease the risk of spreading infection disease	• Staffing schedules and assignments will be adjusted to meet the high priority needs • To schedule staffing over the full complement 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 Benefits: secure safe supply deliveries	• 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

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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	Dietary Manager Dietary Supervisor Dietary Aides Food Service Worker Cooks Registered Dietician Nursing Team- RN, RPN, PSW & RCA <u>Benefits:</u> Emergency Food service to rooms implemented if required to reduce the spread of infections	• Dining tickets implemented so that residents can select meal choices the day before. OR Move to non-select food choices (one choice)- depending on staffing levels • FSW would still serve food from a central server based on meal tickets • Meals would be served max 10 per cart on trays • Nursing staff to attend to high-risk care & supervision in the Dining room. • Registered staff to supervise resident home areas • FSW and others available (deployed staff from other departments) would be going door to door for meal service • Manager per home area to expedite the orders to FSW serving in serveries
COMMUNICATION – To provide the most current communication to inform employees, residents and essential caregivers and family members regarding pertinent information	Leadership Team <u>Benefits:</u> 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