

PANDEMIC PLAN – KING CITY LODGE – JANUARY 2021

Scenario	Activities	Accountability	When to initiate	Ongoing	Accountability
Scenario # 1: Staff become(s) positive	<ul style="list-style-type: none"> Send staff home (if at work), or communicate with staff and let them know they must stay home and self-isolate for 14 days (or until cleared by Public Health). 	In Charge Nurse on shift	Immediately	Get updates from staff every 3 days until cleared	Nrsg. Admin. Assist
	<ul style="list-style-type: none"> Notify Public Health 	In Charge Nurse on Shift	Immediately	Daily	Lead Manager On site/Call
	<ul style="list-style-type: none"> Notify MOHLTC, LHIN and MOL 	Administrator	Same day	Daily calls or as directed by Public Health	Administrator
	<ul style="list-style-type: none"> Initiate Line listing and submit to Public Health 	Nrsg. Admin. Assist	Immediately	Daily	Nrsg. Admin. Assist
	<ul style="list-style-type: none"> Initiate the Pandemic checklist (appended) to this plan. 	Lead Manager on site	Immediately	Daily updates	Lead Manager On site/Call
	<ul style="list-style-type: none"> Isolate all residents to their room (if applicable) 	In Charge Nurse on Shift	Immediately	Daily review	Director of Clinical Care and Quality
	<ul style="list-style-type: none"> Place PPE carts outside each room 	In Charge Nurse on Shift	Immediately	Daily ensure all PPE supplies readily available to staff	Director of Clinical Care and Quality
	<ul style="list-style-type: none"> Signage for contact and droplet precautions posted on the main door – Follow Public Health direction 	In Charge Nurse on Shift	Immediately	Daily	Director of Clinical Care and Quality r
	<ul style="list-style-type: none"> Swab staff and residents who are symptomatic or as directed by Public Health 	In Charge Nurse on Shift	Day of Positive case identified	Ongoing	Director of Clinical Care and Quality
	<ul style="list-style-type: none"> Review the last 7-day schedule for the positive staff to determine who has been exposed and provide this information to Public Health 	Nrsg. Admin. Assist	Day positive case identified	Ongoing	Nrsg. Admin Assist
	<ul style="list-style-type: none"> Review contingency staffing plan to ensure coverage in the event other staff test positive 	Nrsg. Admin. Assist	Day positive case identified	Ongoing	Nrsg. Admin. Assist

PANDEMIC PLAN – KING CITY LODGE – JANUARY 2021

Scenario	Activities	Accountability	When to initiate	Ongoing	Accountability
	<ul style="list-style-type: none"> Review IPAC practices and precautions including PPE and hand hygiene and continue auditing IPAC practices 	Lead Manager on site	Immediately	Twice daily huddles	Director of Clinical Care and Quality
	<ul style="list-style-type: none"> Active screening- all residents and all staff twice daily 	Screeners and Charge Nurse	In place as an IPAC measure	Auditing screening	Director of Clinical Care and Quality
	<ul style="list-style-type: none"> Communication with staff, families, and owner/representative 	Administrator	Day positive case identified	Weekly	Administrator
	<ul style="list-style-type: none"> Communication with residents 	Administrator	Day positive case identified	Daily reinforcement	Administrator
	<ul style="list-style-type: none"> Communication with Union 	Administrator	Same day	Weekly updates	Administrator
	<ul style="list-style-type: none"> Communication with essential providers (Physician, NP, PT, RD, Medigas, Pharmacy, Lab, Imaging) 	Management team (decide who calls who)	Same day	Weekly updates	Management team
	<ul style="list-style-type: none"> Huddles to communicate critical information to staff 	Lead Site Manager and/or In Charge Nurse	Same day	Twice daily	Director of Clinical Care and Quality
Scenario # 2: Negative resident(s) tested positive for Covid-19	<ul style="list-style-type: none"> Notify Public Health and review cohorting resident(s) and staff to contain spread 	In Charge Nurse on Shift	Immediately	Daily calls or as directed by Public Health	Lead Manager On site/Call
	<ul style="list-style-type: none"> Notify MOHLTC, LHIN and MOL 	Administrator	Same day	Daily calls or as directed by Public Health	Administrator
	<ul style="list-style-type: none"> Initiate Line listing and submit to Public Health 	In Charge Nurse on Shift with Nrsgr. Admin Assist.	Immediately	Daily	Nrsgr. Admin Assist.

PANDEMIC PLAN – KING CITY LODGE – JANUARY 2021

Scenario	Activities	Accountability	When to initiate	Ongoing	Accountability
	<ul style="list-style-type: none"> Initiate the Pandemic checklist (appended) to this plan. 	Charge Nurse on Site	Immediately	Daily updates	Lead Manager On site/Call
	<ul style="list-style-type: none"> Isolate all residents to their room (if applicable) 	Charge Nurse on Site	Immediately	Daily review	Lead Manager On site/Call
	<ul style="list-style-type: none"> Place PPE carts outside each room 	Charge Nurse on Site	Immediately	Daily ensure all PPE supplies readily available to staff	Director of Clinical Care and Quality
	<ul style="list-style-type: none"> Signage for contact and droplet precautions posted on the main door, outside positive resident(s) room (s). Hand hygiene signage throughout the building 	Charge Nurse on Site	Immediately	Daily	Director of Clinical Care and Quality
	<ul style="list-style-type: none"> Swab residents and staff who are symptomatic or as directed by Public Health 	Charge Nurse on Site	Day of Positive case identified	Weekly swabs for negative staff and residents	Director of Clinical Care and Quality
	<ul style="list-style-type: none"> Review contingency staffing plan to ensure full coverage on all shifts 	Nrsg. Admin Assist.	Day positive case identified	Daily	Nrsg. Admin Assist
	<ul style="list-style-type: none"> Review IPAC practices and precautions including PPE and hand hygiene and continue auditing IPAC practices 	Lead Manager on site	Immediately	Twice daily huddles	Director of Clinical Care and Quality
	<ul style="list-style-type: none"> Active screening- all residents and all staff twice daily including temp checks 	Screener and Charge Nurse	In place as an IPAC measure	Auditing screening	Director of Clinical Care and Quality
	<ul style="list-style-type: none"> Communication with staff, families, and owner/representative 	Administrator	Day positive case identified	Weekly	Administrator
	<ul style="list-style-type: none"> Communication with residents 	Administrator	Day positive case identified	Daily reinforcement	Administrator
	<ul style="list-style-type: none"> Communication with Union 	Administrator	Same day	Weekly updates	Administrator
	<ul style="list-style-type: none"> Communication with essential providers (Physician, NP, PT, RD, Medigas, Pharmacy, Lab, Imaging) 	Management team (decide who calls who)	Same day	Weekly updates	Management team

PANDEMIC PLAN – KING CITY LODGE – JANUARY 2021

Scenario	Activities	Accountability	When to initiate	Ongoing	Accountability
	<ul style="list-style-type: none"> Daily Physician Huddles with team to review clinical status of each resident 	In Charge Nurse on Site	Same day	daily	Director of Clinical Care and Quality
	<ul style="list-style-type: none"> Staff huddles to communicate status of residents, outbreak, reinforcement of IPAC, EAP assistance, Precautions to take outside work and during breaks, etc. Updating Huddle board 	In Charge Nurse on Site/Nurse Manager	Same day	Twice daily	Director of Clinical Care and Quality
	<ul style="list-style-type: none"> PPE inventory and ensure two-week supplies 	Administrator	Same day	Daily inventory to be done by screener	Administrator
	<ul style="list-style-type: none"> Clinical documentation and POC documentation of daily care and changes in status 	In Charge Nurse	(in place already – continue with practice)	Audit daily to ensure care is documented as provided	Director of Clinical Care and Quality
	<ul style="list-style-type: none"> Depending on the number of residents testing positive – may have to initiate care changes as outlines in this Pandemic plan 	In Charge Nurse on Site	Evaluate daily to determine when to trigger	Daily evaluation	Director of Clinical Care and Quality
	<ul style="list-style-type: none"> Review leadership roles and ensure clear delineation of responsibilities with onsite presence daily. Establishment of a leadership schedule for at least 3-week periods to ensure leadership onsite 	Administrator	Same day	This becomes part of the staffing plan and daily discussions	Administrator and Nrsgr. Admin. Assist
	<ul style="list-style-type: none"> Daily leadership meetings (agenda at a minimum: Resident status, staffing for the next 72 hours, leadership presence on site, communication with external entities, staff concerns, PPE, IPAC audits) 	Administrator	Same day	Daily	Administrator
In the event care provisions change	<ul style="list-style-type: none"> Post outside each resident door – the essential care components (diet and level of assistance with feeding, ADL information, fluid intake, BM alteration in skin integrity- use current template to document this) 	In Charge Nurse on Site	TBD	Daily review to ensure staff are documenting care rendered	Director of Clinical Care and Quality

PANDEMIC PLAN – KING CITY LODGE – JANUARY 2021

Scenario	Activities	Accountability	When to initiate	Ongoing	Accountability
	<ul style="list-style-type: none"> May have to suspend POC documentation. When this happens need to have the In Charge Night registered staff document the daily care in PCC. 	In Charge Nurse on Site	TBD	Daily review to ensure documentation is done (24-hour summary report - PCC	Director of Clinical Care and Quality and RAI MDS Coordinator
	<ul style="list-style-type: none"> Additional hands-on training for agency staff and pairing agency staff with our own staff to ensure standards of care are maintained 	Director of Clinical Care and Quality	TBD	Daily	Director of Clinical Care and Quality
	<ul style="list-style-type: none"> Staggering of meal times to ensure enough time to feed each resident that needs assistance 	In Charge Nurse on Site and Nurse Manager on Call/On Site	TBD		Food and Nutrition Manager
	<ul style="list-style-type: none"> May need to consider outsourcing laundry, dietary, housekeeping depending on staffing levels 	Administrator	TBD		Administrator
	<ul style="list-style-type: none"> 1-1 activities for each resident in their rooms including PTA therapies, face time with families, window visits (if in outbreak), essential visitors for compassionate reasons (follow directive # 5) 	Life Enrichment	When residents confined to their rooms	Daily review based on resident needs	Life Enrichment
Preventative measures to reduce risk (post outbreak)	<ul style="list-style-type: none"> Physical distancing – residents (max. two residents per room ensure 6 ft apart) 	Maintenance Supervisor	Immediately	Daily monitoring to ensure in place	Administrator
	<ul style="list-style-type: none"> Physical distancing in dining room – Resident placement to ensure 6 ft physical distancing (markings on floor to identify chair, table placements, etc.) 	Maintenance Supervisor	Immediately	Daily monitoring to ensure in place	Administrator

PANDEMIC PLAN – KING CITY LODGE – JANUARY 2021

Scenario	Activities	Accountability	When to initiate	Ongoing	Accountability
	<ul style="list-style-type: none"> Screening area – staff to maintain 6 ft physical distancing 	Screeener	Ongoing	Monitor daily to ensure staff are complying with this	Administrator
	<ul style="list-style-type: none"> Staff – physical distancing in lunch room and education room during breaks 	Nurse Manager	Ongoing	Monitor daily to ensure staff are compliant	Administrator
	<ul style="list-style-type: none"> IPAC practices – reinforcement of PPE and auditing high touch areas and PPE practices (continue with a minimum of 6 audits daily) 	Nurse Manager	daily	Assign who is responsible for doing these audits daily	Director of Clinical Care and Quality
	<ul style="list-style-type: none"> PPE required for staff to wear when on site and also additional PPE required for intimate care and feeding – ensure there is clear communication posted so that all staff know 	Nurse Manager	Post outbreak	Daily monitoring and auditing	Administrator
	<ul style="list-style-type: none"> Active screening staff and residents (twice daily temp checks for residents and start and end of shift temp checks for staff, plus reviewing symptoms as part of screening to capture staff that might be exhibiting symptoms before they start working) 	Screeener	Ongoing	Monitor daily to ensure this is happening	Administrator
	<ul style="list-style-type: none"> Small group activities to ensure physical distancing 	Life Enrichment	ongoing		