**Policy # FCSS-0068.09**

**FAMILY & COMMUNITY SUPPORT SERVICES (FCSS)**

**RIMBEY COMMUNITY HOME HELP SERVICES (RCHHS)**

**POLICY**

**NAME: PANDEMIC PREPAREDNESS PLAN**

**DEPARTMENT: ADMINISTRATION**

**EFFECTIVE DATE: JUNE 17, 2009**

The Rimbey FCSS/RCHHS is a community agency that provides care to the elderly and infirm, works with the general public and will take a lead role in the event of a disaster or pandemic in the community.

Therefore, the following guidelines are in place to help when dealing with a pandemic situation:

* The agency will review and adhere to all recommendation regarding pandemic preparedness as issued by Alberta Health Services.
* Prevention of the spread of disease and best practices for avoidance will be encouraged to all staff and volunteers associated with the agency.
* Steps to minimize exposure to disease will be encouraged.
* Information regarding personal preparedness will be available for staff and volunteers of the agency.

***Rimbey FCSS/RCHHS Pandemic Priorities:***

1. Health Care Aides and Supervisors:

* Essential Care only; services would be downsized in order to manage our resources.

1. Administrative:

* Time and Billing; our system requires that Community Health completes assessments and subsequent care plans; this requires staff to dispatch, record, bill, payroll and related activities.

1. Volunteers:

* Food Bank, Meals on Wheels, Life Line; these programs may be needed and could be provided by as few as 6-8 volunteers.

1. Governance:

* Executive Director and Board Members; this group of people-currently 8-10 are key to our organization as a disaster progresses and the need for on-going decision making is necessary for the effective operations of the organization.

Revised/Reviewed Date: **May 30, 2019**

This policy will be reviewed at the discretion of the FCSS/RCHHS Board but at least annually.