

Leamington Mennonite Home
Long Term Care

**EMERGENCY MANAGEMENT
POLICY AND PROCEDURE**

CATEGORY: Outbreaks	SUBJECT: Pandemic Plan	SECTION: P
DATE: June 27, 2022	Administrator's Signature: 	POLICY: 2

PANDEMIC PLAN

POLICY:

The Home will develop a site-specific Pandemic Plan to support leaders to make best possible decisions in the context of a pandemic and to ensure site readiness, including readiness of staff.

Pandemic Plans will be implemented and used in context with and in consideration of other organizational policy & procedure manuals, including Infection Prevention & Control, Emergency Management, and other operational manuals as required.

The Home will also reference tools and direction provided by their respective Health Authority/Public Health Unit as applicable for Outbreak Response/Outbreak End.

Under the direction of the Administrator, the Pandemic Plan will be implemented, and the necessary audits completed to ensure safety and risk mitigation during a pandemic.

The Home's Pandemic Plan is to be reviewed annually or more frequently as needed, with updates to site-specific processes as required.

It is noted that in the event of a pandemic, information and requirements may change rapidly as the situation evolves. Provincial mandates will supersede local practice as the highest authority where applicable.

PROCEDURE:

The Pandemic Plan will be reviewed and approved by:

- Administrator
- Director of Nursing & Personal Care
- Infection Prevention and Control Lead
- Local Public Health/Health Authority as required

The Pandemic Plan will also be reviewed with the Medical Advisory/Professional Advisory Committees and with Residents' and Family Councils, as well as with community agencies, healthcare service providers, and resources that may be involved in pandemic response at the local level.

The Administrator or designate will:

- 1) Develop and maintain a specific Pandemic Plan that ensures mitigation, preparedness, response, and recovery in the event of a pandemic.
 - a. Involve all members of the Emergency Response Team in development of the Pandemic Plan.
 - b. Involve the Infection Prevention & Control Lead in the development of the Pandemic Plan.
 - c. Ensure the Pandemic Plan for the Home reflects organizational guidelines and provincial directives along with Public Health and Health Authority guidelines and requirements.
- 2) Ensure the Home is represented on any local level in the community for the planning and execution of pandemic guidelines.
- 3) Implement the Pandemic Plan as needed to direct communication flow, manage resident acuity, and allocate inventory and human resources to deliver resident care/services.
- 4) Review and update the Pandemic Plan annually (or more frequently as required).
- 5) Conduct specific education and practice sessions for managers and nurses with building charge responsibilities.
- 6) Coordinate with CFO any budgetary considerations to ensure the necessary execution of the Pandemic Plan.
- 7) Ensure practice and documentation of orientation/training activities related to pandemic preparation and response.
- 8) Communicate results to leadership teams/appropriate committees and implement improvements to process as needed.

The Infection Prevention & Control Lead or designate will:

- 1) Collaborate with the Home's leaders and Public Health/Health Authority to implement safety measures to mitigate risk to residents, staff, and visitors.

Director of Nursing & Personal Care will:

- 1) Establish an Emergency Response Team to ensure emergency response processes are in place to support business continuity and service delivery needs of residents throughout the Home.
- 2) Communicate and activate the Emergency Response Team in the event of a pandemic.