

Pioneer Manor Pandemic Planning Document

Introduction

An *epidemic* is defined as “an outbreak of disease that spreads quickly and affects many individuals at the same time.” A *pandemic* is a type of *endemic* which involves wider spread of the disease, often reaching across the globe. For example, influenza is considered *endemic* while COVID-19 is considered to be *pandemic*.

Pandemics typically occur every 10-40 years and involve a novel strain of a disease of public health importance. As has been demonstrated with COVID-19, pandemics have the potential to disrupt the operations of Long-Term Care Homes. It is a potential emergency situation for which appropriate planning is required to ensure that all staff are well equipped with the knowledge, skills, and resources to respond.

The Pioneer Manor Pandemic Plan has been developed as one aspect of the Long-Term Care Home’s broader emergency plan. It is reflective of best practices and planning principles applied at the Provincial and Local levels. While this plan is as complete as possible at the time of publication, pandemic planning is an ongoing/evolutionary process. The plan will be reviewed regularly in conjunction with Pioneer Manor’s emergency plan to ensure that it remains relevant and aligned with Provincial and Local (City of Greater Sudbury & Public Health) plans.

Plan Structure

Pioneer Manor’s Pandemic Plan is divided into three main sections:

[Phase 1 \(Preparedness\)](#) provides Pioneer Manor’s goals of pandemic response when there are known cases of a novel/pandemic strain of a disease of public health importance circulating in the community.

[Phase 2 \(Response\)](#) provides Pioneer Manor’s goals of pandemic response when there is a declared outbreak/cases of a novel/pandemic strain of a disease of public health importance within the Home.

[Phase 3 \(Recovery\)](#) provides Pioneer Manor’s goals of pandemic response when the outbreak of the novel/pandemic strain of a disease of public health importance has been declared over for the Home.

Goals of Pandemic Response

Pioneer Manor’s goals of pandemic response are as follows:

- To minimize serious illness and overall deaths in the Home
- To minimize disruption to essential services at Pioneer Manor as a result of a pandemic
- To contribute to an integrated response across the City of Greater Sudbury

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Pioneer Manor Pandemic Plan

Pandemic Preparedness (Phase 1)

*Known cases in the community

Preparedness Element	Responsibility/Lead Position
Policies and Procedures	
Review and update infection control policies and procedures on an annual basis	Resident Care Coordinator/IPAC Lead
Receive and incorporate public health directives into standard operating procedures for Pioneer Manor	Resident Care Coordinator/IPAC Lead IPAC RPN Managers of Resident Care Director, Long Term Care Services
Review outbreak management protocols as released and annually to ensure compliance	Resident Care Coordinator/IPAC Lead
Receive and incorporate new and updated surveillance tools for disease of public health importance	Resident Care Coordinator/IPAC Lead
Receive and incorporate screening protocols for disease of public health importance	Resident Care Coordinator/IPAC Lead Managers of Resident Care
Maintain list of resident immunization status and review monthly	Resident Care Coordinator/IPAC Lead IPAC RPN
Ensure residents are up to date for immunizations in accordance with publicly funded vaccination schedule for Ontario	Resident Care Coordinator/IPAC Lead IPAC RPN
Ensure compliance with cold chain protocols for vaccine storage and handling requirements	Resident Care Coordinator/IPAC Lead IPAC RPN
Receive and incorporate priority grouping profiles for staff and residents in relation to antiviral distribution plan	Resident Care Coordinator/IPAC Lead IPAC RPN
Receive and incorporate tracking/reporting mechanism for vaccine/antiviral use	Resident Care Coordinator/IPAC Lead IPAC RPN Managers of Resident Care
Develop policy and procedure for mass fatality planning	Resident Care Coordinator/IPAC Lead
Develop policy and procedure for staff exclusion when ill (respiratory/enteric illness)	Resident Care Coordinator/IPAC Lead
Conduct daily monitoring of residents for signs/symptoms associated with disease of public health importance	Resident Care Staff Resident Care Coordinator/IPAC Lead IPAC RPN
Utilize established reporting mechanism for suspect/confirmed cases of respiratory/enteric illness	Resident Care Coordinator/IPAC Lead IPAC RPN
Ensure reporting of all confirmed cases of disease of public health importance to Public Health	Resident Care Coordinator/IPAC Lead IPAC RPN
Implement screening protocols for all new admissions and readmissions from Hospital/Community	Resident Care Coordinator/IPAC Lead IPAC RPN Registered Staff Intake/Resident Relations Coordinator

Implement visitor restrictions as directed by Public Health/Ministry of Long Term Care	Resident Care Coordinator/IPAC Lead IPAC RPN Managers of Resident Care
Review with Medical Director for Pioneer Manor those directives which could be established to decrease the duration of exposure to residents (placing hold on medications/annual blood work)	Managers of Resident Care Medical Director Pioneer Manor Pioneer Manor Pharmacist Registered Staff
Receive and incorporate any directive in relation to resident absences from Pioneer Manor	Resident Care Coordinator/IPAC Lead IPAC RPN Managers of Resident Care
Communications	
Disseminate alerts to Pioneer Manor Management and Staff about infections/outbreaks/potential pandemic as issued by Public Health/Ministry of Long Term Care	Resident Care Coordinator/IPAC Lead Managers of Resident Care
Post pandemic plan to Pioneer Manor Website and review annually	Resident Care Coordinator/IPAC Lead
Receive and distribute health promoting materials to all staff regarding disease of public health importance	Resident Care Coordinator/IPAC Lead
Establish communication strategy for families and residents to ensure appropriate and timely sharing of information	Resident Care Coordinator/IPAC Lead Coordinator of Volunteerism & Recruitment
Ensure all communication to residents/families is vetted through the CGS Communications office, General Manager's Office and CAO & Mayor's Office	Director, Long Term Care Services Coordinator of Volunteerism & Recruitment
Designate spokesperson(s) for responding to media requests	Director, Long Term Care Services Managers of Resident Care
Establish outbreak management team group membership	Resident Care Coordinator/IPAC Lead Director, Long Term Care Services
Communicate to staff alternative childcare arrangements that may be available through CGS	Director, Long Term Care Services Managers of Resident Care
Liaise with Home and Community Care Support Services and the Intake/Resident Relations Coordinator	Managers of Resident Care Intake/Resident Relations Coordinator
Communicate with staff, students & volunteers the importance of self-monitoring for signs and symptoms of disease of public health importance	Resident Care Coordinator/IPAC Lead Managers of Resident Care Education Coordinator Coordinator of Volunteerism & Recruitment
Participate in daily meeting for Resident Care Division	Resident Care Coordinators Managers of Resident Care
Communicate with staff, residents, and families any directive pertaining to visitor restrictions/resident absences from Pioneer Manor	Director, Long Term Care Services Coordinator of Volunteerism & Recruitment Managers of Resident Care Resident Care Coordinator/IPAC Lead
Determine authorized listing of essential service providers for Pioneer Manor	Resident Care Coordinator/IPAC Lead IPAC RPN Operations Managers

Determine non-essential listing of service providers and restrict access to Pioneer Manor as directed by Public Health/Ministry of Long-Term Care	Resident Care Coordinator/IPAC Lead Operations Managers Director, Long Term Care Services
Communicate with staff, residents and families of any alterations to Pioneer Manor Bistro/Tuck Shop operations	Coordinator of Volunteerism & Recruitment Manager, Food Services Operations Managers Resident Care Coordinator/IPAC Lead
Record Maintenance & Databases	
Maintain record of meeting notes for Outbreak Management Group	Administrative Assistant to Director Coordinator of Volunteerism & Recruitment
Develop checklist & audit tool for cleaning/disinfection of Home Areas	Supervisor of Housekeeping & Laundry Resident Care Coordinator/IPAC Lead
Auditing of Infection Prevention and Control practices monthly	Resident Care Coordinator/IPAC Lead IPAC RPN Resident Care Coordinators
Human Resources/Labour Relations	
Ensure adherence to all applicable Collective Bargaining Agreements	Human Resources Specialist
Payroll & Leave Policies	
Cost tracking of all associated expenses related to response to disease of public health importance	Manager of Administration
Staffing/Scheduling	
Monitor staff absenteeism rates on a weekly basis	Resident Care Coordinator/IPAC Lead Scheduling Coordinator
Monitor and report staff illnesses daily to the IPAC Lead and Managers of Resident Care	Scheduling Clerks Scheduling Coordinator Resident Care Coordinator/IPAC Lead
Develop tracking mechanism for staff absenteeism and planned return to work	Resident Care Coordinator/IPAC Lead IPAC RPN Scheduling Coordinator
Review and revise (annually at minimum) Resident Care Section Contingency Plan	Resident Care Coordinators Managers of Resident Care
Develop business continuity plan for Pioneer Manor identifying essential and non-essential staffing roles	Operations Management Director, Long Term Care Services Resident Care Coordinator/IPAC Lead
Increase staffing hours to clean/disinfect high touch surface areas	Supervisor of Housekeeping & Laundry
Increase staffing hours to account for increased amount of resident laundry due to any enforced visitor restrictions	Supervisor of Housekeeping & Laundry
Review scheduling clerk hours and determine need to increase in response to increased staff absenteeism	Scheduling Coordinator Manager of Administration
Occupational Health & Safety	
Review N-95 fit testing list on a monthly basis for any staff requiring fit testing	Resident Care Coordinator/IPAC Lead

Arrange for monthly N-95 fit testing for any outstanding staff	Resident Care Coordinator/IPAC Lead
Monitor N-95 stock on a monthly basis and ensure baseline quantity of 4-week supply is maintained	Resident Care Coordinator/IPAC Lead Manager of Physical Services
Monitor stock of gloves, gowns, surgical masks and goggles on a monthly basis and ensure baseline quantity of 4-week supply is maintained	Resident Care Coordinator/IPAC Lead Manager of Physical Services
Monitor stock of essential medical and pharmaceutical supplies on a monthly basis and ensure baseline quantity of 4-week supply is maintained	Resident Care Coordinator/IPAC Lead Managers of Resident Care Ward Clerks
Testing, Training & Exercising	
Educate staff, residents and families about disease of public health importance	Resident Care Coordinator/IPAC Lead Education Coordinator
Provide ongoing training on handwashing and IPAC protocols (isolation precautions)	Resident Care Coordinator/IPAC Lead
Annual review of Pioneer Manor Pandemic Plan	Resident Care Coordinator/IPAC Lead Managers of Resident Care Director, Long Term Care Services Operations Managers
Food Services	
Establish critical supply listing with a minimum stock of 4 weeks	Manager, Food Services
Determine status of onsite Bistro to ensure compliance with public health/Ministry of Long Term Care directives	Manager, Food Services Director, Long Term Care Services Resident Care Coordinator/IPAC Lead

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Pioneer Manor Pandemic Plan

Pandemic Response (Phase 2)

*Outbreak in the Home

Preparedness Element	Responsibility/Lead Position
Policies and Procedures	
Initiate all outbreak management protocols (isolation, line listing, etc.) as directed by the Ministry of Health &/or public health	Resident Care Coordinator/IPAC Lead
Action directives from Public Health regarding testing of residents and staff in relation to outbreak surveillance	Resident Care Coordinator/IPAC Lead IPAC RPN
Review all health alerts & public health directives as received via external resources	Resident Care Coordinator/IPAC Lead IPAC RPN
Establish entrance screening protocols as directed by Ministry of Long-Term Care or public health	Resident Care Coordinator/IPAC Lead Managers of Resident Care Coordinator of Volunteerism and Recruitment
Actively participate in on-site inspections by both public health and Ministry of Labour	Resident Care Coordinator/IPAC Lead IPAC RPN Supervisor of Housekeeping & Laundry Joint Health & Safety Committee
Administer vaccinations/antivirals to staff and/or residents as directed by public health	Resident Care Coordinator/IPAC Lead IPAC RPN Resident Care Coordinators Managers of Resident Care
Action directives from public health regarding staff return to work following infection	Resident Care Coordinator/IPAC Lead IPAC RPN Scheduling Coordinator Managers of Resident Care
Institute required surveillance tools for disease of public health importance as directed by public health	Resident Care Coordinator/IPAC Lead
Institute policy and procedure for mass fatality planning	Resident Care Coordinator/IPAC Lead
Institute policy and procedure for creation of "overflow" space for residents affected by disease of public health importance	Resident Care Coordinator/IPAC Lead
Ensure appropriate follow up for staff who are excluded from work due to illness	Resident Care Coordinator/IPAC Lead IPAC RPN
Conduct daily monitoring of residents for signs/symptoms associated with disease of public health importance	Resident Care Staff Resident Care Coordinator/IPAC Lead IPAC RPN
Utilize established reporting mechanism for suspect/confirmed cases of respiratory/enteric illness	Resident Care Coordinator/IPAC Lead IPAC RPN
Ensure reporting of all confirmed cases of disease of public health importance to Public Health	Resident Care Coordinator/IPAC Lead IPAC RPN

Implement screening protocols for all new admissions and readmissions from Hospital/Community	Resident Care Coordinator/IPAC Lead IPAC RPN Registered Staff Intake/Resident Relations Coordinator
Implement visitor restrictions as directed by Public Health/Ministry of Long-Term Care	Resident Care Coordinator/IPAC Lead IPAC RPN Managers of Resident Care
Receive and incorporate any directive in relation to resident absences from Pioneer Manor	Resident Care Coordinator/IPAC Lead IPAC RPN Managers of Resident Care
Review and approve medical directive for immunization/antivirals for staff and/or residents	Medical Director Resident Care Coordinator/IPAC Lead Managers of Resident Care
Postpone group activities (large and small)	Manager of Therapeutic Services Coordinator of Recreation and Leisure Programs
Prioritization of service delivery to residents for OT/PT services	Manager of Therapeutic Services
Communications	
Report suspect/confirmed outbreak of disease of public health importance to Public Health	Resident Care Coordinator/IPAC Lead
Report confirmation of outbreak declaration to the Ministry of Long-Term Care Reporting Portal & to Ministry of Labour	Resident Care Coordinator/IPAC Lead
Immediately notify the Medical Director & CGS Officials of outbreak declaration	Director, Long Term Care Services Managers of Resident Care
Communicate outbreak number received from Public Health with all RNs	Resident Care Coordinator/IPAC Lead
Mobilize the Outbreak Management Team and set schedule for daily update meetings	Director, Long Term Care Services Resident Care Coordinator/IPAC Lead Coordinator, Volunteerism and Recruitment
Reinforce all health alerts & public health directives as received with staff, residents and families	Resident Care Coordinator/IPAC Lead Coordinator, Volunteerism and Recruitment Director, Long Term Care Services Operations Managers Managers of Resident Care
Report any vaccine/antiviral associated adverse events to public health	Resident Care Coordinator/IPAC Lead Medical Director Managers of Resident Care
Communicate with Scheduling Department all staff reporting off work due to signs/symptoms of disease of public health importance	Resident Care Coordinator/IPAC Lead IPAC RPN
Liaise between the City of Greater Sudbury & Pioneer Manor	Director, Long Term Care Services
Disseminate alerts to all Pioneer Manor staff about disease of public health importance/outbreak as issued by Public Health/Ministry of Long Term Care	Resident Care Coordinator/IPAC Lead

Ensure regular communication is provided to families and residents	Resident Care Coordinator/IPAC Lead Coordinator of Volunteerism and Recruitment
Designated spokesperson to respond to media requests	Director, Long Term Care Services Managers of Resident Care
Communicate with staff, students & volunteers the importance of self-monitoring for signs and symptoms of disease of public health importance	Resident Care Coordinator/IPAC Lead Managers of Resident Care Education Coordinator Coordinator of Volunteerism & Recruitment
Participate in daily meeting for Resident Care Division	Resident Care Coordinators Managers of Resident Care
Communicate with staff, residents, and families any directive pertaining to visitor restrictions/resident absences from Pioneer Manor	Director, Long Term Care Services Coordinator of Volunteerism & Recruitment Managers of Resident Care Resident Care Coordinator/IPAC Lead
Communicate with essential service providers any restrictions/protocols in place for attending Pioneer Manor	Manager, Physical Services Managers of Resident Care Manager, Food Services
Consult with public health re: admissions and transfers from an outbreak facility	Resident Care Coordinator/IPAC Lead Managers of Resident Care
Remind students/schools/preceptors of early signs and symptoms of disease of public health importance	Education Coordinator
Communicate with families and residents of the need to postpone large and small group activities	Director, Long term Care Services Coordinator of Volunteerism & Recruitment
Facilitate alternative communication activities for residents to maintain contact with family/friends	Coordinator of Recreation & Leisure Programs
Ensure telephone listing is current and the message on hold/after hours is updated regularly	Manager of Administration Coordinator of Volunteerism & Recruitment
Record Maintenance & Databases	
Maintain record of daily Outbreak Management Group meetings	Administrative Assistant to Director Coordinator of Volunteerism & Recruitment
Auditing of Infection Prevention and Control practices (weekly)	Resident Care Coordinator/IPAC Lead IPAC RPN Resident Care Coordinators
Daily auditing of cleaning/disinfection of Home Areas	Supervisor of Housekeeping & Laundry Resident Care Coordinator/IPAC Lead
Report the number of staff and/or residents provided with immunizations/antivirals as directed by public health	Resident Care Coordinator/IPAC Lead IPAC RPN Managers of Resident Care
Human Resources/Labour Relations	
Ensure adherence to all applicable Collective Bargaining Agreements	Human Resources Specialist

Payroll & Leave Policies	
Cost tracking of all associated expenses related to response to disease of public health importance	Manager of Administration
Staffing/Scheduling	
Monitor staff absenteeism rates on a daily basis	Resident Care Coordinator/IPAC Lead Scheduling Coordinator
Work with Manager(s) of Resident Care to review need for further assistance from outside resources (redeployed staff)	Director, Long Term Care Services Coordinator Volunteerism and Recruitment Resident Care Coordinator/IPAC Lead Manager, Food Services Managers of Resident Care
Coordinate assistance to/from other agencies	Director, Long Term Care Services Coordinator Volunteerism and Recruitment
Reassess Pioneer Manor's Business Continuity Plan for essential and non-essential staffing roles and redeploy where necessary	Operations Management Director, Long Term Care Services Resident Care Coordinator/IPAC Lead
Coordinate roles of reassigned/redeployed staff and volunteers	Education Coordinator Manager, Food Services
Increase staffing hours for all staffing categories to ensure all areas are appropriately staffed	Scheduling Coordinator Resident Care Coordinators Managers of Resident Care Director, Long Term Care Services Manager of Administration
Occupational Health & Safety	
Arrange for N-95 fit testing for any outstanding staff	Resident Care Coordinator/IPAC Lead IPAC RPN
Monitor N-95 stock on a weekly basis and ensure baseline quantity of 4-week supply is maintained	Resident Care Coordinator/IPAC Lead Manager of Physical Services
Monitor stock of gloves, gowns, surgical masks and goggles on a weekly basis and ensure baseline quantity of a 4-week supply is maintained	Resident Care Coordinator/IPAC Lead Manager of Physical Services
Monitor stock of essential medical and pharmaceutical supplies on a weekly basis and ensure baseline quantity of 4-week supply is maintained	Resident Care Coordinator/IPAC Lead Managers of Resident Care Ward Clerks
Testing, Training & Exercising	
Educate staff, residents and families about disease of public health importance	Resident Care Coordinator/IPAC Lead Education Coordinator
Provide ongoing training on handwashing and IPAC protocols (isolation precautions)	Resident Care Coordinator/IPAC Lead
Food Services	
Establish use of tray service for affected area(s)	Manager, Food Services Food Services Supervisors

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Pioneer Manor Pandemic Plan

Pandemic Recovery (Phase 3)

*No activity in Home

Preparedness Element	Responsibility/Lead Position
Policies and Procedures	
Declare outbreak over as directed by public health	Resident Care Coordinator/IPAC Lead
Continue with entrance screening protocols as directed by Ministry of Long-Term Care or public health	Resident Care Coordinator/IPAC Lead Managers of Resident Care Coordinator of Volunteerism and Recruitment
Actively participate in on-site inspections by both public health and Ministry of Labour	Resident Care Coordinator/IPAC Lead IPAC RPN Supervisor of Housekeeping & Laundry Joint Health & Safety Committee
Continue with staff surveillance & associated testing for signs and symptoms of disease of public health importance	Resident Care Coordinator/IPAC Lead IPAC RPN Scheduling Coordinator Managers of Resident Care
Continue with surveillance activity for disease of public health importance as directed by public health	Resident Care Coordinator/IPAC Lead
Decommission "overflow" space for residents affected by disease of public health importance	Resident Care Coordinator/IPAC Lead Supervisor, Housekeeping & Laundry Services
Continue to ensure appropriate follow up for staff who are excluded from work due to illness	Resident Care Coordinator/IPAC Lead IPAC RPN
Continue with daily monitoring of residents for signs/symptoms associated with disease of public health importance	Resident Care Staff Resident Care Coordinator/IPAC Lead IPAC RPN
Utilize established reporting mechanism for suspect/confirmed cases of respiratory/enteric illness	Resident Care Coordinator/IPAC Lead IPAC RPN
Ensure reporting of all confirmed cases of disease of public health importance to Public Health	Resident Care Coordinator/IPAC Lead IPAC RPN
Continue with screening protocols for all new admissions and readmissions from Hospital/Community as directed by Ministry of Long Term Care and/or public health	Resident Care Coordinator/IPAC Lead IPAC RPN Registered Staff Intake/Resident Relations Coordinator
Lift visitor restrictions as directed by Public Health/Ministry of Long-Term Care	Resident Care Coordinator/IPAC Lead IPAC RPN Managers of Resident Care
Implement any directive (from Ministry of Long Term Care/Public Health) in relation to resident absences from Pioneer Manor	Resident Care Coordinator/IPAC Lead IPAC RPN Managers of Resident Care

Reinstitute group activities (large and small)	Manager of Therapeutic Services Coordinator of Recreation and Leisure Programs
Return to regular service delivery to residents for OT/PT services	Manager of Therapeutic Services
Communications	
Report suspect/confirmed outbreak of disease of public health importance to Public Health	Resident Care Coordinator/IPAC Lead
Report declaration of outbreak over to the Ministry of Long-Term Care Reporting Portal & to Ministry of Labour	Resident Care Coordinator/IPAC Lead
Immediately notify the Medical Director & CGS Officials of outbreak being declared over	Director, Long Term Care Services Managers of Resident Care
Communicate outbreak being declared over with all RNs	Resident Care Coordinator/IPAC Lead
Schedule debriefing meeting for Outbreak Management Team	Director, Long Term Care Services Resident Care Coordinator/IPAC Lead Coordinator, Volunteerism and Recruitment
Reinforce all health alerts & public health directives as received with staff, residents and families	Resident Care Coordinator/IPAC Lead Coordinator, Volunteerism and Recruitment Director, Long Term Care Services Operations Managers Managers of Resident Care
Communicate with Scheduling Department all staff reporting off work due to signs/symptoms of disease of public health importance	Resident Care Coordinator/IPAC Lead IPAC RPN
Liaise between the City of Greater Sudbury & Pioneer Manor	Director, Long Term Care Services
Disseminate alerts to all Pioneer Manor staff about disease of public health importance/outbreak as issued by Public Health/Ministry of Long Term Care	Resident Care Coordinator/IPAC Lead
Ensure regular communication is provided to families and residents	Resident Care Coordinator/IPAC Lead Coordinator of Volunteerism and Recruitment
Designated spokesperson to respond to media requests	Director, Long Term Care Services Managers of Resident Care
Communicate with staff, students & volunteers the importance of self-monitoring for signs and symptoms of disease of public health importance	Resident Care Coordinator/IPAC Lead Managers of Resident Care Education Coordinator Coordinator of Volunteerism & Recruitment
Participate in daily meeting for Resident Care Division	Resident Care Coordinators Managers of Resident Care
Communicate with staff, residents, and families any directive advising lifting of visitor restrictions/resident absences from Pioneer Manor	Director, Long Term Care Services Coordinator of Volunteerism & Recruitment Managers of Resident Care Resident Care Coordinator/IPAC Lead
Communicate with essential service providers they may attend Pioneer Manor	Manager, Physical Services Managers of Resident Care

	Manager, Food Services
Consult with public health (as directed) re: admissions and transfers from an outbreak facility	Resident Care Coordinator/IPAC Lead Managers of Resident Care
Remind students/schools/preceptors of early signs and symptoms of disease of public health importance	Education Coordinator
Communicate with families and residents of the reinstatement of large and small group activities	Director, Long term Care Services Coordinator of Volunteerism & Recruitment
Ensure telephone listing is current and the message on hold/after hours is updated to advise outbreak declared over	Manager of Administration Coordinator of Volunteerism & Recruitment
Participate in pandemic response debriefing session with public health	Resident Care Coordinator/IPAC Lead Director, Long Term Care Services
Record Maintenance & Databases	
Maintain record of debriefing session with Outbreak Management Group	Administrative Assistant to Director Coordinator of Volunteerism & Recruitment
Auditing of Infection Prevention and Control practices (monthly)	Resident Care Coordinator/IPAC Lead IPAC RPN Resident Care Coordinators
Weekly auditing of cleaning/disinfection of Home Areas	Supervisor of Housekeeping & Laundry Resident Care Coordinator/IPAC Lead
Human Resources/Labour Relations	
Ensure adherence to all applicable Collective Bargaining Agreements	Human Resources Specialist
Payroll & Leave Policies	
Cost tracking of all associated expenses related to response to disease of public health importance	Manager of Administration
Staffing/Scheduling	
Monitor staff absenteeism rates on a weekly basis	Resident Care Coordinator/IPAC Lead Scheduling Coordinator
Work with Manager(s) of Resident Care to determine return of redeployed staff	Director, Long Term Care Services Coordinator Volunteerism and Recruitment Resident Care Coordinator/IPAC Lead Manager, Food Services Managers of Resident Care
Scale down assistance to/from other agencies	Director, Long Term Care Services Coordinator Volunteerism and Recruitment
Reassess Pioneer Manor's Business Continuity Plan for essential and non-essential staffing roles and return staff where necessary	Operations Management Director, Long Term Care Services Resident Care Coordinator/IPAC Lead
Monitor staffing hours for all staffing categories to ensure all areas are appropriately staffed in accordance with contingency plans	Scheduling Coordinator Resident Care Coordinators Managers of Resident Care Director, Long Term Care Services

	Manager of Administration
Occupational Health & Safety	
Arrange for N-95 fit testing for any outstanding staff	Resident Care Coordinator/IPAC Lead IPAC RPN
Monitor N-95 stock on a monthly basis and ensure baseline quantity of 4-week supply is maintained	Resident Care Coordinator/IPAC Lead Manager of Physical Services
Monitor stock of gloves, gowns, surgical masks and goggles on a weekly basis and ensure baseline quantity of a 4-week supply is maintained	Resident Care Coordinator/IPAC Lead Manager of Physical Services
Monitor stock of essential medical and pharmaceutical supplies on a weekly basis and ensure baseline quantity of 4-week supply is maintained	Resident Care Coordinator/IPAC Lead Managers of Resident Care Ward Clerks
Testing, Training & Exercising	
Educate staff, residents and families about disease of public health importance	Resident Care Coordinator/IPAC Lead Education Coordinator
Provide ongoing training on handwashing and IPAC protocols (isolation precautions)	Resident Care Coordinator/IPAC Lead
Review of Pioneer Manor Pandemic Plan	Resident Care Coordinator/IPAC Lead Managers of Resident Care Director, Long Term Care Services Operations Managers
Food Services	
Return to dining room service for meals	Manager, Food Services Food Services Supervisors

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