

April 3, 2020

Victoria Manor Committee of Management COVID-19 Update

No confirmed cases of COVID-19 in the home

1. Incident Management System In Place

- a. Incident Commander – Pam
- b. Health & Safety Officer – Tina (Home infection control lead)
- c. Logistics/Planning Officer – Debbie/Holly
- d. Financial Officer – Suzy
- e. Operations Leads – Holly, Jen, Dawn, Dawna

2. Communication

- a. Family Council – updates given weekly via email
- b. Residents Council – updates given weekly via meeting
- c. Cliniconex Point Click Care communication system activated. This will provide information to families via text/email quickly. We will tailor the Cliniconex communication from Sienna prior to sending to Victoria Manor families.
- d. Team members have conference calls for updates @ 4:15 am, 10:30 am, 3:30 pm Monday, Wednesday and Friday
- e. Memo from COKL and Sienna edited and combined into 1 communication memo from the Executive Director – Information shared with all team members
- f. Daily update calls with Sienna at 1:00 pm daily
- g. Health and Safety Officer – calls with Public Health 3 times per week
- h. Employee Website is now accessible to team members

3. Screening Protocol

- a. Screening of team members now requires to be completed prior to shift and midway through the shift effective April 2, 2020
- b. No entry into building until screened – telephone system used
- c. All team members who were required to self isolate for 14 days due to travel remain in isolation
- d. Screening tool continues to be revised as Public Health directives change
- e. Effective Friday April 3, 2020, residents will be assessed and screened on day and evening shifts. This includes taking temperatures at these times.

4. COVID-19 Precautions

- a. Self-isolation of those away – currently have 2 self-isolating due to travel
- b. Universal mask protocol implemented on nights April 2, 2020. Team members will receive 1 or 2 masks per shift based on their position

5. Move Ins

- a. Currently have 17 empty beds (due to previous move in restrictions due outbreaks since mid-January. The home is now experiencing an enteric outbreak. Taking direction from public health)
- b. LHIN asked that homes
- c. 5 residents moved in from March 23 to March 27, 2020. Residents placed in 14 day isolation

6. Labour / Staffing

- a. Internal RPN's willing to be "In Charge" if we do not have RN coverage. RPN's have received education on the safety requirements of being in charge
- b. 8 temporary full time PSW positions were created and awarded with the goal to reduce vacancies. Active recruitment continues off site.
- c. Business continuity plan received from Sienna for reduced staffing. Routines being drafted in all departments to support staffing reductions.
- d. Weekend shift coverage is challenging. Deploying team members from all departments to support nursing.
- e. Working with HR to develop strategies to hire external staff (those who may be laid off). Also working with COKL HR to determine if any staff from 855 would be willing to volunteer to work at the home
- f. Providing monitoring information and education

7. Supplies

- a. Supplies locked in secure locations
- b. Inventory of all supplies including Personal Protective equipment, sanitizer, soap, paper towel, cleaning supplies completed
- c. Inventory of PPE sent to the MOH daily.
- d. Distribution process of PPE has been established with only required supplies being delivered to the floors for a 24 hour period
- e. Food supplies not impacted – contracts in place
- f. Provided food support to A Place Called Home and Food Source

8. Financials

- a. Approximately \$8,000 spent for COVID-19 related expenses
- b. Tracking for supplies and staffing in place. Staffing codes have been established