

April 14, 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. Team members have conference calls for updates @ 4:15 am, 10:30 am, 3:30 pm Monday, Wednesday and Friday
  - d. Memo from COKL and Sienna edited and combined into 1 communication memo from the Executive Director – Information shared with all team members
  - e. Daily update calls with Sienna at 1:00 pm Monday's, Wednesday's and Fridays
  - f. Health and Safety Officer – calls with Public Health 3 times per week
3. COVID-19 Screening Protocol & Precautions
  - a. Screening tools for team members and visitors have been revised to reflect a new temperature benchmark of 37.8° C
  - b. All team members who were required to self-isolate for 14 days due to travel have returned to work
  - c. Resident screening tool has been updated based on research of COVID-19 to include new symptoms residents may present with (i.e. runny nose, low oxygen levels). Resident screening continues to be completed during the day shift and evening shift. Assessments are documented and responses monitored
  - d. All residents must have a negative swab prior to move-in and remain in isolation for 14 days regardless of results.
  - e. Team members continue follow universal precautions and receive 1mask per shift.
  - f. Education on donning and doffing of personal protective equipment continues to be completed
  - g. Project COVID in progress – leadership team is finalizing a plan to cohort residents who are COVID suspected or positive. Communication will be rolled out this week.
  - h. All residents who moved in the week of March 23 are no longer on isolation

4. Labour / Staffing
  - a. Active recruitment continues off site.
  - b. Business continuity plan received from Sienna for reduced staffing. Routines being drafted in all departments to support staffing reductions.
5. Supplies
  - a. Inventory of PPE sent to the MOH daily.
  - b. Distribution process of PPE has been established with only required supplies being delivered to the floors for a 24 hour period
6. Financials
  - a. Approximately \$11,000 spent for COVID-19 related expenses
7. External Agencies
  - a. Ministry of Labour
    - i. This Ministry of Labour received several telephone complaints about workers not being allowed to wear personal protective equipment in other spaces, workers wearing PPE outside of isolation being threatened with discipline, concerns about cleaning procedures and chemicals due to being in constant outbreak since January, multiple visitors in the facility putting staff at risk and visitor screening.
    - ii. The Ministry of Labour investigated all of these complaints and left no findings from either complaints.