

May 1, 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 tool for team members and visitors have been revised to reflect a new symptoms including hoarse voice, difficulty swallowing, new smell or taste disorder(s), abdominal pain, unexplained fatigue, headache.
- b. Screening tool question has been revised to read "Have you had close contact with anyone with respiratory illness or confirmed or probable case of COVID-19 without wearing required and/or recommended PPE?"
- c. Resident screening assessments continue twice daily. All assessments are documented and monitored
- d. Residents who have been admitted to the hospital will be able to return to the home provided 1) the home is not in a COVID-19 outbreak; 2) the resident has been tested for COVID-19 at point of discharge, has a negative result and is transferred to the home within 24 hours of receiving the result.
- e. Team members continue to follow universal precautions and receive 1mask per shift.
- f. Education on donning and doffing of personal protective equipment continues to be completed.
- g. All residents will be tested for COVID-19 on Monday May 4th. Results should be returned within 48 hours. Residents who test positive will be moved to the COVID unit.

- h. All team members will be tested for COVID-19 on Monday May 4th and Tuesday May 5th. Results should be returned within 48 hours. Team members who test positive will be required to self isolate for 14 days.
- 4. Labour / Staffing
 - a. Active recruitment continues off site.
 - b. Staffing shortages are being supplemented by dietary and building services.
- 5. Supplies
 - a. Inventory of PPE sent to the MOH daily.
 - b. We do not anticipate any near-term shortages at this time. Sienna is doing everything they can to procure an adequate supply of PPE for the duration of the pandemic
- 6. Financials
 - a. Approximately \$25,000 spent for COVID-19 related expenses. The first \$37,500 was paid by the Ministry in March 23rd.
 - b. If a resident requiring basic accommodations is placed in a preferred accommodation, the home will be reimbursed the maximum cost difference stipulated by the Co-Pay Bulletin between a basic room and preferred room rate for the duration of the COVID-19 outbreak
- 7. External Agencies
 - a. Ministry of Labour
 - i. The recent Health and Safety – Appeal of Ministry of Labour Inspectors order submitted by CUPE 1167 has been withdrawn.