

<b>TITLE:</b>	<b>Pandemic Plan</b>	<b>POLICY #:</b>	<b>XVIII-P-10.10</b>
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MANUAL	Emergency Management	APPROV. AUTH:	Administrator
ORIGINAL ISSUE:	July 2022	SCOPE:	Sun Parlor Home
PAST REVISIONS:	Jan/23, Jan/24		
CURRENT REVISION:	January 2025		

## **Pandemic Plan Policy #: XVIII-P-10.10**

### **POLICY:**

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

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 the 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 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 Home's Pandemic Plan will be reviewed and approved by:

- Administrator
- Infections Prevention and Control Committee
- Joint Health & Safety Committee
- 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 Circle of Family and Friends (where they exist), as well as with community agencies, healthcare service providers, partner facilities, and resources that may be involved in pandemic response at the local level.

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The Administrator or designate will:

- 1) Develop and maintain a Pandemic Plan that ensures mitigation, preparedness, response, and recovery in the event of a pandemic.
  - Involve all members of the Incident Management Team in the development of the Pandemic Plan.
  - Involve the Infection Prevention & Control Lead in the development of the specific Pandemic Plan.
  - Ensure the Pandemic Plan 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 County of Essex 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 location leaders and Public Health/Health Authority to implement safety measures to mitigate risk to residents, team members, and visitors.