

## PANDEMIC OUTBREAK PROCEDURES

### Pandemic Action Plan for PCL homes:

Should PCL be affected by a pandemic, the direct care and well-being of the supported individuals will be the highest priority for PCL employees. As there is a working assumption that staff levels could be reduced during a pandemic, the primary care focus will be the provision of basic personal needs, reducing opportunities for infection (re-infection), access to and provision of appropriate and relevant medical care. Presuming that some level of social isolation will occur, staff will endeavor to create some semblance of daily structure that is important while keeping in mind risk reduction for infection.

### **Goals of a pandemic plan**

- To minimize serious illness and/or potential death
- To develop plans to provide services during the stages of a pandemic
- To clarify communication protocols and assigned duties including public awareness.
- To minimize risk to staff, students, volunteers and clients
- Gather data to review and improve the plan as required.

### **Basic Personal Needs:**

- Provision of nutritious food.
- Homes to be maintained to the highest standards of cleanliness and order possible
- Clothing to be maintained and laundered as appropriate. Shopping opportunities may be limited so a stock of personal hygiene supplies should be maintained at all times.
- Regular medication administration to continue in addition to any newly prescribed or over the counter medication.
- Alcohol Hand Sanitizer
- Cleansing agents (soap, bleach, laundry detergent)
- Paper Products (tissues, toilet tissue, paper towel, personal hygiene products)

### **Modes of Transmission of infections**

- ***Airborne Transmission:*** Spread of infectious organisms (germs) through the air. These germs can survive in the air for long periods of time and travel far from the infected person.
- ***Blood-borne transmission:*** Spread of infectious organisms (germs) through direct blood to blood contact (e.g., sharing needles).
- ***Common Vehicle Transmission:*** Spread of infectious organisms to multiple hosts (e.g. animals or people) from one contaminated source (e.g., contaminated food or medication).
- ***Direct contact transmission:*** Spread of infectious organisms (germs) from the skin of one person to another person directly.
- ***Droplet Transmission:*** Spread of infectious organisms (germs) from an infected person in tiny droplets of fluid that can travel small distances (less than one meter)

- **Indirect contact transmission:** Spread of infectious organisms (germs) through contact with a contaminated object (e.g., licking your fingers)
- **Sexual contact transmission:** Spread of infectious agents (germs) from an infected person to another person through anal, oral, or vaginal sexual contact.
- **Vector-borne transmission:** Spread of infectious organisms (germs) by insects.

#### **Reduced Opportunities for Infection/Re-Infection:**

- All staff will practice universal precautions and assist individuals in care to do the same.
- If directed by management, in consultation with the local health authority, staff may be required to monitor temperature and symptoms when arriving on shift in addition to bringing a change of clothes for work purposes. If required, staff may be requested to wear masks and/or gloves or other protective equipment provided by PCL.
- Access to the community or other locations may be restricted in order to reduce the threat of infection.
- Promotion of the need for proper hand washing techniques (warm water, soap and dry thoroughly) and/or hand sanitizers with at least 60% alcohol.
- Promotion and encouragement of sneezing/cough etiquette – sneezing/coughing into your sleeve.
- Provision of supplies for hand washing in high use areas and in all washrooms.
- Social distancing, for someone displaying symptoms. That is being respectful of personal space. Guidelines from \*MOHLTC recommend a 2 meter (about 6 feet) distance.
- Regular cleaning and disinfection of washroom fixtures, meeting room tables and chairs, doorknobs, handrails, toys, equipment, telephones, computer, keyboard, etc.
- All staff who experience flu like symptoms must self-report this to their supervisor, as soon as possible. Ministry of Health and Long Term Care literature indicates that you should stay home if you are having symptoms of influenza-like illness. If your symptoms get worse, call your health care provider.
- During a pandemic your physician is to provide a “return to work slip” when it is safe for you to do so.
- Talk to your health care provider for advice concerning Seasonal Flu and Pandemic Flu Virus information.

#### **Medical Care:**

- Individuals in care will continue to receive relevant and appropriate medical care in situations that are deemed to be necessary (urgent and/or critical issues)
- Non-urgent medical appointments may need to be cancelled in an effort to reduce the possibility of exposure to infection. Such appointments may include: eye doctor, dentist, podiatrist, massage and physiotherapist etc.

## **Daily Structure**

- In cases where daily routines are disrupted and/or social isolation must be imposed, staff are to make every effort to ensure that, in as much as possible, a daily routine can be established that is based around the needs and desires of the individuals in care.

## Pandemic Action Plan for Finance and Administration:

The Finance department will endeavour to provide the following services in the case of an influenza pandemic situation.

### **Homes:**

Funds will be made available to provide the necessary personal needs (i.e. hygiene) and dietary needs (i.e. groceries). Some homes may require assistance from a Director or from another home to assist in the purchase and distribution of these items to the home.

### **Employees:**

Payroll distribution will continue as usual. If specifics regarding staff hours worked are not available, payroll will be processed based on regular schedules. Any debits or credits to employees will be reconciled upon return to business as usual. Benefits will continue to be provided as usual.

Vendors: Utilities and vendors will continue to be paid via automatic bank debit or directly on an individual basis.

### **General Public Inquiries:**

Phone messages will be adjusted to reflect the situation and will be amended on a daily basis where possible. Questions posed to PCL regarding the status of a particular situation will be forwarded to the Executive Director for response.