



EXPOSURE CONTROL PLAN

2020

MAINTAINING OUR BUSINESS DURING SIGNIFICANT OR PANDEMIC OUTBREAK

GOAL 1. Maintain Self-Sufficiency

Luther Court Society will remain self - sufficient in the event of a significant or pandemic outbreak. Clients will be cared for within the facility; transfers to hospital will be limited to those incidences where a physician deems such transfer as necessary.

PANDEMIC PLANNING TEAM

- * Executive Director (Incident Commander)
 - Director of Care & Community (Liaison)
 - Manager of Building Services (Safety Marshall & Logistics)
 - Chaplain (Communication Lead)
 - Medical Coordinator (Planning Unit)
 - Pharmacist (Planning Unit)
 - Health and Safety Nurse (Planning Unit)
 - Manager of Community & Support Services (Operations)
 - Chief Financial Officer (Finance Unity)

ROLES AND RESPONSIBILITIES.

- 1.) **Executive Director will be responsible to:**
 - Leads the group dynamics including space planning, and source control.
 - Responsible for overall decision making, scheduling of senior leadership
 - Provides funding approval and oversight for added requirements.
 - Is responsible for corporate & community communication including press releases
 - Is the contact with the Health Authority, Community Licensing, government and community emergency planners. CDC and Infection Control practitioner
 - Handles communication with unions

- 2.) **Director Of Care & Community will be responsible for:**

- Manages client flow
- Coordinates appropriate signage throughout the building
- Works with Clinical Planning Team and staffing clerk to maintain safe staffing pattern. (Clinical Planning Team includes DCC, Medical Coordinator, Clinical Nurse Educator, Pharmacist)
- Manages sequestering of staff to specific units
- Manages staff scheduling and the essential services plan
- Deploys casual staff into temporary full-time positions to be available for replacement
- Hires casual staff to be available for anticipated replacements
- Responsible for Securing and utilizing agency staff as needed

3.) Manager Of Building Services will be responsible for:

- Responsible for the ordering and maintenance of supplies including paper products and serving utensils
- Maintains Infection Control kits
- In coordination with Manager of Community & Support Services, directs safe cleaning measures, throughout the building
- Ensures appropriate garbage collection and disposal
- Oversees Equipment cleaning and sanitizing.
- Oversees building safety and security
- Ensures hand-sanitation stations are serviced regularly
- Ensures the ordering of Personal Protective Equipment (PPE) and that an adequate stock is maintained
- Ensures medical and incontinent supplies are in place and maintained

4.) Chaplain

- Assists the Executive Director with planning and managing communications with staff, clients, families & volunteers throughout outbreak per Disaster response Communications tools
- Provides support and resources for clients, staff, families
- Provides a forum for ethical discussion, as needed

- 5.) Manager Of Community And Support Services will be responsible for:**
- Oversees the ordering and maintaining of food supply, storage, preparation and delivery to all floors
 - In coordination with the Manager of Building Services, directs safe cleaning measures, throughout the building
 - Oversees the delivery of services to all clients living in apartments
 - Ensures that day program clients are relocated or otherwise supported
 - Oversees the provision of meals for staff who are working in closed units, and cannot leave unit at break times.

- 6.) Clinical Nurse Educator will be responsible for:**
- Participates in Clinical Planning Team activities
 - Prepares, coordinates education materials discussions and training for clients, staff and families
 - Identifies and reports areas of risk and safety.
 - Recommends appropriate surveillance process for disease control, screening of visitors, exclusion of visitors.
 - In collaboration with the Health & Safety nurse and the Home Support nurse, oversees vaccination of all clients, staff and others, and of administration of antivirals in residents
 - Interprets and oversees the application of clinical direction received from Communicable Disease experts at Island Health & BCCDC, with specific direction according to particular scope & practice. Coordinates with DCC & ED in this task

- 7.) Pharmacist will be responsible for:**
- Participates in Clinical Planning Unit Team activities
 - Ensures seamless service for medication delivery
 - Retains abilities to calculate dosages for antiviral medications.
 - Stores sufficient supply of antiviral medications
 - Provides antiviral medications in accordance with the direction of the Medical Health Officer.
 - Provides for additional medications as required

- 8.) Medical Coordinator will be responsible for:**

- Participates in Clinical Planning Team activities
- Reviews surveillance, morbidity information
- Assesses clients who are without physicians.
- Problem-solves with staff who identify clients at risk
- Oversees Medical Communications.
- Directs the plan of care for those clients who might otherwise be sent to acute care.
- Directs the need for clients to be transferred to acute care in consultation with the client's family physician.
- Directs the cohorting of physicians as necessary

9.) Chief Financial Officer will be responsible for:

- Costs out potential for high absenteeism and overtime cost
- Ensures access to funds in sums enough to support additional payroll. Provides billing to Island Health for additional staffing and supplies.
- Identifies impacts of reduced revenue due to deaths and modified or reduced admissions and seek assistance from Island Health to compensate
- Maintains communication with Island Health Finance, Government Finance, Insurers
- Ensures that payroll is maintained accurately and pay is transferred to staff accounts
- Maintains the business by the receiving and paying of bills
- Compiles employment policies for use during pandemic, such as cancellation of vacation, overtime approval, redeployment of staff, staff leaves (e.g. personal and family illness, school closure and bereavement)

GOAL 2. Minimize the risk of an outbreak at Luther Court

Every person has the responsibility to assist in minimizing the risk of outbreak within the facility. All clients, staff and family members will be encouraged to have the influenza or other pertinent vaccination. Luther Court will provide vaccinations for clients, staff and volunteers.

Prevention:

- Provide information to families and staff related to influenza-like infections, and other illness that may be identified by the Medical Health Officer as being of current concern (e.g. COVID-19 and other corona viruses)

- Action: Distribute information to all staff.
- Provide communication to Families with the October statements in preparation for influenza season, and at other critical times
- Nurse Educator & Infection Control Nurse to oversee a process ensuring that staff, clients and visitors are aware and utilizing appropriate prevention techniques. Staff will be reminded of the infection control documents that are on the S-Drive, including the Island Health Outbreak toolkit and the COVID-19 LTC protocol.
- Action: Pull together briefing notes for staff use related to
 - Hand-washing
 - Using hand sanitizer
 - Coughing and sneezing techniques
 - Disposing of tissues, gloves, gowns and garbage.
 - Transferring laundry/linen, soiled and clean
 - Cleaning of smooth surfaces, handrails and doorknobs.
 - Segregation of units, clients, staff, building.
 - Training & appropriate use of Personal Protective Equipment (PPE)

GOAL 3: Detect influenza-like illness early and isolate quickly

Luther Court Care Units have the potential to be contained and secured. Residents and staff can be sequestered within each unit. This would require that staff and residents would remain on the units. Any resident that meet the criteria for isolation as portrayed in the Island Health Infection Control Manual and in the COVID-19 LTC protocol would be isolated in their room.

Staff will be expected to monitor all clients daily for signs and symptoms, and be vigilant in reporting symptoms, to determine a diagnosis to be made. In consultation with Island Health Communicable Disease personnel, an outbreak will be declared according to their criteria and direction.

Luther Court apartments have the potential to be contained and secured. Tenants can be sequestered to their suite. Staff must utilize effective infection control measures at all times in dealing with clients, taking additional precautions when symptoms of influenza or other illnesses are present.

SIGNS AND SYMPTOMS – refer to most current Island Health Infection Control Manual and COVID-19 LTC Protocol for specifics of the following signs and symptoms:

- Influenza-like Illness (ILI)
- Respiratory symptoms (cough, shortness of breath, fever, severe fatigue, muscle aches/pains, sore throat, runny nose)
- Gastrointestinal symptoms (Nausea, vomiting, diarrhea)
- Nausea, vomiting, diarrhea
- Temperature

DIAGNOSIS

- To confirm diagnosis, a nasal swab or nasopharyngeal wash is sent to the lab.
- Once a positive diagnosis is received, it is assumed all subsequent cases are of the same nature. We follow the direction if Island Health Communicable Disease as it pertains to further testing.

VISITOR SCREENING

Families will be alerted to pandemic status and visiting plans will be established. Visitors will be screened at the front door and where applicable, PPE will be provided.

ISOLATION INTERVENTIONS

- Clients who contract influenza or corona virus will be isolated in their rooms/apartments.
- Clients are to be monitored daily for symptoms
- PPE is to be stored outside the room
- Use techniques as taught for removal and disposal of PPE
- Proper disposal receptacles for PPE will be provided in the units. Staff should never wear PPE off of the unit.
- Proper procedures for hand washing is paramount

GOAL 4. Prevent the introduction of Corona Virus or influenza like illness by Clients, Visitors, Staff & Vendors

- All who enter Luther Court will be directed to use the hand sanitizer provided.

- All persons will be directed not to enter the building if they have symptoms of influenza or other illness by posters located at the entrance door and by the elevators.
- Should any non-resident display symptoms, they will politely be asked to leave the building, and should not return for a prescribed period of time following onset of symptoms.
- In the event Luther Court is experiencing an outbreak, the building will be closed and visitors restricted from visiting
- In the event of facility closure, in extenuating circumstances (e.g. impending death) visitors will be admitted and PPE required
- All persons entering the building will be reminded to use hand sanitizers prior to leaving the building.
- Facility updates will be provided to family members on a regular basis.

GOAL 5. Provide care for all clients within Luther Court and where possible to have resources available at Luther Court.

In the event of an outbreak, the affected area will be closed,

- Admissions and transfers to the area will cease
- Residents will be confined to their rooms and tenants to their apartments, as applicable
- Food service carts will not travel between houses. Food service will be delivered from the foyer outside each house, utilizing disposable dishes
- If the outbreak is in the apartment community, the main dining room will be closed and provisions for door-to-door delivery of food will be put in place
- Staffing patterns will be maintained to ensure that wherever possible, the same staff work in the affected area
- Universal precautions will be maintained for non – infected clients and full isolation will be maintained for infected clients.
- Recreation activities will not be held outside of the isolated area
- Visitors will be restricted.
- Community visits will be cancelled.

In the event of infection spread throughout the building,

- Each care unit will be closed and contained.
- Main dining room will close.
- Food and supply delivery to the floors and apartments will be organized.
- Recreation programs will be cancelled and staff deployed to care units to provide care.
- Adult Day programs will be cancelled and staff deployed to care units and/or home support.

GOAL 6: Luther Court will maintain sufficient staff to safely care for clients

Staffing Plan.

In the event of a full - blown pandemic, all staff will be required in the provision of care, all asymptomatic staff who are unable to prove illness will be:

- **Expected to report for work**
- **May be deployed to any area in the building**
- **Expected to take additional and extended shifts.**

As a preventive measure it is recommended that all staff receive the influenza vaccine and other pertinent vaccines, when it is deemed by the Medical Health Officer, to be appropriate.

Staffing hours will be ramped up to meet the needs of the situation. Luther Court will participate in a coalition of casual staff if developed in coordination with and at the direction of the Medical Health Officer.

Vacations and leave days may be cancelled to support a community emergency.

Staff becoming ill at home, must report by phone to the facility. Staff becoming ill while at work will be sent home

Staff who have not taken pertinent vaccines may not be allowed back in the workplace without pay, after onset of outbreak, until it is deemed safe for them to return.

Excluded Managers

For excluded managers, essential services planning will go into effect, and an extended work - week will become an expectation. Managers may be deployed to other work duties during the pandemic.

GOAL 7: Luther Court will retain enough supplies to remain self – sufficient through an outbreak.

SUPPLIES REQUIREMENT.

Supplies will consist of: Target 6 weeks supply for all essential items

- One – week (7) day, supply of fresh frozen food
- One - month supply of dried food and staples.
- 6 week supply of cleaning and laundry chemicals.
- 6 week supply of paper products.
- 6 week supply of disposable crockery and utensils.
- 15 cases of portable hand sanitizer
- 10 cases of hand soap
- 10 cases of full arm yellow infection control gowns non-permeable variety
- 10 cases of foam hand sanitizer
- 10 cases of Oxiver Plus
- 10 cases of Oxifer liquid
- 10 cases of Oxivir wipes
- 4200 earloop surgical masks
- 4200 earloop full face shield masks
- 1000 earloop N-95 masks for RNs and night LPNs
- 4200 disposable isolation gowns
- 4200 disposable isolation booties
- 100 cloth gowns
- 5000 temperature probe caps
- 4200 X-large gloves
- 4200 large gloves
- 4200 medium gloves
- 2000 small gloves.
- 15 cases of x-large incontinent supplies
- 20 cases of large incontinent supplies
- 20 cases of medium incontinent supplies
- 10 cases of small incontinent supplies
- 10 boxes of disposable water-soluble laundry bags for in-house laundry
- 6 week supply of all other plastic bags used on site

Established: September 2009

Reviewed/Revised: July 2011, July 2013, July 2018; April 2020