

Pandemic Plan for North Yorkers for Disabled Persons Inc.

Updated: May 15, 2020



COVID-19 2020 Current Pandemic Response Plan

This plan was developed specifically for organizations that provide services to people with physical disabilities in the community. The basics of this plan are broken down into a four step process. We have included definitions, phases of a pandemic outbreak and ethical considerations that we used as a framework for the development of this plan.

- STEP ONE: PRIORITIZE OUR AGENCIES SERVICE FUNCTIONS & PRIORITIES
- STEP TWO: STAFFING CONSIDERATIONS
- STEP THREE: POPULATING OUR PLAN
- STEP FOUR: DEFINE OUR CHAIN OF COMMAND

Definitions

What is a Pandemic?

A pandemic is an epidemic of infectious disease that spreads through human populations across a large region, for example a continent, or even worldwide.

According to the World Health Organization (WHO), a pandemic can start when three conditions have been met:

- The emergence of a disease new to the population;
- The agent infects humans, causing serious illness;
- The agent spreads easily and sustainably among humans.

Phases of Pandemic Outbreak

The World Health Organization has created Phases of Pandemic outbreak. These Phases help individuals/organizations guide their response planning for possible pandemics. The phases and descriptions are provided below.

Period	Phase	Description
Inter-pandemic Period	1	No new virus subtypes have been identified. A subtype that has caused human infection may be present in animals. If present, the risk of human infection is considered to be low.
	2	No new virus subtypes have been identified. A circulating animal virus may pose substantial risk of human disease.
Pandemic Alert Period	3	Human infection(s) with a new subtype, but no human-to-human spread
	4	Small clusters with limited human-to-human transmission. Virus is not well adapted to humans.
	5	Large clusters, human-to-human is localized. Virus is becoming increasingly better adapted to humans.
Pandemic Period	6	Increased and sustained transmission to general population.
Post pandemic Period		Return to Inter-pandemic Period

Definition of Influenza

Influenza, commonly known as “the flu” is a highly contagious and common respiratory illness caused by a virus. There are 3 known types of influenza virus – A, B and C. Types A and B cause seasonal influenza.

Influenza is spread from person to person by droplet spread or direct contact.

- Droplet spread refers to spray with relative large, short range droplets produced by sneezing, coughing, speaking, etc. These droplets can spray up to two metres (6 feet) and can land directly in the eye or be breathed in.
- Direct contact occurs when there is immediate transfer of the virus through skin to skin contact. An example is someone may cough into their hands and then shake hands with someone who will then touch their eyes, nose or mouth. Some viruses can live on items for up to 48 hours.

The incubation period is usually one to three days, with most people recovering in 5 to 8 days. Most adults are infectious to others 24 hours before and up to 5 days after they develop symptoms. 30% to 50% of those infected experience no symptoms at all.

Definition of COVID-19

Coronaviruses are a large family of viruses, some of which infect only animals, and others that can infect humans. Seven strains of coronavirus are now known to cause illness in humans.

The strain of coronavirus found in Wuhan is the most recent of 7 known strains, called COVID-19. Of the 6 others, 4 cause only minor respiratory symptoms similar to those of a cold, and 2, severe acute respiratory syndrome (SARS CoV) and Middle East respiratory syndrome (MERS CoV), have been associated with more serious and life-threatening diseases.

Spectrum of illness

Common symptoms of COVID-19 Include:

- Fever of 37.8°C or greater
- New or worsening cough
- Shortness of breath

Other signs and symptoms of COVID-19 can include:

- Sore throat
- Difficulty swallowing
- New olfactory or taste disorder
- Nausea/vomiting, diarrhea, abdominal pain
- Runny nose, sneezing or congestions (in absence of underlying reason for these symptoms such as allergies, etc.)
- Clinical or radiological evidence of pneumonia

Atypical signs and symptoms of COVID-19 can include:

- Unexplained fatigue
- Delirium
- Unexplained or increased number of falls
- Acute functional decline
- Exacerbation of chronic conditions
- Chills
- Headaches
- Croup
- Conjunctivitis (Pink eye)
- Unexplained tachycardia
- Unexplained hypoxia (even if mild)
- Decrease in blood pressure
- Lethargy
- Multisystem inflammatory vasculitis in children

Transmission

Current epidemiologic information suggests that limited human-to-human transmission of COVID-19 may have occurred in some reported instances where individuals were in close contact with symptomatic cases. Until more definitive information becomes available, appropriate infection prevention and control measures (contact and droplet precautions) should be implemented to prevent onward transmission of the virus.

Our response

As of March 11, 2020, North Yorkers went into full lockdown to prevent the transmission of COVID-19 in our residence. We enforced a no-visitor policy, and residents are required to stay home at all times. Hand hygiene and surface disinfection were increased.

As of March 25, 2020, we enforced updated infection prevention protocols which included mandatory screening for all staff entering the workplace, screening of all residents, and surgical masks and goggles must be worn by staff at all times while on shift to prevent the spread of droplets.

Epidemiological information

PHAC is collaborating with provincial and territorial public health partners to collect information on COVID-19 cases in Canada. This information is used by public health officials to show when illnesses begin, when they peak, and when they trail off.

Differences between Seasonal Influenza and COVID-19

Seasonal Influenza	COVID-19
Occurs every year (Oct – April)	First occurrence
Occurs during winter	Could occur at any time of the year
It is unpleasant but not a life threatening infection for most people	It is a more serious virus and has increased mortality rate for seniors and vulnerable population
Most people recover in 1 – 2 weeks without requiring medical attention	Many people will experience only mild symptoms, with no need to access medical treatment. Some will experience significant impact with life threatening implications
The very young, the very old and people with chronic illness are most at risk	People of every age may be at risk of transmission but thus far those at greatest risk are people over 70 and those with underlying medical conditions
Vaccine is available in advance	Vaccines not available
Annual vaccination is recommended	The whole population will be offered when a vaccine is available
Antiviral drugs are available to treat those at special risk	No antiviral drugs are available at this time

(WHO)

Ethical Considerations

Ethical Considerations around Pandemic Planning

Every pandemic plan must be built on a sound understanding of the services we provide and how important these services are to consumers, the recipients of our services. Many ethical decisions must be made when you are suddenly faced with the dilemma of a drastic shortage of staff due to a pandemic event. This can include a large number of consumers and staff who are sick while you are attempting to adhere to your responsibility to continue to provide services. Thinking about these issues and planning for a pandemic event before it happens are effective methods of ensuring you are making sound ethical decisions.

Consistent principles support the framework of this plan. It was essential during the development of the templates, priority listings and recommended service modifications that the committee based their suggestions within the proposed strategies on the following values;

Equitable: All persons will be treated fairly and in the same manner.

Open: All stakeholders are informed around decision making processes and potential outcomes.

Reasonable: During a pandemic, when usual practices cannot be adhered to, the subsequent recommendations made are sensible and prudent to allow for continued service delivery, albeit at a reduced level.

The intent of the template development was to supply North Yorkers for Disabled Persons Inc. with the tools to openly communicate with their consumers and employees around precautions, safety, possible service modifications (i.e.; no gender specific requests) and information that is pertinent to their service and/or employment. The goal of the plan is to minimize illness and maximize service deliverables so those at greatest risk will have their needs met for as long as possible. An accessible plan will inform stakeholders of potential outcomes during a pandemic and build trust between all stakeholders.

In attendant services, values such as respect for the person, respect for person's ability to make choices for themselves, being transparent and open around decision making and treating people fairly form the basis of our service delivery model. North Yorkers for Disabled Persons Inc. has saturated this plan with ethically sound values to best deliver services during a pandemic outbreak.

STEP ONE: PRIORITIZE OUR SERVICE FUNCTIONS & PRIORITIES

Assessing risk means knowing what is crucial in carrying out our business during an emergency. In our priorities, we:

- Identify essential business functions, processes and services that must continue
- Establish the timeframe or frequency that each function or service must be completed
- Rank our functions, processes and services in order of priority
- Identify Emergency Level Indicators with Definitions and Job Responsibilities for Direct services, supervision and leadership/management staff

Emergency Indicators with definitions

This colour coding will be used throughout the plan

- **Green – (Full complement of Essential and Non-Essential Supports)**
 - Consumer Services Impact: Consumer service requirements can be met with supports as defined. Consumer can access full range of services provided Consumer is low risk (Consumer Priority Rating A, B, C, D)
 - Employee/Volunteer Impact: Regular staffing compliment levels
- **Blue – (Mild)**
 - Consumer Services Impact: Consumer service requirements (as listed below under **blue** priority) can be met with modified supports as defined. Non-essential services are supported in other ways, by other persons/providers or can be diverted. Service impact is at low risk - Consumer Priority Rating A, B, C, D. (see Consumer Priority Rating List)
 - Employee/Volunteer: Staff shortage per shift, per job task (See: Employee Impact matrix)
- **Orange – (Moderate)**
 - Consumer Service Impact: Major disruption(s), Consumer service requirements (as listed below under **orange** priority) can be met with limited supports as defined. Service impact is moderate. Consumer Priority Rating A & B - (see Consumer Priority Rating List)
 - Employee Impact: Major staff shortage per shift, per job task. (See: Employee Impact matrix).
 - Insufficient stockpiles of PPE supplies for staff
- **Red – (Severe)**
 - Consumer Services Impact: Consumer service requirements (as listed below under **red** priority) can be met. Consumer Priority Rating A - (see Consumer Priority Rating List)
 - Employee Impact: Significant staff shortage (See: Employee Impact matrix).
 - Insufficient stockpiles of PPE supplies for staff

The following chart is a service impact matrix indicating what level of service delivery can be provided taking into consideration the level of absenteeism for front line staff (x axis) and the percentage of consumers who must have service (y axis). This will identify what services (identified in the service functions and priority chart) we will be able to provide in the four emergency levels identified above.

Service Impact Matrix

% of Consumers with a priority rating of A&B combined	Severe >60%				
	Moderate 50-60%				
	Mild 40-49%				
	Green <40%				
		Green	Mild	Moderate	Severe
		0%	20-29%	30-40%	>40%
		FRONT-LINE STAFF ABSENTEEISM RATE			

The following chart is used to identify consumers within our organization and to predetermine their service needs during a Coronavirus outbreak. A comprehensive assessment of service requirements helps populate our service functions and priority chart and assists us in determining levels of service deliverables. It maintains the colour coding to easily identify our consumer's needs and priority rating.

<u>Consumer Priority Rating List</u>								
Consumer Last Name	Consumer First Name	Program	Consumer has back-up support	Consumer is flexible to time adj bkg.	Consumer can manage or has back up in the home or close by	Consumer has other services	Priority Services (list essential services)	Mask? (Can the Consumer wear a mask?)
		2880	Yes	Yes	Yes	No	Meal prep Shower Supervision	Yes
		2880	No	Yes- food No- medication	No	No	Meal Medication Physical supprts	Yes
		2880	No	Yes	No	No	Meals Medication Physical Supports	No
		2880	No	Yes	No	No	Meals Medication Physical Supports	Yes
		2880	No	Yes	No	No	Meals Medication Physical Supports	Yes
		2880	No	Yes	No	No	Meals Medication Physical Supports	No
		2880	No	Yes	No	No	Meals Medication Physical Supports	Yes
		2880	No	Yes	No	No	Meals Medication Physical Supports	Yes
		2880	No	Yes	No	No	Meals Medication Physical Supports	Yes
		2880	No	Yes	No	No	Meals Medication Physical Supports	No

Priority	
D - no need for service	able to manage or has immediate back up
C - mild	Requires assistance with some activities with significant back up support
B - moderate	Requires assistance with most activities with some back up support
A - high	must have service

** Resident names have been removed for privacy

Service Functions and Priority Chart

The following chart has been prepared based on our experience with prioritizing services, consultations with other providers/partners and best practices.

Priority	Service levels and impact	Management responsibilities
<p>GREEN Regular Services</p>	<p>Full Service Compliment</p>	<p>Full in direct service compliment</p>
<p>BLUE (MILD) Modified Services</p>	<p><i>Some activities at this level are subject to “time, staffing and priority”. Any service may be reduced or discontinued temporarily with minimal notice</i></p> <p><i>Service provision to Consumer Priority Rating “A, B, C, & D”</i></p> <p>The full scope of services may be available, however, the following services could be suspended:</p> <ul style="list-style-type: none"> • Escort support (Banking, Shopping Trips) • Housekeeping/laundry • Range of Motion exercise • Ironing • Social facilitation (communication) support • No gender specific requests 	<p>Management responsibilities will include:</p> <ul style="list-style-type: none"> • Establish optimal staffing levels based on Consumer need and numbers • Gather information -status updates, identify new needs/pressures • Implement staff and consumer surveillance re: symptoms/illness • Purchase adequate stockpile of supplies • Cancel non essential meetings • Communicate with all stakeholders

Priority	Service levels and impact	Management responsibilities
<p>ORANGE (MODERATE)</p> <p>Emergency Services</p>	<p><i>All activities at this level are subject to “time, staffing and priority”. Major service disruptions are possible with little or no notice. Service provision to Consumer Priority Rating “A & B” only</i></p> <p>Every effort will be made to provide the following services (no gender specific requests):</p> <ul style="list-style-type: none"> • Safety and reassurance checks • First Aid • Toileting • Meal Prep (Basic) Eating & Fluids (including tube feeding and related functions) • Menstrual Care • Medication Assistance • Transfers/turns-priority based • Dressing/Undressing priority based • On-line Groceries/ordering food • Soiled bedding/clothes • Facilitation (communication) Assistance • Ventilator/trachea care 	<p>Management responsibilities will include:</p> <ul style="list-style-type: none"> • Monitor Threat – forecast progress or conclusion • Information Gathering -status updates, identify new needs/pressures • Prepare supplies & equipment delivery coordination (if required) • Communication & Reporting (External obligations) • Security of Site locations • Ensure Safety & Security of employees and Consumers • Institute Public Health or Quarantine measures if mandated • Establish optimal staffing levels based on Consumers need and numbers • Maintain inventory supplies • Maintain operations functions as permitted • Non essential meetings cancelled • Inform all stakeholders on updates via website • Risk Assessment

Priority	Service levels and impact	Management responsibilities
<p>RED (SEVERE)</p> <p>Critical Support</p>	<p><i>All activities at this level are subject to “time, staffing and priority” all services may cease effective immediately. Service provision to Consumer Priority Rating “A” only</i></p> <p>Every effort will be made to provide the following services (no gender specific requests):</p> <ul style="list-style-type: none"> • Approved Critical Support Services: • First Aid • Illness and Sickness Support • Drinks - fluids/meal replacement drinks (including tube feeding and related functions) • Toileting • Medication Assistance • Transfers/turns-priority based • Safety and reassurance checks • Soiled bedding, clothes • Menstrual Care • Facilitation (communication) Assistance • Ventilator/trachea care 	<p>Management responsibilities will include:</p> <ul style="list-style-type: none"> • Supervisory duties as assigned –support service focus • Back-up plan administration • Risk assessment • Decision Making/Resource/Problem Solving • Communication & Reporting (External obligations) • Security of Site locations • Security of and access to data and information • Safety and security of employees and consumers • Institute all Public Health orders or measures • Inform all stakeholders on updates via website

STEP TWO: STAFFING CONSIDERATIONS

Employee Impact Matrix Assessed on number of staff available by program

<i>DIRECT SERVICES</i>		<i>GREEN</i>	<i>BLUE</i>	<i>ORANGE</i>	<i>RED</i>
Program	Job Task & Class	Regular	Modified	Emergency	Critical
Supportive Housing Management Staff	<ul style="list-style-type: none"> • Manager of Operations 	1	1	0	0
Frontline	<ul style="list-style-type: none"> • Attendants • Cook 	18 1	<15 1	<13 0	<10 0
Other Management Staff		0	0	0	0
Frontline					
<i>INDIRECT SERVICES</i>					
Administration	<ul style="list-style-type: none"> • Executive Director • Manager of Tenant Services • Outreach Communication Facilitator 	3	3	2	1

Staffing Considerations

During a pandemic event, all staff may need to be outsourced, transferred or reassigned: Existing or potential staff that are expected to work with consumers who are presenting with COVID-19 symptoms must meet the minimum criteria below in order to provide services:

DIRECT SERVICES	INDIRECT SERVICES
Must have received orientation Not on modified duties Not have a chronic health condition or pregnant (on a case by case basis) Experience in providing personal supports an asset	Not on modified duties Previous operational experience Previous supervisory/leadership experience Current knowledge of Acts, Regulations and P&P Experience managing in unionized environment Knowledge of liaisons/partners

STEP THREE: POPULATING OUR PLAN

North Yorkers for Disabled Persons Inc. has identified six priority components of a comprehensive pandemic plan. They are the following:

	Preparation Operations	Communications Logistics/Supplies	Human Resources Safety
Section	Operational	Resources	Sources
Preparation	<ul style="list-style-type: none"> Organizational Assessment Tool Site Information Planning Checklist Consumer priority sheet 	<ul style="list-style-type: none"> Emergency Card Helpful resources 	<ul style="list-style-type: none"> MOHLTC Public Health World Health Organization
Communication	<ul style="list-style-type: none"> Communiqué to Volunteers COVID-19 update #1 Pandemic preparedness memo2 COVID-19 symptoms versus Influenza 	<ul style="list-style-type: none"> Health Notices Ontario Gov Memo to CSOs Online resources 	<ul style="list-style-type: none"> Legal Counsel Ministry of Health Public Health
Human Resources	<ul style="list-style-type: none"> Health Screening Staff Screening Tool Pandemic Staff Availability Questionnaire HR 	<ul style="list-style-type: none"> Considerations Attendance Mngt- Emergency Scheduling Implications and Assumptions Privacy pandemic guide for employers 	<ul style="list-style-type: none"> Employments Standards Act Occupational Health and Safety Act Legal Counsel Human Rights Labour Relations Act Workplace Safety and Insurance Act Province of Ontario

Section	Operational	Resources	Sources
Health & Safety	<ul style="list-style-type: none"> • Consumer Screening tool • Self Screening and Visitor Sign In Sheet • How can I stop the transmission of COVID-19 	<ul style="list-style-type: none"> • Ontario Government • Federal Government 	<ul style="list-style-type: none"> • H&S Policies & Procedures • OHSa • WSIB • Labour Relations Act • Workplace Safety and Insurance Act • Occupational Health and Safety Act • PSHSA • Public Health Offices
Operations	<ul style="list-style-type: none"> • Position Task Inventory • Memo to Clients-Consumers re service planning • Risk analysis Template • Payroll Payables Contingency 	<ul style="list-style-type: none"> • Service Function and Priority Chart • Employee Impact Matrix 	<ul style="list-style-type: none"> • Health Protection and Promotion Act • Emergency Management and Civil Protection Act • Personal Health Information Protection Act
Logistics & Supplies	<ul style="list-style-type: none"> • Critical Supplies • Vendor info listing • Emergency Preparedness-Office • Emergency Preparedness-personal 	<ul style="list-style-type: none"> • Access to Supplies & Equipment MOHLTC • Emergency Kit Checklist 	<ul style="list-style-type: none"> • MOHLTC • Occupational Health and Safety Act

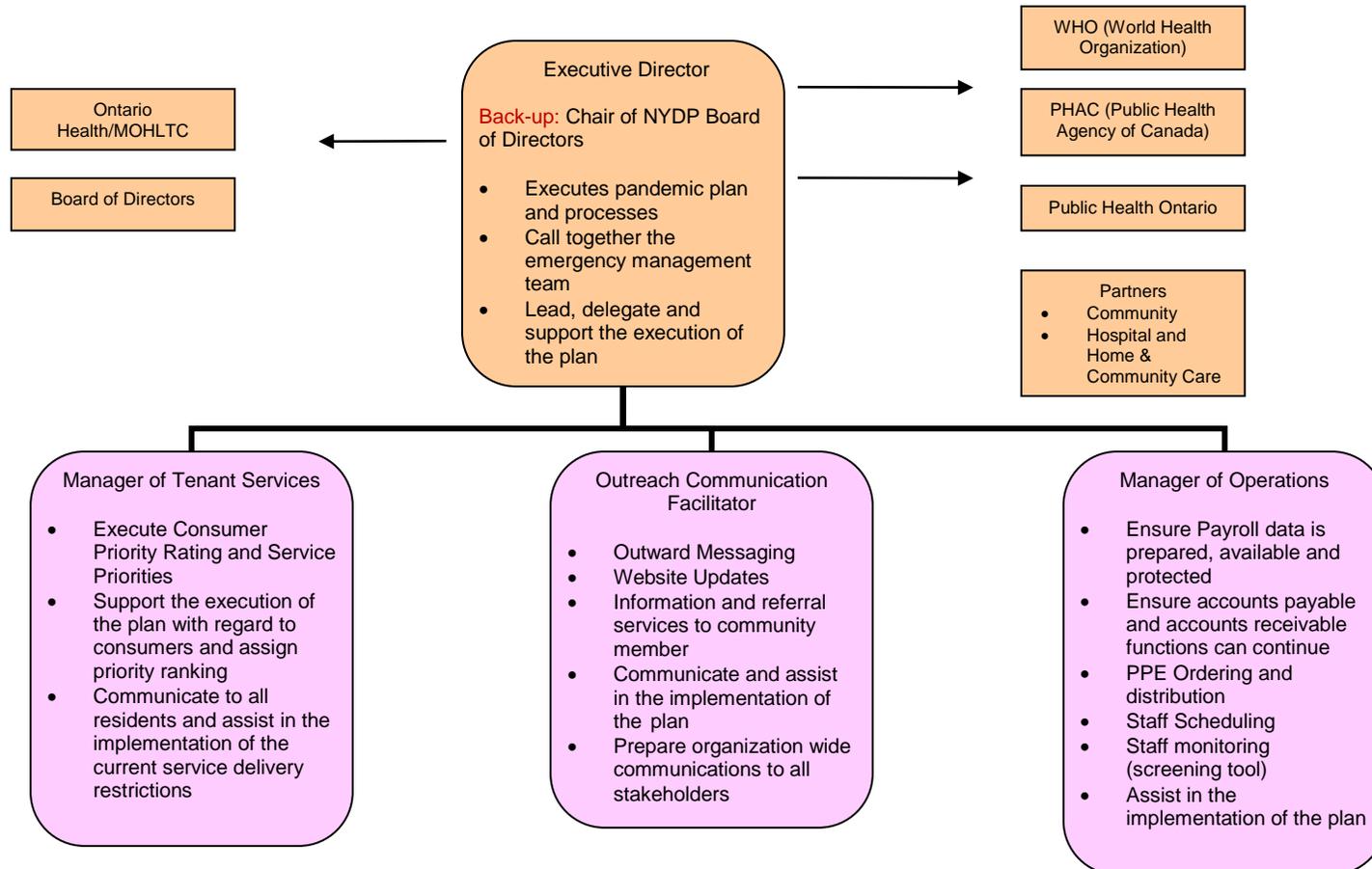
STEP FOUR – DEFINE OUR CHAIN OF COMMAND

An essential component of North Yorkers for Disabled Persons pandemic planning is to:

- Develop a decision making chain of command, including alternates
- Identify who (including alternatives) will make the decision about WHEN to implement North Yorkers' pandemic plan

The following chart identifies positions, backups and responsibilities during a pandemic event. North Yorkers has assigned roles and responsibilities taking into consideration our organizational structure and resources.

Chain of Command – Org Chart



Chain of Command – Table

Primary Source: To Call and take charge in an Emergency:

1. *Executive Director* *Back-up: Chair of NYDP Board of Directors*
2. *Manager of Tenant Services*
3. *Manager of Operations*
4. *Outreach Communication Facilitator*

Responsibilities:

- Identify Protocols and Processes
- Communicate with the Emergency Management Team
- Lead, Delegate and Support the execution of Business Continuity Plan

Secondary Source for each program:		Supportive Housing	
Head Office		2880	
<i>Executive Director</i>	<i>Responsibility</i>	<i>Pandemic Planning Team</i>	<i>Responsibility</i>
Back up: Chair of NYDP Board of Directors	<ul style="list-style-type: none"> • Communicate type of emergency to Primary Sources • Communicate and assist in the implementation of the plan • Prepare organization wide communications to all stakeholders • Ensure Payroll data is available and protected • access to programs/providers to continue payroll functions • Ensure accounts payable and accounts receivable functions can continue 	Manager of Tenant Services Manager of Operations Outreach Communication Facilitator	<ul style="list-style-type: none"> • Execute Consumer Priority Rating and Service Priorities • Support the execution of the plan with regard to employees and consumers/Assign responsibilities • Communicate to all stakeholders and assist in the implementation of the plan

Roles and Responsibilities throughout a Pandemic Event

Management Team

Executive Director:

- Declare pandemic plan to action
- All communication/information will be shared with the management team, staff and consumers
- Handle all media requests for information
- Provide timely information to the Board of Directors on matters related to board-specific pandemic issues
- Approve all system communications and directives
- Ensure all communication directives are promptly communicated
- Host briefing sessions remotely as needed
- Coordinate actions of the Pandemic Planning Team, as needed
- Provide regular updates to all stakeholders to assure confidence
- Call the all clear once directed from public health officials

Pandemic Planning Team:

- Act as lead for North Yorkers for Disabled Persons Inc.
- Contact the local Health Units to report significant outbreaks
- Gather information from a variety of sources, including:
 - World Health Organization (www.who.int)
 - Ministry of Health & Long Term Care (www.health.gov.on.ca/english/providers/program/emu/ihn.html)
 - Ministry of Health & Long Term Care List Serve
 - Public Health Agency of Canada (www.phac-spc.gc.ca)
 - Toronto Public Health (www.toronto.ca/health/pandemic/index.htm)
 - Regional Infection & Control (ww.ricn.on.ca)
 - Ontario Health
 - PSHSA
 - OCSA List Serve – Important Health Notices

Pandemic Planning Team Protocols:

- Inform staff and consumers about the symptoms and measures to be taken to reduce exposure
- Inform consumers to identify priority rating and services
- Request that symptoms be reported to the program management
- Follow and enforce all policies and procedures
- Follow all communication directives
- Identify issues for problem solving
- Manage and disseminate supplies to front-line staff in the provision of services
- Post and maintain communication with staff and residents

Front-Line Staff:

- Follow all policies and procedures
- Report symptoms to program management

Residents:

- Follow all policies and procedures
- Report symptoms to program management
- Cancel all non-essential outings
- Restrict all visitors

The following chart outlines our requirements and processes with leads identified with related action plans – each position listed below has a back-up identified in the Chain of Command chart or table above:

Impact (Processes)	Lead:	Action Plan
Roles and Responsibilities	See Chain of Command & Roles and Responsibilities	<ul style="list-style-type: none"> • Follow Chain of Command activating any required back ups • Assume and delegate responsibilities as identified
Decision Making/Command	Executive Director	<ul style="list-style-type: none"> • Declaration of an Emergency • Chair Emergency Management Team • Risk Assessment & Evaluation
Emergency Management Team	Executive Director	<ul style="list-style-type: none"> • Activate Pandemic Plan – determine level of impact to the entire organization • Activate Response Leads • Ensure all available information is communicated to appropriate stakeholders
Legal and Ethical Resolution	Executive Director	<ul style="list-style-type: none"> • Mitigate legal risk • Ethical/Legal Decisions
Media	Executive Director	<ul style="list-style-type: none"> • Responsible for all media requests for information
Human Resources	Executive Director	<ul style="list-style-type: none"> • Ensure legislative requirements are adhered to • Reduce negative impact on organization • Support Program Managers
Health and Safety – Employee Safety	Manager of Operations	<ul style="list-style-type: none"> • Ensure Employees are safe at work • Ensure PPE equipment is readily available – masks, gloves, etc

Communication	Outreach Communication Facilitator	<ul style="list-style-type: none"> • Keep informed by checking MOHLTC, Public Health and others for up to date information • Prepare organization wide communications to all stakeholders • Monitor daily status reports on outbreak – geographical areas • Report daily
Program Services: Supportive Housing	Manager of Tenant Services	<ul style="list-style-type: none"> • Ensure consumers receive services as per the pandemic plan • Service resources are not wasted • Ensure consumer and staff safety
	Manager of Operations	<ul style="list-style-type: none"> • Ensure PPE supplies are readily available and appropriately used – masks, gloves, etc • Report Staff absenteeism rates and Consumer illness rates by 3:00pm each day to Executive Director(during a pandemic event)
Reporting	Executive Director/ Outreach Communication Facilitator	<ul style="list-style-type: none"> • Accurate information is submitted on a timely basis • Organizational reporting requirements (external and internal) are adhered to • Ensure additional COVID-19 related reporting obligations are known and adhered to
Financial/Insurance/ Administration	Manager of Operations	<ul style="list-style-type: none"> • Ensure payroll data is available and protected • Access to programs/providers to continue payroll functions • Ensure accounts payable and accounts receivable functions can continue
Equipment and Supplies	Manager of Operations	<ul style="list-style-type: none"> • Communicate type of emergency to Primary Sources • Monitor supplies including PPE • Order supplies to maintain 4 week operations for total organization • Assist in the implementation of the plan

Final thoughts:

- Our plan is a living document that should be regularly reviewed, tested and revised based on current, real-time events and on changing organizational needs or new Provincial and Federal Government, and Public Health information and direction.
- This is short term timed response to a pandemic event. Services during extended pandemics are not sustainable as the health and safety of consumers and staff would be at risk over a significant amount of time. Action at the direction of the province would be adhered to and organizational closure is a possibility. All consumers, families and staff must all prepare for the potential of services being drastically reduced.

Appendix A:

Donning/Doffing a Surgical Mask

Donning the mask

1. Clean your hands with soap and water or hand sanitizer before touching the mask.
2. Remove a mask from the box and make sure there are no obvious tears or holes in either side of the mask.
3. Determine which side of the mask is the top. The side of the mask that has a stiff bendable edge is the top and is meant to mold to the shape of your nose.
4. Determine which side of the mask is the front. The colored side of the mask is usually the front and should face away from you, while the white side touches your face.
5. *Face Mask with Ear loops:* Hold the mask by the ear loops. Place a loop around each ear.
6. Mold or pinch the stiff edge to the shape of your nose.
7. Pull the bottom of the mask over your mouth and chin.

Doffing the mask

1. Clean your hands with soap and water or hand sanitizer before touching the mask. Avoid touching the front of the mask. The front of the mask is contaminated. Only touch the ear loops/ties/band.
2. *Face Mask with Ear loops:* Hold both of the ear loops and gently lift and remove the mask.
3. Throw the mask in the trash. Clean your hands with soap and water or hand sanitizer.

HOW TO WEAR SURGICAL MASK



1
Clean your hands with soap and water or hand sanitizer



2
Hold the mask by the ear loops and place a loop around each ear



3
Mold or pinch the stiff edge to the shape of your nose



4
Pull the bottom of the mask over your mouth and chin



5
Avoid touching the front of the mask when wearing

HOW TO REMOVE SURGICAL MASK



1
Clean your hands with soap and water or hand sanitizer



2
Avoid touching the front of the mask. Only touch the ear loops



3
Hold both of the ear loops and gently lift and remove the mask



4
Throw the mask in the trash



5
Clean your hands with soap and water or hand sanitizer

Appendix B:

Doffing Surgical Gloves

1. Pinch and hold the **outside** of the glove near the wrist area.
2. Peel downwards, away from the wrist, turning the glove inside out.
3. Pull the glove away until it is removed from the hand and **hold the inside-out glove with the gloved hand**.
4. With your un-gloved hand, slide your finger/s **under the wrist** of the remaining glove, **taking care not to touch the outside of the glove**.
5. Again, peel downwards, away from the wrist, turning the glove inside out.
6. Continue to pull the glove down and over the inside-out glove being held in your gloved hand.
7. This will ensure that both gloves are inside out, one glove enveloped inside the other, with no contaminant on the bare hands.

And finally a few **DO's and DON'Ts to remember**

- **DON'T** touch environmental surfaces – eg: door handles, a keyboard, a computer mouse – with contaminated gloves
- **DON'T** touch your face or adjust PPE with contaminated gloves
- **DON'T** remove one glove, and then pull the other glove off by the fingertips
- **DON'T** reuse disposable gloves once they have been removed
- **DO** safely remove excess liquid beforehand
- **DO** change gloves when heavily soiled or if torn
- **DO** dispose of used gloves appropriately, in accordance with your company policy
- **DO** cleanse hands in line with your company's skin care guidelines
- **DO** please follow our easy instructions!

1



Pinch and hold the **outside** of the glove near the wrist area.



2



Peel downwards, away from the wrist, turning the glove inside-out.



3



Pull the glove away until it is removed from the hand, holding the inside-out glove with the gloved hand.



4



With your un-gloved hand, slide your finger/s under the wrist of the remaining glove. **Do not touch** the outer surface of the glove.



5



Peel downwards, away from the wrist, turning the glove inside out.



6



Continue to pull the glove down and over the inside-out glove being held in your gloved hand.