


Strathmere Lodge

	Manual	Fire & Emergency
	Policy Number	PRS002
	Original Date	September 30, 2016
	Revised/Reviewed Date	May 8, 2024
	Issued By	Environmental Service Manager
	Approved By	Administrator

STAFFING

Minimum Staff Levels

The attached schedule shows minimum staffing levels for each department at Strathmere Lodge. It has been developed based on 'best guess' assumptions. These shall be reviewed as needed and updated to reflect the realities of providing needed resident care and services.

Definition – Minimum Daily Staff Requirement

A level of staffing below which the Home could no longer operate. It assumes a fundamental reworking of staff schedules e.g. using 12 hours shifts, and reassigning staff to duties outside their normal mandate.

Staff Schedules

Based on minimum staff levels, each department shall develop a draft schedule that may incorporate non-standard shifts (e.g.12 hours) and the use of staff in non-traditional roles.

Both Unions shall be consulted/advised of draft contingency plans for staffing.

Absenteeism

The principles of regular attendance shall be maintained, however the policy shall be administered to incorporate prudent practice to minimize the spread of infection without penalty to employees.

Staff absenteeism during an outbreak shall be reported daily by Department Managers to the Administrator.

The Administrator shall assess daily the impact of absenteeism on care and service delivery.

Work Refusal

The Strathmere Lodge policy on work refusal [OHS 13.3] is located in the Strathmere Lodge Health and Safety Manual.

Reference should also be made to section 43 of Part V of the Occupational Health and Safety Act.

Staffing Contingency

See appendix under PRE001 – Pandemic Response Services, for duties that may be assumed by family or volunteers as applicable.
See Roles and Responsibilities below for making contact.

Staff Working in Other Homes

Managers will, wherever possible, be aware of staff members who work in other LTC Homes, Hospitals and Retirement Communities.

Chain of Command

The Administrator shall be responsible for implementing the pandemic response plan.

The following are designated alternates for management positions:

<u>Position</u>	<u>Alternate</u>
Administrator	DRC
DRC	
Infection Control	DRC
Food Services Manager	Cook/NMS Operations Manager/ Food Services Supervisor
Environmental Services Manager	Seamstress/Tradesperson/ Administrator
Manager of Recreation	Adjuvant/Administrator
Office Supervisor	Accounts Clerk/Administrator

Working Offsite

Positions, where all or part of the job function could be performed from a remote location using an internet connection, have been identified and are noted in PRE001.

Technical and security issues related to these remote functions shall be addressed with the County IT Manager.

Fit to Work

The following defines a worker’s ability to remain/return to work:

Fit for work	fit to work with no restrictions
Fit to work with restrictions	may be reassigned duties or reintegrated into the workplace in a manner that will not pose an infection risk to others
Unfit to work	restricted from performing resident care tasks, co-worker contact and from entering the home

The DRC/designate shall determine the 'fit for work' status of employees presenting with symptoms of influenza-like illness.

Roles and Responsibilities

Responsibility	Assigned to:
Building operation, utilities	ESM
Building security	ESM
Command Centre	DRC
Communications – families	DRC
Communications - staff	Managers
Communications – health unit	DRC/ADRC
Communications – County, Ministry, LTC Homes, media	Administrator
Departmental operations	Managers
Infection Control, outbreak management	IPAC Nurse
Lab tests	Ward Clerk
Morgue, removal of deceased	DRC
Pharmacy supplies – antivirals, vaccine	Nursing Coordinators
PPE	IPAC Nurse
Resident transport – hospital, medical appointment	ASN/Ward Clerks
Staffing, absenteeism	Administrator
Supplies, food	Food Services Manager
Supplies, nursing	ASN/CSN
Supplies, other	Managers
Volunteer and family recruitment/assignment	Manager of Recreation
Waste removal	ESM
Visitor restrictions, screening	DRC/designate

Attached: Essential Staffing