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| <b>Section:</b><br>Emergency Planning Manual | <b>Subsection:</b><br>Code Grey Internal Disaster | <b>Policy Number:</b><br>EPP-1056               |
| <b>Subject:</b><br>Loss of Staff Labour      |   | <b>Reviewed Date:</b><br>June 2022, March 2013  |
| <b>Standard:</b>                             | <b>Authority:</b><br>CEO                          | <b>Supercedes:</b><br>May 2007<br>December 2008 |
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**Policy**

Belvedere Heights shall have an action plan to be implemented, in the event of a mass interruption of staff labour.

**Procedure**

1. The CEO/designate will alert all Managers of the situation, and implement the action plan.
2. All Managers will report for duty and take charge of their specific departments, to assess the staffing requirement. Managers will then meet, to discuss the next steps to be taken which may include:
  - Calling all union staff to report for duty
  - Hiring temporary staff from health care agencies
  - Recruiting family members or volunteers to assist in caring for residents. It is recognized that family/volunteers will provide minimal routine care. Care plans will be available.
  - Assigning qualified staff to perform specific tasks for residents. These tasks are ones that should not be delegated to families or volunteers.
  - Transferring acutely ill residents to hospital
  - Requesting family members to take their loved one home until the crisis subsides
  - Arranging temporary placement as per the relocation/evacuation policy
3. Menus and meals will be altered, on a temporary basis. Disposable plates and cutlery will be used.
4. Only essential laundry will be changed. Families may be requested to assist with residents' personal laundry items.
5. The CEO/designate will inform the Board of Management, and the Ministry of Health Compliance Advisor of the situation at hand.

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Authorized Signing Authority

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Date