 <p>10 Nadolny Sachs Private Ottawa, Ontario K2A 4G7</p>	MANUAL: Emergency Preparedness and Response – Public Information	
	SECTION: Section 3 - Response	
	ORIGINAL	REVIEW: August 2023
	July 2022	REVIEW: July 2024
REVIEWER: Emergency Preparedness and Response Lead	APPROVER: CEO	
SUBJECT: 3.03 Staff Shortages and Contingency Plan		

1.0 POLICY

To address staffing shortages, in addition to preparing and implementing contingency plans, the Home’s management team will:

- Work closely with all departments to understand hiring needs and ramp up hiring;
- Work with all departments to implement co-horting;
- Accelerate onboarding processes while maintaining quality;
- Actively manage return to work process; and,
- Prevent work refusals through education, training and enablement of staff members.

2.0 SCOPE

This policy/procedure in whole or in part, shall be implemented as soon as staff shortages are recognized and/or when an emergency develops that require additional steps be taken to ensure the safe operation of the Home.

3.0 ACCOUNTABILITY/APPROVAL/EVALUATION

The CEO/designate will have accountability in ensuring that this policy is reviewed and approved after each occurrence in which a staff shortage was identified and where this procedure may have been carried out. There will be an annual evaluation completed each calendar year.


4.0 COMMUNICATION/TRAINING

A review of the Emergency Preparedness and Response Manual will be completed by staff annually and upon orientation of any new hires. Any changes to this policy that result in significant changes to the policy, or procedures will be communicated to the staff.

5.0 PROCEDURE

The Home has developed a staff contingency plan that addresses:

- Identify minimum staffing needs for each neighborhood/area, including leadership;
- Prioritizes critical and essential services based on resident population needs;
- Identify backup for each shift and role and ensure training provided;
- Nursing minimum staffing per neighbourhood;
- Identify staff members who could potentially take on a leadership role
- This may also require discussions on available staffing support with HR, community

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Partners, and other institutions.