 <p>10 Nadolny Sachs Private Ottawa, Ontario K2A 4G7</p>	MANUAL: Emergency Preparedness and Response – Public Information	
	SECTION: Section 5 – Emergency Events	
	ORIGINAL July 2022	REVIEW: July 2023 REVIEW: July 2024
REVIEWER: Emergency Preparedness and Response Lead	APPROVER: CEO	
SUBJECT: 5.01 Outbreaks, Epidemics & Pandemics Policy		

Related Policies:

- Pandemic Management: EP-14-01-01
- Corporate Pandemic Plan: EP-14-01-01 A1
- Managing an Outbreak: IC-04-01-03
- When a Pandemic is Declared: IC-03-01-06
- Outbreak Plan: IC-04-01-01 A4
- Hillel Lodge COVID-19 Outbreak Plan

1.0 POLICY

In keeping with provincial pandemic plans and the national Canadian Pandemic plan guidelines, homes must be prepared to provide service and protect the residents and staff during a Pandemic. ¹

MITIGATION/PREVENTION

Mitigation/Prevention is the phase where organizations explore the potential impact of a Pandemic and the development, where possible, of corrective measures or action plans that either prevent the Pandemic from occurring, or more likely, minimize the impact if it does occur. For example, influenza immunization, education related to respiratory hygiene, not attending work when ill, handwashing, etc.

PREPAREDNESS

Preparedness is the phase where organizations implement measures to ensure that they are able to cope with the Pandemic. For example, stockpiling of PPEs, training staff in emergency preparedness, the development of a Pandemic plan, integrating planning efforts with those in the community, i.e. provincial ministries of health, local public health, etc. are strategies homes are to be working on during the preparedness phase.


RESPONSE

Response is the phase where organizations are required to deal with an actual Pandemic based on the forecasted impact on the health care system and society in general. For example, efforts to deal with an increased need for and receipt of information/direction, supplies, staff shortages, illness or death of colleagues, etc. are all challenges faced in the Response Phase.

RECOVERY

Recovery is the phase where organizations work towards a return to normal functioning. For example, the return of client services to normal volumes, staffing, the filing of claims to government departments, recognition and support to staff, etc. are activities happening during

¹ [ep-14-01-01-a1-corporate-pandemic-plan.pdf \(1\).pdf](#)

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this phase.²

2.0 SCOPE

This policy applies to each employee, volunteer and contracted service provider of Hillel Lodge. Resident Visitors and Business visitors must comply with the homes directives during an outbreak in the Home to minimize the potential for spread.

3.0 ACCOUNTABILITY/APPROVAL/EVALUATION

All employees are accountable to the Infection Prevention and Control policies and procedures and for their actions in response to an outbreak. The Infection Prevention and Control Lead is responsible for the prevention and control measures practiced in Hillel Lodge and as such, has the responsibility to ensure that this policy is reviewed on an annual basis and as necessary to ensure compliance with current legislative requirements. The Emergency Preparedness and Response Lead will lead the review process to ensure completion. The CEO has overall accountability to approve this policy.

4.0 COMMUNICATION/TRAINING

The homes policies surrounding Outbreaks/Pandemics are referenced within the Emergency Preparedness and Response Manual and the Infection Prevention and Control Manual. Training is mandatory upon the orientation of new hires, volunteers and contracted services providers and is reviewed annually. Any changes made to the policy and/or its procedures shall be communicated.

5.0 PROCEDURES

Upon notification from local health authorities of an emerging pandemic, and/or uptick in local trends, the Outbreak Management Team shall be assembled to review the policy and procedures to ensure that Hillel Lodge is prepared to respond to emergency.

² [emergency-preparedness-and-response-manual-2024 \(22\).pdf](#)