### Managing COVID-19 Cases in Long-Term Care

**13 January 2022**

<table>
<thead>
<tr>
<th>Care Home Team</th>
<th>Completed</th>
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<tbody>
<tr>
<td>Review IPAC Outbreak Checklist (<a href="#">here</a>).</td>
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<tr>
<td>Begin line list and send to <a href="mailto:covid19@vch.ca">covid19@vch.ca</a>, <a href="mailto:icp-ltc@vch.ca">icp-ltc@vch.ca</a> and <a href="mailto:ltceoc@vch.ca">ltceoc@vch.ca</a></td>
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<tr>
<td>Create a communication plan for residents, staff, families, physicians and NPs</td>
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<td>Identify and schedule an on-site lead/contact person 7 days per week.</td>
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<td>Schedule daily meetings to meet to review cases and action plans.</td>
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<tr>
<td>Send line list updates to <a href="mailto:covid19@vch.ca">covid19@vch.ca</a>, <a href="mailto:icp-ltc@vch.ca">icp-ltc@vch.ca</a> and <a href="mailto:ltceoc@vch.ca">ltceoc@vch.ca</a></td>
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**Agenda**

1. Wellness Update for residents and staff.
2. Review pending or outstanding swabs
3. Review Infection Control protocols
4. Review care and support services staffing for the next 3 days.
5. Review status of supplies.
6. Families- Are there any concerns that need to be reviewed?
7. Communications- Determine what needs to be communicated/shared today.
9. Send questions to:
   IPAC/CLEAR: icp-ltc@vch.ca
   MHO/Public Health: covid19@vch.ca
   LTC EOC: ltceoc@vch.ca

**Dedicate space at the site with WiFi and cellular service as a command centre.**

**Gather the following information:**
- Site Floor Plans
- Confirmation of the number of residents occupying each floor/neighbourhood
- Baseline staffing schedule for care and non-care staff
- List of Resident with room numbers and PHNs

**Review business continuity plan to plan for staffing levels at 75% as staff recover from illness.**

**Review care, housekeeping and support services staffing schedule for 3 days to help proactively identify and plan for any staffing gaps.**

**Assign tasks/roles for allied and support staff (see below)**

**Establish a staff communication board with key messages and regular updates**

**Identify who will be the supply lead at your site.**

**Monitor PPE supply and plan ahead for weekends and holidays.**
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Schedule routine care huddles:
- Review COVID + residents
- Identify any residents you are concerned about
- Identify and plan for any anxious/worried residents
- Identify families who will need regular communication and identify a consistent contact person

Ensure adequate staff are N95 fit-tested for residents who require AGMPs

Develop a plan to support families with PPE education, donning/doffing for their compassionate visits

Tasks/roles for allied and support staff

**RD:** review diets, meal delivery processes and transition to single serve items, identify residents at risk of decreased intake with isolation who will need support for meals, develop a hydration plan for residents at risk of dehydration

**OT:** identify COVID +ve residents at risk of skin breakdown while restricted to room, and ensure appropriate seating and surfaces in bed, identify residents who need support with meals, and assign competent staff to assist.

**PT:** identify residents at risk of significant mobility/contracture risk – develop a plan for RA and/or nursing/Rec staff to mobilize/walk/reposition as appropriate.

**Rehab:** to follow OT/PT direction to support residents with mobility, meals, positioning, pressure injury prevention etc.

**Recreation:** identify residents at risk of mood and behaviour changes with isolation and routine changes. Schedule appointments with residents and family for virtual visits and with resident for recreation therapy to address mood/behaviour risk

**Social Work:** support for family communications → send/receive emails, phone calls, virtual visits

**Maintenance:** extra spot cleaning, garbage removal, ABHR placement, and general duties such as setting up command centre, etc.

**Administrative:** assistance to create contact lists, photocopying, setting up the command centre

**Human Resources:** staff scheduling, managing sick calls, provide emotional support of staff

**Office of the VCH Medical Health Officer:**
- **Day:** 604.675.3900
- **Evening:** 604.527.4893
- **Email:** COVID19@vch.ca