**HUB Insurance**

**COVID – 19 Questionnaire**

 Number of Covid19 cases and deaths per location

Fairview: 0 deaths; 0 cases

Parkwood: 0 deaths; 2 cases – 1 resident, 1 staff (unrelated to each other)

1. What protocols are in place for Covid19 currently? Do they have protocols and guidelines in place in the event of a second wave? **See attached pandemic plan index.**

Director Policy and Legislation developed COVID Pandemic Plan polies as Directives were introduced and revised.

A COVID pandemic plan was developed for Fairview and Parkwood.

A Wave 2 assessment has been completed for Ontario Health; this plan has been developed to ensure adequate staffing, personal protective equipment and infection prevention and control protocols.

1. How many rooms/beds does insured have rooms available for residents who have tested positive for Covid19 or any infectious disease – if so how many?

Parkwood is holding 2 private room beds in the event a resident test positive. An additional space is available in the event a cohort area is required.

Fairview has a cohort area identified with plans to introduce 10 beds if required.

1. What is number of residents per room?  If more than 1 resident, what is distance between residents and what is used to keep area separate (curtains/plastic divider walls, other?)

As per Ministry of Health Directive there are no more than 2 residents in a room. There is a 2 meter plus distance between the areas. Curtains divide the rooms.

Fairview LTC: 84 beds: 60% private 40% basic (2)

Fairview RH: 47 suites – all private

Fairview Independent Living apartments: private (with some couples sharing)

Villas: private (with some couples)

Parkwood LTC: 96 beds: 60% private; 40% basic (2)

Parkwood Retirement: 77 suites – all private

Villas private (with some couples)

1. Does insured have sufficient Infection supplies on hand (i.e. PPE supplies)

Yes. Pandemic supplies were increased during COVID to ensure a surplus for peace of mind to staff and residents.

This surplus has been maintained in the event of a Wave 2 shortage. Currently there is several months supply.

1. Is there an Infection Prevention and Control Professional (ICP) on staff?

Parkwood and Fairview both have a Registered Nurse on staff responsible for IPAC.

And if so, how many and is such employed or contracted?

The IPAC nurse is employed by the homes.

Is this on a corporate level – overseeing all facilities or on an individual or group of facilities level – if the latter, what is maximum number of facilities responsible for?

There is one at Fairview and one at Parkwood. In addition, the organization has a Resource Team with a part time Policy and Legislation Coordinator and Occupational Health Nurse.

1. Staffing is a key item to address the areas of concerns and any infection/pandemic

What are current ratios per residents of RNS, RPN, LPN or PSWs per home

Fairview LTC: RN (as per MOH guidelines) 1 on days/evenings and nights)

RPN – 1 - 42 residents on days and evenings

RPN – 1 – 84 residents on nights

PSW – 3-4 – 21 residents on days and evenings

PSW – 1-2 – 21 residents on nights

 Parkwood LTC: RN (as pre MOH Guidelines) 1 on days/evenings and nights)

 RPN – 1 – 32 residents on days and evenings

 RPN – 2 – per 96 residents on nights

 PSW – 3-5 – 32 residents on days and evenings

 PSW – 1-3 - 32 residents on nights

In addition, there is one on one staffing available for residents who may have triggered behaviors

And are the changes expected for each in next 3, 6 or 12 months – describe changes, if none expected – advise reasons?

Both homes “staffed up” in anticipation of the first wave of COVID adding additional registered staff and PSWs to the team. Plans are in place to repeat this protocol as needed. At this time we have a full staff compliment.

Training for all staff – regulated/non-regulated is in place for pandemic and main operations

* Confirm if in place currently with brief description: Confirmed – there is orientation and mandatory annual training in place for all staff. This training includes IPAC; Emergency Code Response; Abuse, Occupational Health and Safety, Confidentiality, Ethics, Mission, Vision, Values and position specific skills and job shadow.
* Describe if any changes made within last 3 months: training was increased to provide additional

Additional training was added to include additional IPAC and Personal Protective Equipment training.

IPAC inspections were added with partners from hospital and public health

* How often is training to be done

Mandatory training is completed for all staff annually

IPAC training and audits take place with new protocol o

* for regulated staff: as above
* for non-regulated staff: as above
1. Are always 2 RN’s physically available at each home? No. There is always 1 RN in the home. This is as per MoH regulations.
2. Is there any protocol to prevent employee(s) from working at more than 1 facility such as PSW?

Fairview and Parkwood follow the Ministry of Health Emergency Order allowing employees to work in one place of employment. Fairview and Parkwood have a corporate policy that supports this directive.

1. Any staff shortage due to Covid19? If so, how is this being dealt with?

Fairview and Parkwood did not experience staff shortages. The organization guaranteed employees hours from another place of employment during COVID. This resulted in most employees remaining loyal to the organization.

1. Is all meals/snacks preparation done on site by employees?  If No, explain. Yes.
2. Is laundry done on site by employees? If No, explain. Yes.
3. What in-home, onsite services are provided by contractors? Physio therapy; Hairdressing
4. Copy of most recent financial statement (even if we are not on for the D&O) **See attached.**