

Ministry of Long-Term Care

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July 31, 2020

TO: Long-Term Care Home Licensees:

RE: Working Together for COVID-19 Wave 2 Preparedness

Thank you for your continued commitment and collaborative action in the fight against the COVID-19 pandemic.

Efforts are currently underway provincially, regionally and locally across sectors to sustain the gains achieved responding to the pandemic, while building on the lessons learned as we plan and prepare for any potential future waves of COVID-19.

Among the many learnings, the importance of local community partnerships and robust planning and preparedness have been prominent. We need to continue to enhance the partnerships established and utilize the capacity planning efforts underway to stabilize the sector and ensure sustainability of operations. To do so, we all have a role to play.

As such, we want to share with you the approach we will be taking to enhance existing partnerships and build capacity to respond across Ontario:

- The Ministry of Long Term Care and Ontario Health have established an ongoing provincial table - the Long-Term Care (LTC) Operations Committee -- that will focus on providing overarching guidance and solutions for all long term care homes, to help support the work of the regional tables, to guide and support the preparedness planning for long-term care homes and the longer-term stabilization of the sector.
- Each Ontario Health (OH) region has an established OH Regional planning table. All tables have worked with long-term care homes in their regions and will continue to build those partnerships; we encourage you to reach out locally or regionally to become engaged in local planning in your region; and

As the work evolves, we request that each long-term care home work to conduct a preparedness assessment and planning exercise by end of August.

This is not a survey or checklist exercise and there is not a standard provincial template/questionnaire for homes to complete. Rather, we are providing a framework for homes to conduct preparedness assessment exercises together with their regional and local partners. The common framework is attached. Preparedness assessment exercises should focus on the following elements that have been demonstrated to be critical for a successful prevention, containment and management of the COVID-19 pandemic:

- **Human Resources** - effective leadership and management, reliable clinical care, robust human resource strategy for return to work and staffing shortages.
- **Infection, Prevention and Control** – awareness and adherence to infection, prevention and control standards, clear protocols, process and expectations, supply and correct use of personal protective equipment, testing process and capacity.
- **Partnerships and Sustained Operations** – communications protocols in place with residents, families, staff on/offsite, caregivers, clear roles and responsibilities, outbreak management process and protocol in place, local partnerships.

In addition to assisting homes with their own planning and preparedness goals, results of the preparedness assessments will help inform broader health system wide capacity planning, align regional and provincial actions to address common gaps and help facilitate planning and discussions at the home, regional and provincial levels in preparation for a possible future wave(s) of COVID-19 and other infections.

For additional information please contact the Ontario Health lead for your region (contact list attached).

Thank you for your continued commitment and hard work to improving the quality of long-term care in Ontario.

Sincerely,

(Original Signed By)

Richard Steele
Deputy Minister, Ministry of Long-Term Care

Matthew Anderson
President & CEO, Ontario Health

c:

Ontario Health Regional Leads

Ms Janet Hope, Assistant Deputy Minister, Long-Term Care Policy Division

Ms Sheila Bristo, Assistant Deputy Ministry, Long-Term Care Operations Division

Ms Donna Duncan, Ontario Long Term Care Association

Ms Lisa Levin, AdvantAge Ontario

Mr. Dan Kaniuk, Chair, Board of Directors, Ontario Long-Term Care Association

Ms Jane Sinclair, Chair, Board of Directors, Advantage Ontario

Ms Catherine Brown, President, Shared Services, Ontario Health

Ms Olha Dobush, Executive Lead, LTC Stabilization

Dr. David Williams, Chief Medical Officer of Health

Attachments:

Ontario Health Regional Leads Contact List

Long-Term Care COVID-19 Preparedness Assessment Framework