The Ontario Nurses' Association (ONA) believes it is the right of all its members to work in a healthy and safe work environment. It further believes in the pursuit of the highest degree of physical, mental and social well-being of workers in all occupations. As one of the largest health-care unions in the province and in the country, ONA believes it is part of our mandate to exercise a strong leadership role in achieving progressively greater gains in the field of occupational health and safety. As a leader, you have a key role in ensuring all members have a healthy and safe work environment.

ONA has developed this checklist to aid our leaders assess their employer’s pandemic plan. This is not an exhaustive checklist and should only be used as a topical guide when assessing or reviewing your pandemic plan.

The creation and implementation of a pandemic plan is an employer responsibility, and the Joint Health and Safety Committee (JHSC) review does not transfer that liability to the Committee. The JHSC’s role is to be consulted, identify safety hazards and make recommendations to ameliorate those safety hazards.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Element | Yes | No | N/A | Follow up/Action |
| Employer has a Pandemic Plan |   |   |   |   |
| Outbreak Management Program |   |   |   |   |
|  Emergency Response Plan |   |   |   |   |
| Incident response Plan |   |   |   |   |
| Evaluation and Review Policy |   |   |   |   |
| Pandemic Plan Elements |
| **Training and Education** |   |   |   |   |
| Point of Care Risk Assessments (PCRA) |   |   |   |   |
| Infection Prevention and Control (IPAC) staff training, including Routine Procedures |  |  |  |  |
| Protected Codes (Personal Protective Equipment [PPE] During Code Blue) |   |   |   |   |
| Written policies on training and IPAC requirements (i.e., aerosol-generating medical procedures [AGMP]) |   |   |   |   |
| Does the employer offer regular training on the contents of the written policies and programs? |   |   |   |   |
|  Selection, Storage and Use of PPE |  |  |  |  |
| **Communication Policy/Programs** |   |   |   |   |
| Staff Communication (i.e., huddles)  |   |   |   |   |
| Role of JHSC Policy & Program |   |   |   |   |
| Exposure Control |   |   |   |   |
| Plan includes protocol for fitness to work (e.g., screening)  |   |   |   |   |
| **PPE Policy & Programs** |   |   |   |   |
| Respiratory Protection Program |   |   |   |   |
| Donning/Doffing Policy/Program (including patient/public) |   |   |   |   |
| Storage/Disposal of PPE Policy/Program |   |   |   |   |
| Extended Use Policy/Program |   |   |   |   |
| Inventory Management Policy/Program |   |   |   |   |
|  Substitution of PPE or IPAC products |   |   |   |   |
| **Hygiene** |   |   |   |   |
| Hand Hygiene Policy |   |   |   |   |
| Cleaning and Disinfection Policy/Program |   |   |   |   |
| Heating, Ventilation and Air Conditioning (HVAC) systems maintained and inspected |   |   |   |   |
| Negative Pressure Units (e.g. Maintenance – Inspections) |  |  |  |  |
| **Staffing**  |  |  |  |  |
| Reassignment (Redeployment) |  |  |  |  |
| Return To Work/Accommodation Policies |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Outbreak Management Plan | Yes | No | N/A | Follow up/Action |
| Authority (Activation/Termination) |   |   |   |   |
| Scope of Plan is defined |   |   |   |   |
| Communication Plan (Internal and External) |   |   |   |   |
| Identifies Essential Services  |   |   |   |   |
| Staff Re/Assignment |   |   |   |   |
| Training (including Education Materials) |   |   |   |   |
| PPE Usage |  |  |  |  |
| Patient Triaging and Treatment (e.g., Patient and Staff Cohorting) |   |   |   |   |