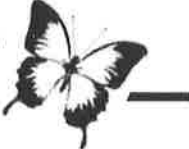


LaPointe-Fisher Nursing Home Ltd. 	Health and Safety Manual	
Employee Walkout	Section 4	Page 4

POLICY

All employees except managers are union employees. It must be understood that walkouts are an illegal action and a disruption of service to our residents and would put them in harm's way.

Procedure

The following are guidelines for the responsibilities to be assumed by non-union and management in the event of a walkout;

- **Administrator** - shall advise all managers of the role they are to assume. Assist with immediate resident care. Notify the MOHLTC of the disruption and possible need for alternate accommodations. Coordinates scheduling, notifying registered staff of disruption and calling in available staff. All leaves and days off will be cancelled.
- **Director of Nursing** - assess residents that could be discharged or transferred. All discharges, transfers and residents remaining with in the facility must have a physician's order before arrangements are confirmed. Families are to be notified at initial disruption.
 - **Level 1** - residents who need minimal assistance, and who have a support system, or whose families can accept a short term stay are discharged to the community.
 - **Level 2** - residents who need a high level of care are transferred to extended care facilities with available staff and accommodations. Those whose condition is serious or critical are discharged to hospital.
 - **Level 3** – residents who have no available home service or family able to assist remain within the facility.
- **Activation Manager** – assists with immediate resident care. Calls and coordinates available volunteers. Assists in notifying families.
- **Environmental Services Manager** – assumes the laundry duties.
- **Food Service and Nutrition Manager** - Revises menus, reduces preparation times. Food preparation, assists serving meals, assumes duties of dietary aides, contacts local caterers if the walkout appears as if it will continue more than 4 days, implement the use of disposable dinner ware.
- **Office Manager** - assists with notifying families, assists other department heads as required.
- **Maintenance Manager** – ensures security of the facility. Assists department heads as required.

- **Resident Care Coordinator** – assists with immediate resident care. Assists with notifying families. Assists DON and other department heads as required.
- **Director of Quality Improvement** - assists with immediate resident care. Assists with notifying families. Assists other department heads as required.

The families, residents and public must not be subjected to an uncaring, impersonal and hostile atmosphere. It is important that communication is in a positive tone and all concerned are to be assured management will try to avert adverse consequences. No statement is to be made to the media, except by the owner or his/her designate. No comment is to be made to any inquiries other than to immediate family members or residents, and only then as directly related to resident welfare.

It must be remembered that throughout any disruption or inconvenience, the residents are to be reassured and comforted to reduce their concerns.

Management Authorization <i>Ahane Christopher</i>		Effective Date: December 14, 2009	
<i>Dahlia Burt-Gerrans</i> Dahlia Burt-Gerrans Internal Approval		Revised Date: February 16, 2018	
		<i>June 17, 2021</i> <i>Pres</i>	
		Review	Dates
Administrator			
Title			