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# **PANDEMIC** **PLANNING**

# PANDEMIC PLANNING

## THE RESPONSIBILITY OF FACILITY MAINTENANCE

The Director of Facilities or Environmental Services is responsible to develop a Pre-Pandemic Plan that should include procedures for a full Pandemic scenario. It is the responsibility of Facilities Management Services to ensure that buildings are maintained in a clean and hygienic condition. Maintenance Care is built to become your fail-safe procedural tool in case of a break-out by helping develop your strategies.

By utilizing the planning and communication features of Maintenance Care, The Health and Safety Committee can aid the Maintenance department to:

- Develop, implement, and evaluate infection control program
- Train identified personnel with enhanced infection control procedures
- Audit infection control program
- Institute and inspect all post-closure and pre-opening procedures
- Assist community agencies as necessary
- Provide enhanced security as warranted

## MAINTENANCE CARE PANDEMIC SOLUTIONS

Our CMMS facility maintenance solution can help in providing enhanced communication, preventive planning and specific crisis instructions all the while giving you the flexibility of accessing your information remotely. By having a solid recovery plan all of staff will have a resource to turn to at time of crisis, directly impacting a facility's effectiveness during a time of a Pandemic.



## MAINTENANCE CARE

### PANDEMIC PLANNING AND EXECUTION

#### Communication from Nurses to Maintenance

The enhanced communication from your nursing staff to your maintenance department is instantaneous and provides a continual avenue for task assignments even during time of crisis.

#### Remote Access in case of Illness

The web-based nature of Maintenance Care allows for quarantined individuals to continue to monitor the facility's progress from any alternate location.

#### Provide a Recovery Plan

Maintenance Care automatically catalogues all of your processes and tasks to illustrate to any internal/external auditing team that due diligence has been completed.

# EFFECTIVE MAINTENANCE

Here are examples of how Maintenance Care can help capture all of your Pre-Pandemic Planning and upon crisis, activate certain protocol reminders automatically.

#### Pre-Pandemic Planning

- Document and review building maintenance activities and prioritize maintenance functions by the length of recovery time (a day, a week, two weeks, a month)
- Identify essential services to be continued in the event of a closure (heat, security)
- Consider any changes to maintenance during a pandemic (e.g. increased cleaning)
- Cross-train maintenance staff with regard to any specialized or technical activities, including cross-training staff that normally perform other functions and work in other buildings
- Prepare written instructions so that untrained employees or volunteers can complete some essential tasks
- Document the locations of critical equipment, building systems (service panels) and means of accessing them (e.g. passwords, keys)
- In consultation with the Health and Safety Department, implement and comply with any additional cleaning or sanitizing regimes as prescribed by Public Health officials. This action may be necessary, should the home be required to house ill resident in the community.
- Ensure an adequate stockpile of cleaning and sanitizing products is maintained to prevent shortages in the event of disruption to the supply chain. The stockpile will be stored in a dedicated, secured space.
- Plan for the staffing issues that will result from an increased demand for maintenance and cleaning services with fewer human resources due to the absences of Facilities Management staff.



# MINIMIZE EXPOSURE

### During a Pandemic

- Services should be maintained as long as possible provided there are adequate supplies and staffing levels. Cleaning of washrooms and public areas should be a priority
- In the event of a shutdown, only essential services should be maintained. Minimal to no snow clearing, maintenance, etc. will be done. Buildings should be monitored accordingly.
- Any outside services should plan for alternative relocation of services.
- Seal off or eliminate unnecessary areas. Therefore, sealed areas should have remotely controlled air handling.
- Install and maintain bulk hand sanitizer units as provided.
- Provide utility maps, floor plans and systems schematics to emergency responders.
- Move backup equipment in place and repair parts as necessary.
- Provide for backup power. Critical community services (food supply, sanitation, water, power) may need to be curtailed, consolidated, or suspended due to widespread absenteeism in the workplace. (applicable to wide-spread pandemic)
- Have continual web communication access.
- The Maintenance Department should promote building hygiene