

**Site Level Plan Development Guide
October 14, 2020**

1. What is a site-level plan and why should one be developed?

Site-Level Plans are used to ensure that response efforts are coordinated, appropriate resources are mobilized (e.g. equipment and human resources), key roles, actions and responsibilities of staff and physicians are clearly defined and communicated. Plans should align with the overall Health PEI Response Plan.

2. What should be included in a site-level plan?

Key sections and information to include and questions to ask site teams during the development of tactical plans are included in the sections below.

a) Overall purpose of plan – why a plan is being developed?

Example:

- *To manage the flow of COVID-19 positive patients into the facility from the community or another facility (e.g. Long Term Care Site)*

b) Objectives of the plan – what site would like to achieve with the plan?

Example(s):

- *Safe and efficient assessment and admission of COVID-19 positive patients into appropriate areas of the facility*
- *Safe flow of COVID-19 patients through the site while receiving care*
- *Quality care for COVID-19 positive patients while limiting the risk of transmission to other patients, staff and visitor*

*****Note*** Plan purpose and objectives can be placed in a general information section of the plan (see Appendix A) along with other key general information including things like plan name, key processes, plan activation and notification guidance etc.**

c) Key actions required – what are the key actions included in the plan and who is responsible including strategies, methods to accomplish each objective, and tactics, outlining how the strategies will be executed (i.e. who is responsible, using what resources)?

Strategies – Examples:

- *Decrease bed occupancy levels at acute care sites to 60%*
- *Redeploy staff to COVID unit over three days as they become available*

Tactics – Examples:

- *Nursing Supervisor - With the admission of 3 positive cases to the facility will activate COVID-19 unit (Unit 3) by contacting the unit manager*
- *Nursing Supervisor- Identify staffing requirements for COVID-19 Unit and communicate needs to Human Resources Coordinator*
- *Nursing Unit Managers - identify patients to be decanted to community hospitals, day one decrease occupancy to 70%, day three decrease occupancy to 60%*

*****Note*** Strategies and tactics can be outline on position or team specific Job Action Sheets (see Appendix A) which are designed to outline specifics roles and their key actions and the chain of command.**

*****Note*** The above are only examples, actual roles (i.e. Nursing Supervisor, Human Resources Coordinator, etc.) may vary by plan and/or by facility.**

3. What documents should I reference when developing a site level tactical plan?

- **Supporting documents include:**
 - HPEI Response Plan
 - Hospital Surge Plan
 - Clinical Operational Plan (ICU Care)
 - Patient Flow Maps
 - Communication Tree
 - Health PEI All Hazards Plan
 - Site/Service Operational Plan (CPHO template)

4. What are some key questions or topics the team and key stakeholders should discuss to help guide plan development?

- **Discussion questions/topics:**
 - Communication of plan activation
 - Triggers to activate plan
 - Implementation of communication protocols including notification and ongoing communication at the site/facility level and provincially
 - Sequence of actions required for the reception and admission of COVID-19 Positive Patients over three phases of HPEI response plan (see Health PEI Response Plan)
 - Includes set-up and operation (including patient care) of COVID-19 specific areas of the site/facility across the three phases of the HPEI response plan
 - Actions for outbreak management
 - Roles and responsibilities of key clinical and administrative positions (site specific and system level)

5. Who should be involved in the development of the site-level tactical plan?

- **Participants can include:**
 - Site-level team
 - EOC team members
 - Facility leadership
 - Business Continuity/Emergency Services
 - Patient Flow staff
 - Infection Prevention and Control staff
 - Quality and Risk Consultant
 - Note: detailed list to be determined at respective sites

6. How should the site-level tactical plan be tested?

- A table top exercise can be used to run the site team and frontline staff through the plan followed by a team de-brief
- Exercise can be facilitated (e.g. one person can lead the team through the exercise or lead the team de-brief)

7. Who should approve the site-level tactical plan?

- Approval of the plan should be provided by site leadership

8. Where should the plan be stored?

- Finalized and approved plans should be stored in an easily accessible location. Sites will also have the option to store their plans on the COVID-19 section of the Health PEI PDMS/Medworxx site (can be accessed while on the health network or off network). Contact Tina Penny (tlpenny@gov.pe.ca)

**Appendix A
Plan Templates**

Potential Sections/Information to include are provided below for guidance.

Overview: *Includes key sections of plan and supporting documents.*

1.0 Communication – Plan Activation		
Trigger(s):		
Service Area/Unit	Actions to Be Taken	Lead
2.0 Preparation and Initial Response		
Trigger(s):		
Service Area/Unit	Actions to Be Taken	Lead
3.0 Phase 1		
Trigger(s):		
Service Area/Unit	Actions to Be Taken	Lead
4.0 Phase 2		
Triggers(s):		
Service Area/Unit	Actions to Be Taken	Lead
5.0 Phase 3		
Trigger(s):		
Service Area/Unit	Actions to Be Taken	Lead
6.0 Deactivation		
Trigger(s):		
Service Area/Unit	Actions to Be Taken	Lead

Tactical Plan/Position Assignments

Position/Team	Staff Assignments	Job Action Sheet Page
Appendix – General Response Procedures:		
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Basic Response Information

Plan Name	•
Plan Objective	•
Site/Team	•
Reason for activation	•
Position(s) authorized to activate the plan	•
Incident Commander	•
Activation Procedure	•
Safety and infection control messages	•
Swabs and personal protective equipment (PPE)	•
Deactivation	•

Job Action Sheet

Position:	
Reports to:	
Position assignment:	
Tasks:	
<input type="checkbox"/>	