

# Continuing Care Communicable Disease Emergency Response Guide – Roles and Responsibilities

## Purpose

This table forms part of Chapter Four of the [Continuing Care Communicable Disease Emergency Response Guide](#) (Guide). The Roles and Responsibilities Table has been separated from the Guide to support just in time updates to roles and responsibilities for continuing care communicable disease emergency response during the Alberta Health System Refocusing. Once the health system refocusing is complete or stabilized the contents will be found in the Guide.

## Roles and Responsibilities Table

Role	Responsibility
<b>Alberta Health (AH)</b>	<ul style="list-style-type: none"> <li>• See the <a href="#">Alberta Emergency Plan</a> and the <a href="#">Alberta Pandemic Influenza Plan</a>.</li> <li>• Collaborate and communicate with the Regional Health Authority for continuing care (RHA CC) and all continuing care operators on the planning, preparedness, monitoring, and response for all communicable disease emergencies.</li> <li>• Provide monitoring and oversight of all legislated standards related to HCC and CCH operator communicable disease emergency response plans.</li> <li>• Collaborate with the CC RHA to establish monitoring and oversight for comprehensive completion of Home and Community Care (HCC) and Continuing Care Home (CCH) operator communicable disease emergency response plans.</li> </ul>
<b>Regional Health Authority for Continuing Care (CC RHA)</b>	<ul style="list-style-type: none"> <li>• Collaborate with the Chief Medical Officer of Health (CMOH), the Government of Alberta, the Ministry of Health, Medical Officer(s) of Health (MOH), and the AHS Emergency Command Centre to ensure timely response specific to the needs of HCC and CCH.</li> <li>• Facilitate annual stakeholder review and revision of the Guide with consideration of current directing documents including legislation and resources.</li> <li>• Approve the annual update to the Guide.</li> <li>• Facilitate development and maintenance of the operator level continuing care communicable disease emergency response plans.</li> <li>• Collaborate with AH to establish monitoring and oversight for comprehensive completion of HCC and CCH operator communicable disease emergency response plans.</li> </ul>

Role	Responsibility
<b>AHS Emergency Command Centre (ECC)</b>	<ul style="list-style-type: none"> <li>• Collaborate with the RHA and AH to share information on the planning, preparedness, monitoring, and response for all communicable disease emergencies.</li> <li>• Collaborate with the MOH to coordinate a communicable disease emergency response for HCC and CCH.</li> <li>• Contact the Zone Emergency Operations Centres (ZEOC) to initiate a communicable disease emergency response.</li> <li>• Provide direction to ZEOC on the impacts for HCC and CCH given the Level of Activation.</li> <li>• In consultation with Provincial Seniors Health and Continuing Care (PSHCC), develop a communication strategy to inform staff, residents, family, and public.</li> </ul>
<b>AHS PSHCC</b>	<ul style="list-style-type: none"> <li>• Promote a collaborative and integrated communicable disease emergency response in consideration of available resources within HCC and CCH.</li> <li>• Develop communication pathways to improve and sustain fluid and timely communication channels as needed.</li> <li>• Coordinate communicable disease emergency response between the ECC and ZEOC.</li> <li>• Collaborate with the Medical Director Seniors Health, Zone MOH's, and the CMOH in the event of a communicable disease emergency response.</li> <li>• Appoint an individual to the role of Operator Liaison.</li> </ul>
<b>Operator Liaison</b>	<ul style="list-style-type: none"> <li>• Respond to inquiries into the centralized email (<a href="mailto:continuingcare@ahs.ca">continuingcare@ahs.ca</a>).</li> <li>• Organize, track, and respond to all requests for information.</li> <li>• Seek out and provide clarification to operators to support implementation of communicable disease emergency response measures.</li> <li>• Direct the development and revision of additional resources to support clinical practice and education related to communicable disease emergency response measures.</li> <li>• Report identified trends or identified risks to AHS PSHCC.</li> </ul>
<b>AHS Provincial Contract Procurement and Supply Management (CPSM) – Continuing Care Contracts</b>	<ul style="list-style-type: none"> <li>• Maintain a contact list for all HCC and CCH contract holders which shall be provided to AHS Provincial Seniors Health and Continuing Care upon request when indicated.</li> <li>• Facilitate communication to all HCC and CCH contract holders as indicated and directed.</li> </ul>

Role	Responsibility
<b>AHS CPSM - Sourcing and Supply Management</b>	<ul style="list-style-type: none"> <li>• Ensures an adequate stockpile of personal protective equipment (PPE), supplies, and equipment is established.</li> <li>• Coordinate with ECC, PSHCC, and ZEOCs to establish distribution, billing and supply pathways for PPE, supplies and equipment for all continuing care operators.</li> </ul>
<b>Zone Emergency Operations Centre (ZEOC)</b>	<ul style="list-style-type: none"> <li>• Coordinate the response of HCC and CCH operators in the zone and coordinate with other zones when facilities of the same operator are in multiple zones.</li> <li>• Maintain a contact list (email, phone, and site manager/delegate) of all HCC and CCH operators within their zone/area.</li> <li>• Develop an implementation and communication strategy reflective of zone resources inclusive of PSHCC, Infection Prevention Control (IPC), Communicable Disease Control (CDC), Safe Health Environments (SHE), and all individuals with surveillance and reporting accountabilities.</li> <li>• Monitor risks associated with communicable disease emergency response planning within the zone, programs, and sites.</li> <li>• Identify a contact for ECC and PSHCC to liaise with in the event of a communicable disease emergency response.</li> <li>• Assign responsibilities within the zone in the event of a communicable disease emergency response.</li> </ul>

Role	Responsibility
<b>AHS Zone Seniors Health and Continuing Care (ZSHCC)</b>	<ul style="list-style-type: none"> <li>• Support ZEOC in implementation of a communicable disease emergency response.</li> <li>• Facilitate provision of clinical expertise and support to the communicable disease emergency response.</li> <li>• Provide representation of the senior’s health and continuing care program on provincial and national taskforce(s) and committees.</li> <li>• Identify an ZSHCC contact for surge capacity planning and disseminate that contact information to all HCC and CCH facility operators.</li> <li>• Coordinate identification of surge capacity of 1-2 beds for every AHS owned, operated, and/or contracted CCH.</li> <li>• Plan surge capacity spaces to ensure surge capacity beds are evenly spread across the geographical area of each zone.</li> <li>• Coordinate identification of all additional spaces that could be utilized for surge planning (e.g., respite, restorative care).</li> <li>• Coordinate availability of non-contracted spaces from existing operators.</li> <li>• Coordinate availability of non-contracted spaces from other HCC providers (e.g., supportive living accommodations).</li> </ul>
<b>Zone Seniors Health Medical Director</b>	<ul style="list-style-type: none"> <li>• Establish plans for physician coverage in continuing care, in consultation with ZSHCC and other Zone Medical Directors.</li> </ul>
<b>All Continuing Care operators (HCC and CCH)</b>	<ul style="list-style-type: none"> <li>• As detailed in the Guide (see Chapter Four - Communicable Disease Emergency Response Plan Checklist).</li> </ul>
<b>Coordinated Access/ Transition Services</b>	<ul style="list-style-type: none"> <li>• Facilitate transition/discharge of residents from acute care to community (HCC or CCH).</li> <li>• Identify residents who need to be assessed, waitlisted and/or transferred to a CCH from acute care.</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Work with identified stakeholders to develop a communication strategy in relation to a communicable disease emergency response to inform staff, residents, family, and public.</li> </ul>
<b>Human Resources (HR) / designate</b>	<ul style="list-style-type: none"> <li>• Support operators and programs to deploy, redeploy and/or recruit as per the applicable operator Human Resources communicable disease emergency response plan or established processes.</li> </ul>

Role	Responsibility
<b>Emergency/Disaster Management</b>	<ul style="list-style-type: none"> <li>• Coordinate with CPSM to ensure an adequate stockpile of PPE, supplies, and equipment is established.</li> <li>• Coordinate with CPSM and PSHCC for the distribution of PPE, supplies and equipment from stockpile.</li> </ul>
<b>Workplace Health &amp; Safety (WHS) / designate</b>	<ul style="list-style-type: none"> <li>• Provide confirmation of staff vaccination (or exemption).</li> <li>• Support continuing care programs through preparation and communicable disease emergency response.</li> <li>• Establish processes to ensure the provision of fit-testing and fit-tester designate training.</li> <li>• Track workplace acquired cases and report cases as required to the Government of Alberta as Potentially Serious Incidents (PSI's) or Serious Incidents depending on the severity of the workplace acquired illness.</li> </ul>