



HOMES AND SENIORS SERVICES

POLICY & PROCEDURE NUMBER: 3.15.11

DEPARTMENT:

SUBJECT: *Code Grey – Air Quality*

APPROVAL DATE: December 2019

REVISION DATE: July 2022; Dec. 2023

REVIEW DATE: Dec. 2020; March 2022

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1. Management and administrative staff at the County of Elgin Home
2. Director of Human Resources
3. Director of Engineering Services
4. Chief Administrative Officer (CAO) of Elgin County
5. MLTC (as per legislative requirements)

Depending on the size and scope of the Code Grey and the anticipated length, if known, the Director of Homes and Seniors Services or designate, may deem it necessary to gather the members of the management team.

These management members are those who are responsible for coordinating the provisions of the essential services necessary to minimize the effects of an emergency affecting the home. This team consists of but is not limited to:

- Director of Homes and Seniors Services Alternate: Administrator
- Administrator Alternate: Manager of Resident Care
- Manager of Resident Care Alternate: Resident Care Coordinator
- Manager of Support Services Alternate: Manager of Program and Therapy Services
- Corporate Facilities Manager Alternate: Building Services Technologist
- Medical Director Alternate: On-Call Physician

Providing assistance to the Management Team from the County of Elgin would be the Manager of Emergency Management as well as the Human Resources Department.

The Management Team will discuss what, if any, further steps at the time may be required for the protection of the health and safety of the residents, visitors and staff during the Code Grey.



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Registered Staff

Steps to implementing a code grey

Once the decision has been made to implement a Code Grey by the appropriate deciding authority (see above) the following steps will be taken:

1. Call the Director of Homes and Seniors Services or designate;
2. Announcement overhead “Attention All Staff, Code Grey. All windows must be closed immediately and close any external doors” X3;
Please note: if the Code Grey occurs on the night shift the Registered Staff should contact the RPN directly and not make an announcement overhead;
3. Contact Maintenance to confirm maintenance staff heard the announcement and are proceeding with the shutdown procedures of the HVAC system. If it’s after hours contact the Manager of Corporate Facilities or Building Services Technologist (as per the on call schedule);
4. Assign staff to tour the outside areas, including the Courtyard/Garden areas for residents, all residents must be brought back into the home;
5. Request administrative staff to access the Entrepas system to lock the doors to the Courtyard/Garden areas once cleared;
6. Assign staff to secure the facility entrances so residents cannot exit the home (if necessary);
7. Assign an employee to post at all public entrances, staff, shipping and receiving and the staff entrance the notice advising those entering the home that a Code Grey is in effect. (see sample found at the end of this policy);
8. Call Manager of Support Services to advise of the situation (the ventilation system will be down and they will not be able to cook).
9. Should evacuation be required and/or loss of essential services occur please refer to Administration Policy 3.15.06 Code Green – Evacuation and Administration Policy 3.16 Loss of Essential Services
10. Continue to monitor the situation, when the situation improves and there is no longer a risk announce overhead “Attention all staff, Code Grey all clear”, have the HVAC system returned to normal, the Courtyard/Garden doors unlocked and the notices from the entrances removed. If the entrances were secured they can be returned to their normal operational status.
11. Communication is critical during a Code Grey incident, staff shall utilize land lines, mobile devices, walkie talkies as available and required.



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Maintenance

If not notified prior to a Code Grey announcement being made, Maintenance will be notified immediately after the Code Grey is called. Maintenance staff will be responsible for shutting down the air handlers.

Post Incident Plan for Recovery

Following a Code Grey, a debrief will be conducted and will include staff, management, and, as applicable, others (students, volunteers, etc.) involved in the incident. Debriefing is an opportunity to build morale, listen to concerns, document lessons learned, and plan for regular operations. Emotional/physical support for those directly involved/witness to the code grey will be provided as determined by assessed need(s).

A documented evaluation of the incident, policy and procedure shall be conducted within 30 days of the Code Grey including what went well, opportunities for improvement, those in attendance, and dates changes implemented.

Testing and Evaluation

Homes are required to test emergency plans including arrangements made with emergency providers. Code grey testing must be conducted a minimum of annually.

Exercises can be developed to test essential elements, interrelated elements, or the entire plan.

These can take the form of table-top exercises, drills, functional exercised and field exercises.

Testing shall include a written record of testing and changes made to improve the plans including the corrective action, and timeframes.

Emergency plans must be evaluated and updated within 30 days of an emergency being declared over and annually should the plan not be activated.

References:

Fixing Long-Term Care Act, 2021

ON Reg. 246/22

Administration Policy 3.15.06 Code Green – Evacuation

Administration Policy 3.16 Loss of Essential Services



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ATTENTION **PLEASE READ BEFORE ENTERING**

Due to air quality outside of the home a Code Grey has been implemented.

We request that, for the health & safety of the residents, visitors and staff that the following be adhered to by everyone in the home:

1. All windows **MUST** remain closed
2. Exterior doors are **NOT** to be propped open
3. Please enter and exit the home as quickly as possible