

Licensed Residential Care Structural change in a community care facility

For compliance with Section 8(2) of the *Residential Care Regulation*, a Licensee must not make any structural change to a community care facility unless the Licensee first submits:

- Plans for the change; and
- A description of how the Licensee intends to ensure the health and safety of persons in care while the change is being made.

The purpose of this bulletin is to guide you to develop a plan that will protect persons in care, staff, and visitors while the facility is undergoing the change. Your plan will be unique and will ensure the health, safety, dignity and rights of persons in care. It



will consider the nature and scope of the proposed structural change, the individual and collective interests of persons in care, the type of care being provided, as well as the staffing coverage. The Licensee is responsible to develop a plan that meets all legislated requirements and to ensure the plan is implemented, maintained, and monitored for effectiveness. The plan may be simple for a minor change or elaborate for a substantial change.

Licensing staff will review your plan and provide you with a written response indicating whether the plan demonstrates compliance with the *Community Care and Assisted Living Act* and the *Residential Care Regulation*. Licensing staff may monitor an approved plan to ensure that it is implemented and maintained during the change.

Continued on page 2

Structural Change

A structural change may include the following:

- A new development adjacent to a licensed facility with common or shared spaces.
- An addition to a licensed facility.
- A change in the use of space and/or re-configuration of bedrooms, bathrooms, bathing facilities, lounges, recreation areas, kitchen or dining areas, nursing stations and/or administration areas.
- Any major changes to plumbing, windows, or flooring that would cause disruptions in service and/or significantly affect persons in care. It does not include ongoing maintenance and repairs.
- Removal of walls, widening of doors, or installation of ceiling lifts.
- Any major upgrades or changes to fire safety equipment and/or monitoring, communication or security systems.
- Any change that requires a municipal building permit.

➤ **Proposed Structural Change /Construction Plan**

To be developed in consultation with the Construction Manager and reviewed with construction workers.

Construction start date _____	Expected completion date _____					
Construction work will be from _____ am to _____ pm on the following days:						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

- What is the proposed structural change?
- What areas of the facility will be affected?
- Will the construction be done in phases? If yes, outline each phase in detail including the time frame (work days) for completion in each of the identified areas/phases.
- What measures will be put in place to prevent or minimize residents from being disturbed?
- Will the construction require the removal of dangerous materials (e.g. asbestos) or the use of hazardous or toxic materials (e.g. solvents, glues)? If yes, describe the plan to manage potential hazards.
- Describe what action will be taken to ensure that dust, debris, and construction waste will be contained and removed to least effect persons in care.
- How will construction equipment, tools, and supplies be stored to ensure safety?
- How will construction workers be screened? Describe the plan to ensure that workers are identifiable and that staff are aware of their presence on site.
- Which areas will construction workers have access to? How will a person in care’s belongings be secured and their privacy protected?

➤ **Required Approvals**

Where applicable, provide evidence to demonstrate that municipal, environmental health and funding agency requirements are met. Infection prevention requirements must also be met by any facility that is operated or funded (contracted) by Fraser Health.

- Does the structural change affect plumbing, electrical, building, or fire? If yes, has the municipality issued building permits?
- Does the structural change/construction affect food services, personal services, drinking water, on-site sewage disposal, and/or therapeutic pools/tubs? If yes, has the Environmental Health Officer been notified and approved the plans?
- Is the funding program/agency in agreement with the plan for structural change?
- For Fraser Health operated or contracted facilities, have you completed an infection control agreement in consultation with an Infection Prevention Control Consultant?

➤ Persons in Care

- How will the construction effect the day to day operations? Describe the effect, if any, on activities of daily living, provision of care, medication administration, food service, recreation, visitors, etc.
- Have persons in care and/or their representative been consulted about the structural change/ construction plan? How have the collective and individual interests of persons in care been considered? How has the resident and/or family council(s) been involved in decision making?
- Describe measures that will be put in place to ensure the health, safety, dignity, and rights of persons in care are protected.
- Will any persons in care need to be moved from their bedroom as a result of the construction? If yes, please describe the plan to facilitate their move(s).

➤ Staffing

- Has the staff been consulted regarding the construction plan and measures to ensure that the needs of persons in care are met?
- Will it be necessary to have extra staff on duty? If yes, please outline your staffing plan.
- Who is responsible for monitoring persons in care and how the construction is affecting them?
- Does the emergency plan require any modification during the construction period? If yes, has staff been notified of the changes?

It is recommended that you review the Resources for Licensees relevant to Community Care Facilities Licensing on the Fraser Health website at www.fraserhealth.ca/residentialcare.

Should you have any questions regarding the above-mentioned, please contact your Licensing Officer or if the project is a redevelopment of a Long Term Care Facility, please contact the Licensing Development Coordinator.

Relevant Legislation

Residential Care Regulation Sections 8, 9, 59 (b)(i) & (ii)

Community Care and Assisted Living Act Section 7(1)(b)(i)(ii)

Community Care Facilities Licensing Offices

A complete list of all Licensing offices is available on the Fraser Health website at www.fraserhealth.ca/ccfl. To contact the local licensing office by phone, please call Population Public Health Central Call Centre at:

604-587-3936 and request to be connected to your local area office.

