**Preparation Checklist**

**(Stage 2 – Prepare)**

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|  **Site assessment and actions** |
| **Infrastructure** | **Action items** | **Action required?** | **Person responsible** |
| Ensure building readiness | * Identify coldest rooms/areas on floor plans
 | ☐ Yes    ☐ No   |  |
| * Identify private heating devices
 | ☐ Yes    ☐ No   |  |
| * Identify if rooms have thermostats that can be set to “heat’
 | ☐ Yes    ☐ No   |  |
| * Identify if windows have insulated coverings.
 | ☐ Yes    ☐ No   |  |
| * Identify if windows can lock and if door draft stoppers are needed to keep cold air out
 | ☐ Yes    ☐ No   |  |
| Ensure infrastructure readiness | * Complete required HVAC system maintenance
 | ☐ Yes    ☐ No   |  |
| * Purchase additional generator(s)
 | ☐ Yes    ☐ No   |  |
| * Check current generator fuel levels
 | ☐ Yes    ☐ No   |  |
| * Check generator fuel reserves in storage
 |  ☐ Yes    ☐ No   |  |
| * Test generator operation
 | ☐ Yes    ☐ No   |  |
| * Test heating units and replace or repair as needed
 | ☐ Yes    ☐ No   |  |
| * Purchase additional heating units as needed
 | ☐ Yes    ☐ No   |  |
| * Purchase additional snow removal equipment and de-icing supplies as needed
 | ☐ Yes    ☐ No   |  |
|  | * Snow and ice removal contracts are in place as needed
 | ☐ Yes    ☐ No   |  |
|  | * Conduct landscaping maintenance as needed to remove potential hazards like falling branches
 | ☐ Yes    ☐ No   |  |
| **Temperature** | **Action items** | **Action required?** | **Person responsible** |
| Ensure warming equipment readiness | * Mark storage location for heating equipment on floor plans
 | ☐ Yes    ☐ No   |  |
| * Purchase heating equipment noted during the site assessment
 | ☐ Yes    ☐ No   |  |
| * Prepare signage to mark coldest areas
 | ☐ Yes    ☐ No   |  |
| **Operations** | **Action items** | **Action required?** | **Person responsible** |
| Finalize and share winter hazards plan | * Store completed winter hazard plan in accessible location
 | ☐Yes    ☐No    |  |
| * Review winter hazards plan with site leaders and in-charge staff
 | ☐ Yes    ☐ No   |  |
| Ensure dietary readiness | * Finalize menu changes for implementation
 | ☐ Yes    ☐ No   |  |
| * Source any food supplies that may be hard to procure in advance (if applicable)
 | ☐ Yes    ☐ No   |  |
| Finalize recreational modifications to be implemented during a winter hazards event | * Purchase supplies to allow continuation of resident outings where possible
	+ Temperature appropriate clothing
	+ Winter tires for community outing transportation
 | ☐ Yes    ☐ No   |  |
| * Revise outdoor programs so that they can be moved indoors and adjust as needed
 | ☐ Yes    ☐ No   |  |
| * Identify and communicate appropriate locations for recreational activities and visitation
 | ☐ Yes    ☐ No   |  |
| Secure seasonal linens  | * Purchase warming blankets
 | ☐ Yes    ☐ No   |  |
| **Clinical** | **Notes/action items** | **Progress** | **Person responsible** |
| **Residents** |
| Ensure resident risk assessments are updated | * Highest risk residents are identified
* Flag charts for highest risk residents
* Identify rooms of highest risk residents
 | ☐ Yes    ☐ No   |  |
| * Update care plans for residents identified as at risk
 | ☐ Yes    ☐ No   |  |
| * Update flow sheets for resident monitoring
 | ☐ Yes    ☐ No   |  |
| Prepare for clinical interventions | * Review hypothermia document in advance of winter season/storms
 | ☐ Yes    ☐ No   |  |
| **Staff** |
| Prepare to support staff communication and wellness | * Ensure that heated break room areas are available and identified
 | ☐ Yes    ☐ No   |  |
| * Identify resources to share with staff to cope with winter storm conditions e.g., wellness website, posters, fact sheets
 | ☐ Yes    ☐ No   |  |
| * Plan to schedule daily huddles during a winter hazard event
 | ☐ Yes    ☐ No   |  |
| * Plan for staff nutrition in the event of emergency situations
 | ☐ Yes    ☐ No   |  |
| * Plan for staff accommodations (sheltering at or near care home) during emergency situations
 | ☐ Yes    ☐ No   |  |
| **Communication** | **Notes/action items** | **Progress** | **Person responsible** |
| Finalize communication plan | * Create winter hazard communication email template
 | ☐ Yes    ☐ No   |  |
| * Update email address list and phone list
 | ☐ Yes    ☐ No   |  |
| * Develop signage to be used during winter hazard event
 | ☐ Yes    ☐ No   |  |
| **Education** | **Notes/action items** | **Progress** | **Person responsible** |
| Finalize educational plan | * Develop education plan with dates/schedule
 | ☐ Yes    ☐ No   |  |
| * Identify tools that are required to be developed and assign responsibility
 | ☐ Yes    ☐ No   |  |
| **Evaluation** | **Notes/action items** | **Progress** | **Person responsible** |
| Plan to evaluate  | * Plan to evaluate performance during a winter hazard event to learn for the next time
 | ☐ Yes    ☐ No   |  |
| * Schedule team meeting for April to review the winter season
 | ☐ Yes    ☐ No   |  |