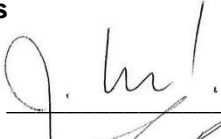
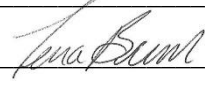


Leamington Mennonite Home

**POLICY AND PROCEDURE**

<b>CATEGORY:</b> Staff	<b>SUBJECT:</b> Staff Shortages	<b>SECTION:</b> S
<b>DATE:</b> January 1, 2024	<b>Administrator:</b> 	<b>POLICY:</b> 6
<b>REVISION DATES:</b>	<b>HKL Supervisor:</b> 	

**STAFF SHORTAGES**

**POLICY:**

During staff shortages, an adapted assignment will be utilized to ensure minimum standards are met.

**PROCEDURE:**

The HKL Supervisor will:

- 1) Revise all deep cleaning or major floor care scheduled for that day to determine if required.
- 2) Re-assign critical areas in the Home that require cleaning such as washrooms, dining areas, soiled utility rooms, etc.
- 3) Monitor all other areas such as lounges, nursing stations, med rooms, activity rooms, etc.
- 4) Clean areas, if required.
- 5) Ensure that waste is removed from all areas.
- 6) Meet with the Administrator and Director of Care to determine what will be done and what support might be needed from other departments.