

Managing Resident Deaths in Long-Term Care (LTC) during COVID-19

The following guideline provides steps for the Managing Resident Deaths Team (MRDT) members to manage all deaths of LTC home residents, including COVID-19.

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Death Pronouncement: MRDT

- Contact family – work with the family to confirm funeral home (FH) as soon as possible (within three hours).
 - Obtain the family contact information—Cell phone number
 - Obtain FH contact information
 - Request that the family member with responsibility for funeral planning contact the FH promptly
- Contact funeral home and provide family contact information.
 - Indicate to FH if it is a COVID-19 death (confirmed or suspected)
 - If your facility does not have a supply of body bags, let the FH know
 - Work together to plan for release into the care of the FH
- If no family or Next of Kin, complete applicable section on Office of the Chief Coroner (OCC) Managing Resident Deaths Report (MRDR) and contact OCC Team at:
 - Phone: Toll Free: 1 (833) 915-0868 / Local (Toronto): 1 (647) 792-0440
 - Email: occteam@ontario.ca

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Complete MRDR Package: MRDT

- Complete the Institutional Patient Death Record (IPDR) using the template provided instead of the on-line portal.
 - This is a change during the period of COVID-19 outbreak
- Complete the MRDR to submit to the OCC team
- Engage promptly with the attending clinician for information and guidance on completion of the MRDR Cause of Death section
 - Obtain both the immediate cause of death and the underlying cause of death (if applicable)

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Email or fax to OCC team

- Send MRDR immediately after completion
- Email: occteam@ontario.ca
- Phone: Toll Free: 1 (833) 915-0868 / Local (Toronto): 1 (647) 792-0440

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Prepare for release to the Funeral Service Provider: MRDT

- Meet funeral service provider outside at the release area to obtain the FH stretcher
- Take FH stretcher to the location of the resident
- Move deceased resident into a leak proof body bag and onto the FH stretcher
 - if not available, the FH will provide a body bag when they arrive outside the facility.
- **It is critical** to ensure identification arm band is present on resident with matching labeling on outside of body bag.
- If positive or presumed COVID-19 case, label “COVID-19” on the body bag
- Prior to moving the deceased resident from the room, ensure the body bag is completely wiped down with a disinfectant solution (a hospital-grade disinfectant or a diluted concentration of bleach)

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Release: MRDT

- FH staff remain outside of the facility
- Ensure resident is in body bag with identification labelling on outside
- At point of release from the facility ensure the body bag is completely wiped down with a disinfectant solution (a hospital-grade disinfectant or a diluted concentration of bleach)
- Logbook release as per protocol
- Transfer stretcher to FH outside the facility– no family in attendance
- FH transfers to vehicle