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| MSU-logo-2001 | REPORT  **From the office of the…**  EFRT Program Director |
| TO: | Members of the Executive Board |
| FROM: | Ivy Quan |
| SUBJECT: | EFRT Report 2 |
| DATE: | July 8, 2021 |

# Year Plan Update

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| Since my last report, my Executive team and I have solidified dates for retraining for the whole team and First Responder (FR) certifications for last year’s hires. Retraining is EFRT’s annual training that clears responders to go back on call. If we were cleared to resume our service in the Fall, retraining would occur from September 3-5, and FR certifications would occur on September 11-12 and 18-19 in-person. |

# Events, Projects, & Activities

## General Service Usage

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| EFRT has not been active since March 2020, so I have no updates on our service usage. |

## Projects & Events

### Project 1: June/July Monthly Training

Project Status: Complete

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| General Information: |
| At the end of June, all responders have completed their June Continuing Medical Education (CME) assignments and practice scenarios that were assigned at the beginning of the month. And, at the start of July, EFRT’s Training Coordinator sent out July’s CMEs which were again, received well by the team. We are assigning these trainings to maintain responder skills during the summer months in anticipation of returning on call. |

### Project 2: COVID-19 Protocol

Project Status: Ongoing

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| The main project my Execs and I are currently working on is the creation of EFRT’s COVID-19 Protocol. This will encompass use of specific PPE, screening tools, sanitization, social distancing, and minimum/no contact when possible. These will function in conjunction with our existing protocol to keep responders and patients safe. EFRT’s Response Coordinator and I are leading this project with the help of the other Execs, and under the guidance of our Medical Director. We hope to complete this project by the middle of July so we can begin to implement these protocols in our August trainings. |

### Project 3: Retraining Planning

Project Status: Ongoing

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| As mentioned previously, retraining is EFRT’s annual training event that clears responders to return to call after the summer. In anticipation of returning for the fall, we are currently planning for this to be in-person from September 3-5 and will involve a gathering of around 35 responders and instructors/evaluators. We are in the middle of gathering interested EFRT alumni to come back and lead workshops using the expertise they have gathered working in the medical field. If we are cleared to run retraining, we will have 14 fully trained responders to run shifts starting September 7th. The 11 responders we hired last year are currently scheduled to complete FR Certification (if we are cleared to do so) by September 19th, and we will have 25 trained responders at that point. |

### Project 4: Responder Lodging

Project Status: Ongoing

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| One of our concerns with returning to call are the limitations of our office space. Currently, we have a bunk bed and a couch on which responders can sleep in our office. However, only 2 responders can remain safely distanced while sleeping which conflicts with our traditional 3-responder system. I spoke to a member of the University of Ottawa's Emergency Response Team, and they informed me that their responders were given designated rooms in residence to sleep rather than being in close proximity inside their office. We are therefore currently asking for Residence to hold 1-2 rooms for responders running overnight shifts so that we can remain distanced and keep ourselves and our patients safe. I have contacted Housing Services about this possibility, and I await their response. Our Medical Director supported this idea during one of our Exec meetings. I have also contacted Security Services to advocate on our behalf and would like to ask the MSU if they would be willing to do so as well. |

# Outreach & Promotions

## Summary

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| We currently do not have anything to promote for ourselves, so our social media engagement has not changed much. But, EFRT’s PR Coordinator has been working on reaching out to the WW committee to devise effective strategies for promoting our service during welcome week. |

# Finances

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| A challenge I anticipate on the horizon in terms of budgeting is our acquisition of PPE. PPE is vital to responder and patient safety, but is also in high demand, so EFRT will need more PPE while it is at a higher cost than previous years. While EFRT’s Response Coordinator is currently estimating the amount of various PPE we need, it may be more costly than I expected and pose a challenge budgeting for EFRT equipment throughout the year. I have reached out to Security Services to consider the possibility of doing a joint bulk order, but that is just an idea at the moment. |

# Executives and Volunteers

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| Our responders have been receiving the summer training well and some have gone above and beyond in their dedication to learning and improving on their skills. The 2020-2021 Executive team will also begin to distribute last year’s team appreciation gifts in the next coming weeks which I predict, will help elevate team morale. I am not overly concerned about team morale at the moment; however, responders have been increasingly curious about our Fall status as September approaches.  My Exec team has been showing a lot of their own initiative in reaching out to various supports for help on our ongoing projects, and their enthusiasm remains unparalleled. We have been slightly overwhelmed with the realization of how many things we must plan given the ambiguity of fall semester but cementing some dates has given us a sense of direction. |

# Successes

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| As previously mentioned, a major success within the EFRT Executive has been our ability to solidify dates for trainings and certifications. I have a sense that this boosted morale because it gave us something concrete to work towards and to look forward to. This is also giving us a better sense of the rest of our year plan in terms of when we are looking to hire or when we will train new Standard First Aid Instructors. |

# Challenges

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| Similarly to the previous report, the main challenge this last month has been trying to anticipate what will happen in the fall. We are currently planning for the most complex situation which would be our return at the beginning of the semester, but as that time approaches it is getting more difficult to set dates and tell responders to commit to them with the potential of everything being cancelled. However, I understand the complexity of the situation, and I know the EFRT Advisory Board is meeting soon so I hope we can come to some conclusion about our service at that point. |