

## **Glen Arden Infectious Disease/Pandemic Emergency Plan**

### **September 15, 2020**

#### **Preparedness Tasks for all Infectious Disease Events**

Provide staff education on infectious diseases, exposure risk, symptoms, prevention, and infection control, correct use of personal protective equipment, regulations, including 10 NYCRR 415.3 (i)(3)(iii), 415.19, and 415.26(i); 42 CFR 483.80, and Federal and State guidance/requirements:

Develop/Review/Revise and Enforce existing infection prevention, control, and reporting policies:

☑ Glen Arden enforces its existing infection prevention policies and develops, reviews and revises policies as needed. New policies have been developed to address the COVID-19 pandemic.

Review and assure that there is, adequate facility staff access to communicable disease reporting tools and other outbreak specific reporting requirements on the Health Commerce System (eg., Nosocomial Outbreak Reporting Application (NORA), HERDS surveys:

☑ Glen Arden has several adequate staff who know how to timely report and have access to the Health Commerce System, provided by the DOH, should an outbreak occur, or a HERDS survey needs reporting.

Develop/Review/Revise internal policies and procedures, to stock up on medications, environmental cleaning agents, and personal protective equipment as necessary:

☑ Glen Arden has policies and procedures in place which allow the stocking of medications, cleaning agents, and PPE. Glen Arden received PPE from Office of Emergency Management as a part of a coordinated effort from the State and Local authorities to provide much needed supplies during a shortage. We also received supplies from CMS and FEMA. Glen Arden also has contracts with vendors who supply these items to the skilled nursing facility and are kept in storage rooms of the facility basement. These types of items help the facility to manage all types of infectious disease.

Develop/Review/Revise environmental controls:

☑ Glen Arden follows all policies and procedures handling contaminated waste, as required by NYSDOH regulations, through Medi-Transport.

Develop/Review/Revise vendor supply plan for re-supply of food, water, medications, other supplies, and sanitizing agents:

- Glen Arden reviews and revises as needed its vendor supply plan for 3 day par of food, potable and non-potable water, medications, and other supplies needed in an emergency situation or pandemic. Develop/Review/Revise facility plan to ensure that residents are isolated/cohorted and or transferred based on their infection status in accordance with applicable NYSDOH and Centers for Disease Control and Prevention (CDC) guidance:

☑ In order to reduce transmission, in the event there are only one or a few residents with the pandemic disease, Glen Arden will separate residents into 3 separate cohorts to include PCR +, PCR – and unknown status. This will be accomplished through use of a part of a unit, dedicated floor or wing or a group of rooms at the end of the unit/at the end of a hallway; discontinuation of bathroom sharing with residents outside the cohort; clear demarcation of the area for residents with the pandemic infectious disease; procedures for preventing other residents from entering the area; there will be regular monitoring by the Director of Nursing and the Administrator of cohorting needs and notification to regional NYSDOH offices and local health departments if facility cannot set up/sustain cohorting efforts.

#### **Additional Preparedness Planning Tasks for Pandemic Events**

***In accordance with PEP requirements,*** Develop/Review/Revise a Pandemic Communication Plan that includes all required elements of the PEP:

☑ Glen Arden has developed a communication plan for the protection of residents and staff in the event of an infection which would include the entire executive team agency wide.

☑ The use of the electronic payroll system where staff can access a community board and receive messages from the corporate office and the use of a phone list where they can be called which is reviewed and revised as needed.

☑ Report is given at the beginning of each shift to discuss resident issues or staff assignments.

☑ A list of resident's health care proxy's and other family members names, email addresses, home address and phone numbers is kept and revised as needed for communication as well.

***In accordance with PEP requirements,*** Develop/Review/Revise plans for protection of staff, residents and families against infection that includes all required elements of the PEP:

☑ In the event of an outbreak of infection, which the CDC defines as a single new case of SARS-CoV-2 in any healthcare worker or resident, the facility will institute outbreak management protocols.

a.) Define authority (Infection Preventionist, DON, Administrator, Medical Director, etc.)

b.) **Immediate** reporting/notification and consultation with the Local/State Public Health Department

c.) Place resident(s) with confirmed COVID-19 in private rooms on transmission based precautions on designated COVID-19 unit/area specified on unit. These areas will be

clearly marked and may be separated by plastic sheeting erected specifically for this purpose.

d.) Cohort residents identified with same COVID-19 confirmation if indicated

- e.) Implement consistent assignment of employees
- f.) Only essential staff will enter rooms/wings

### **Response Tasks for all Infectious Disease Events**

The facility will assure it meets all reporting requirements for suspected or confirmed communicable diseases as mandated under the New York State Sanitary Code (10 NYCRR 2.10 Part 2), as well as by 10 NYCRR 415.19:

☑ The Health Commerce System requires a Coordinator who is in charge of managing all assigned user's IDs and what they can access on the system. She also can view and input data as a back up to each administrator should they lose access. There are also other back up users in the organization for each site so reporting requirements are timely and are met.

The facility will assure it meets all reporting requirements of the Health Commerce System, e.g. HERDS survey reporting:

☑ The Administrator at Glen Arden will respond to all HERDS surveys on the HCS and utilize the interdisciplinary team to get the required information to report.

The facility will implement the following procedures to provide residents, relatives, and friends with education about the disease and the facility's response strategy at a level appropriate to their interests and need for information list facility-specific procedures:

☑ Through weekly letters to residents, resident representatives, and families, education, the facility's response strategy and the need for information such as testing, PPE levels, monitoring, screening and documenting of residents and staff, and sanitizing of the building are all included. The use of the website for information is also available to them.

Subject to any superseding New York State Executive Orders and/or NYSDOH guidance that may otherwise temporarily prohibit visitors, the facility will advise visitors to limit visits to reduce exposure risk to residents and staff

☑ Those visitors that are permitted into the facility such as vendors, contractors, or health care personnel must present the results of a current COVID-19 swab test, be screened at the entrance of the facility for signs and symptoms of the virus, and wear a mask while in the building and restrict their visit to the resident care area and resident room.

If necessary, and in accordance with applicable New York State Executive Orders and/or NYSDOH guidance, the facility will implement the following procedures to close the facility to new admissions, limit visitors when there are confirmed cases in the community and/or to screen all permitted visitors for signs of infection:

The facility will notify potential visitors to defer visitation until further notice (through signage, calls, letters, etc.). Communication will be provided through multiple means of the visitation restriction such as signage, letters, emails, phone, calls, and recorded messages for receiving calls.

**Additional Response Tasks for Pandemic Events:**

***In accordance with PEP requirements***, the facility will follow the following procedures to post a copy of the facility's PEP, in a form acceptable to the commissioner, on the facility's public website, and make available immediately upon request:

☑ Glen Arden will post online its PEP plan making it available to the public in a form acceptable to the Commissioner and updating it as needed and as the facility is experiencing it. We will post updated versions based on the environment and outbreak as we are experiencing it.

***In accordance with PEP requirements***, the facility will utilize the following methods to update authorized family members and guardians of infected residents (ie., those infected with a pandemic-related infection) at least once per day and upon a change in a resident's condition:

☑ The facility will inform resident's, resident representative and families of those residing at Glen Arden by 5pm the next calendar day following the occurrence of either a single confirmed infection of COVID-19 or three or more residents or staff with new on-set of respiratory symptoms occurring within 72 hours of each other. This information must –

a.) Not include personally identifiable information

b.) Include information on mitigating actions implemented to prevent or reduce the risk of transmission, including if normal operations of the facility will be altered; and

c.) Include any cumulative updates for residents, their representatives, and families at least weekly or by 5pm the next calendar day following the subsequent occurrence of either: each time a confirmed infection of COVID-19 is identified or whenever three or more residents or staff with new onset of respiratory symptoms occur within 72 hours of each other.

d.) For change in a specific resident's condition, the family will be notified by phone at least once per day and as needed throughout the day by the nursing staff.

***In accordance with PEP requirements***, the facility will implement the following procedures/methods to ensure that all residents and authorized families and guardians are updated at least once a week on the number of pandemic-related infections and deaths at the facility, including residents with a pandemic-related infection who pass away for reasons other than such infection:

☑ Glen Arden will notify residents, resident representatives and families by email or by mail, at their choosing, once a week on the number of pandemic-related infections of staff and residents and deaths at the facility both pandemic-related and non-pandemic related deaths and the impact on the residents, staff and the facility as a whole.

***In accordance with PEP requirements,*** the facility will implement the following mechanisms to provide all residents with no cost daily access to remote videoconference or equivalent communication methods with family members and guardians:

☑ Glen Arden will utilize the telephone to instruct resident representatives in the event someone has to go to the hospital. For non-emergent situations or for visitation we will utilize face time, window visits and in person visits as permitted by the DOH when we meet the requirements.

***In accordance with PEP requirements,*** the facility will implement the following process/procedures to assure hospitalized residents will be admitted or readmitted to such residential health care facility or alternate care site after treatment, in accordance with all applicable laws and regulations, including but not limited to 10 NYCRR 415.3(i)(3)(iii), 415.19, and 415.26(i); and 42 CFR 483.15€:

☑ Glen Arden has implemented and follows all processes and procedure for admissions into its facility in accordance with all applicable laws and regulations. Furthermore, the facility will only accept and retain those residents for whom the facility can provide adequate care.

***In accordance with PEP requirements,*** the facility will implement to following process to *preserve a resident's place in a residential health care facility* if such resident is hospitalized, in accordance with all applicable laws and regulations including but not limited to 18 NYCRR 505.9(d)(6) and 42 CFR 483.15€:

☑ Glen Arden will follow all its policies and procedures regarding bed hold and will preserve a resident's room if there is expectation of return after treatment in a hospital.

***In accordance with PEP requirements,*** the facility will implement the following planned procedures to maintain or contract to have at least a two-month (60-day) supply of personal protective equipment (including consideration of space for storage) or any superseding requirements under New York State Executive Orders and/or NYSDOH regulations governing PPE supply requirements executed during a specific disease outbreak or pandemic. As a minimum, all types of PPE found to be necessary in the COVID pandemic should be included in the 60-day stockpile.

This includes, but is not limited to:

- N95 respirators
- Face Shield
- Eye Protection
- Gowns/isolation gowns
- Gloves
- Masks
- Sanitizer and disinfectants (meeting EPA Guidance current at the time of the pandemic)

☑ Through a vendor/s, Glen Arden has secured a 90 day stockpile of all required PPE and will maintain such stockpile through scheduling and delivery with select vendor/s which will provide services and protection for the residents and staff during a pandemic. Storage space has been planned out and is in the basement of the nursing home where PPE is secured for future use if needed.

☑ Stockpile amounts have been determined at a rate of usage, equal to the average daily rate the PPE that was used between April 19, 2020 and April 27, 2020. Glen Arden Par levels include 2,250 N95s, Eye Protection/Face Shields 2,250, Gowns 4,500, Gloves 90,000, Masks 13,500 and 90 days of Hand Sanitizer, disinfectants and EPA approved wipes.

### **Recovery for all Infectious Disease Events**

The facility will maintain review of, and implement procedures provided in NYSDOH and CDC recovery guidance that is issued at the time of each specific infectious disease or pandemic event, regarding how, when, which activities/procedures/restrictions may be eliminated, restored and the timing of when those changes may be executed:

☑ The facility will follow all NYSDOH and CDC guidance on how, when, and which activities may be restored, eliminated and the timing of each activity. For example, on July 10<sup>th</sup> the DOH allowed visitation to resume on a limited basis at Glen Arden. It was required that a NY Forward Safety Plan be developed and the nursing home meet specific benchmarks to re-open.

The facility will communicate any relevant activities regarding recovery/return to normal operations, with staff, families/guardians and other relevant stakeholders:

☑ Glen Arden will continue to communicate with residents, resident representatives, families, and relevant stakeholders through email and letters and phone calls as relevant activities open up and when the skilled nursing facility could return to normal operations.