

Pandemic Emergency Plan

Introduction:

Cabrini of Westchester is committed to providing a safe and healthy facility for our residents, family members/guardians and our staff. To ensure the environment is safe and healthy, we have developed the following Pandemic Emergency Plan in response to pandemic infectious diseases. We take pride in ensuring safety in our facility and community as we want to mitigate/stop the spread of communicable diseases. With doing so, we have implemented a plan that will follow the guidelines from the NYS DOH and CDC. Cabrini of Westchester will plan effective strategies for responding to all types of infectious diseases, including those that rise to the higher level of pandemic.

The following Infectious Disease/Pandemic Emergency Plan outlines the hazard-specific preparedness, response, and recovery activities the facility has plans for, which are unique to an incident involving infectious diseases, as well as those incidents that rise to the level of a pandemic emergency.

(I.) Preparedness

a. Staff Education

All departments are involved and participate in providing staff education. Staff education is demonstrated with in-services, lectures, discussion and informational hand-outs. Staff are provided with knowledge on prevention and control of infection, how to handle admissions, transfers and discharges to/from hospitals, room selection, consistent staffing/bundle care, proper use of dedicated supplies and equipment, resident care and transmission based precautions. Staff are also educated on signs and symptom monitoring. Staff receive good handwashing hygiene techniques, demonstration on the proper use of PPE, knowledge on environmental cleaning and disinfection of facility, infection control practices & surveillance, communal dining, visitation, resident & family notification, etc.

b. Infection Control Policies

Following CDC guidelines, all residents should be monitored for respiratory illnesses. Face masks will be given to prevent spread of infection, residents will be placed in private rooms, facility will notify local health department who will determine if resident should be identified as a Person under Investigation (PUI) for a pandemic infectious disease, residents will be evaluated on case by case basis. Infection Control Procedures are to be maintained until Coronavirus Disease is ruled out. Discontinuation of isolation precautions are to be determined on a case by case basis in conjunction with state, local and federal health authorities. On-going staff education and training will be provided which is task specific. Any movement and monitoring decisions for HCP with exposure to pandemic infectious disease are to be made in consultation with public health authorities. Existing infection prevention and control policies include; practicing hand hygiene, proper use of PPE, environmental cleaning and disinfecting of facility and resident rooms.

c. Communicable Disease Reporting

Facility staff with access to communicable disease reporting tools and other outbreaks specific requirements on the Health Commerce System include: Administrator, DON/ADON, Assistant Administrator.

d. Medications/Cleaning Agents/PPE and Stock

Personal Protective Equipment and Environmental Agents are stockpiled to maintain 60 day supply by Receiving and Central Stores Department.

Nursing department communicates with pharmacy vendor regarding medications of new admissions, pharmacy drops off medication supply. Stock medications and OTC are supplied by Central supply and delivered to the units. There is always a 30 day supply on hand. If backup pharmacy is needed, COW's pharmacy PrimeCare has a backup pharmacy of their own that they use in case of any issues.

e. Environmental Controls

Social Distancing (6ft minimum) is maintained whenever possible. Ex; Limiting elevators to 2 passengers, limiting dining room seating, meetings held via teleconference and rehabilitation limited to room to room sessions.

Disinfection of frequently touched services and readily accessible hand sanitizer throughout the facility.

Contaminated waste is collected and stored in soiled utility rooms on each unit. Housekeeping personnel transport red bag wastes in designated bins to hazardous waste storage room. Red bag waste is then placed in hazardous waste containers for pickup by medical waste disposal vendor.

f. Vendor Supply Plan

Resupplying of food, water, medications, sanitizing agents and other supplies are handled through Receiving and Central Stores and the Nursing Department. Backup vendors are available as well as an in house emergency stock pile.

g. Facility Plan

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 per facility P&P.

h. Pandemic Communication Plan

Cabrini of Westchester (COW) will update authorized family members and guardians of residents infected with the pandemic infectious disease at least once per day and upon a change in the residents condition. All residents and authorized family members and guardians are notified at least once per week on the number of infections and deaths at the facility. All residents of the facility will be provided with daily access to free remote video conferencing or similar communication methods, with authorized family members and guardians. These communications will be done by electronic means or other methods selected by family members or guardians.

i. Protection Against Infection for Staff, Residents and Families

Plans for protection of staff, residents and families against infection include: posted signage at the facility, education on infection control practices including proper hand hygiene selection and use of PPE, temperature and questionnaire screening, posted and mailed educational material, encouraging social distancing throughout facility and cohorting infected residents.

j. Infectious Disease Surveillance

Following CDC and Local Health Department guidance, Cabrini of Westchester will continue to conduct routine and/or ongoing surveillance of infections thru staff/resident testing and symptom monitoring in order to identify rates of infection. When surveillance rates increase above the usual baseline, the clinical team will implement measures to address the infections which include but not limited to diagnostic testing of blood work, antibiotic therapy and symptom management. Resources to manage infection in the nursing home include the clinical team, laboratory and pharmacy services.

Cabrini of Westchester follows the guidelines of CDC and Local Health Department in reporting infectious diseases. Reporting is done on line at Health Commerce System.

k. Staff testing

Cabrini of Westchester will collect specimens for staff testing on-site using current lab Lenco Diagnostics. Staff testing will be done once a week by Clinical staff/healthcare staffing agency-Human Edge at facility. Staff testing will be performed per New York State DOH guidance.

l. Administrative Controls

Visitation:

Visitors are screened for signs and symptoms of COVID-19 prior to resident access and visitation will be refused if the individual(s) exhibits any COVID-19 symptoms or does not pass the screening questions. Screening shall consist of both temperature checks and asking screening questions to assess potential exposure to COVID-19. All visitors must provide their first and last name, physical street address of the visitor; daytime and evening telephone number; date and time of visit; email address of available. Documentation of screening will be maintained onsite in an electronic format and available upon DOH request for purposes of inspection and potential contact tracing. Visitors must wear a face mask or face covering which covers both the nose and mouth at all times when on the premises. Cabrini will provide a mask to any visitor who lacks an acceptable face covering. Visitors are not permitted to touch, kiss, and or hug resident. Visitors must maintain social distancing of 6ft at all times, except when assisting with wheelchair mobility. Current COVID 19 positive residents with COVID -19 signs or symptoms, and residents in a 14 day quarantine or observation period are not eligible for visits. If any visitor fails to adhere to the

protocol, he/she/they will be prohibited from visiting for the duration of the COVID-19 state declared public health emergency. There is posted signage at appropriate entrances to all visitors not to enter the facility if they have fever, sore throat, cough or shortness of breath.

Staff Wellness/Symptoms Monitoring:

All healthcare workers were educated on self-monitoring for symptoms of pandemic infectious diseases and human resources policy and procedures will be adjusting accordingly to NYSDOH and CDC guidance.

Employee Absentee Plans: Cabrini of Westchester maintains agreements with healthcare staffing agencies to provide emergency staffing during public disasters.

Resource issues for Employee Leave: Cabrini of Westchester maintains agreements with healthcare staffing agencies to provide emergency staffing during public disasters.

m. Cohort

Measures include: cohorting of residents on the units by “PODS” such as specific wing or areas in [the] close proximity to the nurses station. Residents within a cohorted area (PODS) will not be allowed to share a bathroom with residents outside the cohorted area. Cohorted areas will be identified with appropriate signage for Healthcare Personnel (HCP).

n. Social distancing Activities and Communal Dining

Physical space arrangements are done in accordance with 6ft social distancing measure as well as elimination of shared seating (couches) and appropriate spacing of single seating. Residents in dining areas are spaced to adhere to social distancing requirement of 6ft. Non-essential activities to be eliminated include: Bingo, group entertainment, gathering of resident council, Mass in chapel, communal dining, etc.

o. Recover/Return to Normal Operations

Normal operations such as visitation, communal dining and therapeutic activities will resume as specified by NYS DOH and CDC guidance at the time of each infectious disease pandemic event.

(II.) Response

a. Reporting Requirements

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 are adhered to when reporting through the Health Commerce System.

b. Reporting on HERDS

Cabrini of Westchester will report all suspected or confirmed communicable diseases mandated under the New York State Sanitary Code (10NYCRR 2.10 Part 2), as well as by 10 NYCRR 415.19. Following guidelines as per directive of DOH to access specific activities and forms on the HERDS website to submit required information.

c. Education to Residents/Relatives/Friends

Education concerning the communicable disease and the facility's response strategy will be provided to residents, family and friends by: email, family letters, resident council, phone messaging, and signage.

d. Visitation

The facility will close to new admissions if there is a communicable disease based on NYS executive order and DOH guidance. The facility's admissions department will notify hospitals of the admissions closure. Notification through the community will be accomplished through website postings and phone messaging system. Visitation will be limited and/or restricted in accordance with applicable New York state executive order or DOH guidance and initiate screening for signs of infection when there are confirmed cases in the community. All permitted visitors will be screened for signs of infection using questionnaires and thermal scanning.

e. Posted Copy Procedure of PEP

Cabrini of Westchester will post a copy of the facility's PEP by September 15 2020 on its public website. A hard copy of the PEP will also be made available upon request.

f. Methods to Update Families/Guardians

COW will updated authorized family members and guardians of infected residents once per day through the nursing department and social services department. Nursing will contact authorized family members and guardians via telephone calls.

g. Once a Week Update

To ensure that all residents and authorized families and guardians are updated a least once a week on the number of pandemic infections and deaths at the facility, the facility has implemented a phone messaging system which is updated on a daily basis. The facility will communicate with families and guardians via telephone if there is a resident with a pandemic related infection and if the resident passes away for reasons other than such infection.

h. Videoconferencing

COW will provide communication between resident and visitors when visitation restrictions are implemented. Alternative means of communication are in place as residents are potentially at risk for alteration in psychosocial wellbeing related to restriction of visitation due to pandemic infectious disease (COVID 19). Residents and visitors are informed by administration and staff that alternative means of communication and virtual visitation is available for all residents and their visitors. Staff are provided with IPADs to facilitate alternative means of communication between residents and their visitors. Staff ensures that resident is able to utilize alternative means of communication. "Facetime," "Skype," "Zoom", and "Whatsapp" are sites that can be utilized for virtual visits. If residents or visitors request, staff can be present to facilitate communication. All IPADs are disinfected before and following use. Window visits (Magical Moments) will also be available to residents and their families/friends.

i. Process/Procedures for Hospitalized Residents Readmission

In accordance to 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(e), the facility has implemented the following procedures: The facility will give priority for readmission to residents who were previously at the facility. If Cabrini can meet his or her needs, the resident will be given the first appropriate bed.

j. Preserve a Resident's Place

The facility will give priority for readmission to residents who were previously at the facility. If Cabrini can meet his or her needs, the resident will be given the first appropriate bed.

k. 60 Day Supply of PPE

COW will have a 60 day supply of facemasks, gowns, gloves and eye protection and will be available in the facility by September 30, 2020 and stored separate from daily supply demands.

70% alcohol based hand sanitizer dispensers are available in every resident room as well as all common areas throughout the facility. Additional hand sanitizer dispensers are also strategically located in corridors throughout facility.

A contingency plan that includes engaging the health department and healthcare coalition when experiencing (or anticipate experiencing) supply shortages.

Upon declaration of any emergency by the Department of Health or other governmental or responsible agencies the following agencies and contacts will be engaged to combat potential supply shortages. The same protocol would be used even in the absence of a declared emergency if the normal supply chain cannot provide supplies as needed.

The first line of action would be with our regular vendors, back up vendors, and on-line distributors for supply needs. If further action is warranted we would reach out to the following: Leading Age NY, CCLC, and Westchester County Emergency Operations Center & FEMA.

l. Facility Specific Procedures

Guidance, signage, advisories from the NYSDOH and the U.S. Centers for Disease Control and Prevention (CDC) on disease-specific response actions will be obtained via email, Health Commerce System and healthcare coalitions.

m. Infection Control Hygiene Measures

Signs for cough etiquette, hand washing, and other hygiene measures are displayed in high visibility areas. They can be found at all facility entrances, dining areas, public bathrooms, lobby and elevators. Hand sanitizer and face masks will be

made available at main building entrance. Hand sanitizer is also available at elevators as well as other common areas.

n. Separation

To prevent other residents from entering a cohorted area include; use of corridor smoke doors as a physical barrier along with notification of residents in adjoining areas. In the event that sufficient cohorting areas cannot be set up or maintained, COW will notify NYS DOH office in New Rochelle as well as the Westchester County Health Department in White Plains, NY for guidance.

o. Staff Surging: Cabrini of Westchester maintains agreements with healthcare staffing agencies to provide emergency staffing during public disasters.

p. Cleaning/Decontamination

Isolation room will be done according to Housekeeping Policy and Procedure for cleaning and disinfection of isolation rooms and in response to NYS DOH, EPA and CDC guidance (e.g. High-touch surfaces: doorknobs, hand rails, counters, etc.).

q. Exposure Risks (Mechanism for Sharing Information)

Staff were educated on minimizing exposure risks through in-services conducted by nursing department.

Resident's, families and guardians are given guidance through phone call, email and family letter notifications.

Each Department Head will contact associated vendors as to the protocols in place for minimizing exposure risks.

r. Proper use of PPE

PPEs are provided to staff with in-service on proper use including donning, doffing and proper disposal based on infection control policy.

Staff in-service are given by nurse managers, supervisors and respiratory therapist.

PPEs provided include gloves, gowns, face shields surgical masks and N95 masks.

Inspection rounds will be conducted by Infection Control Coordinator / DON /Nurse Manager to ensure that staff are utilizing PPE properly.

(III.) Recovery

a. Review NYS DOH and CDC Guidance

Administration & department heads will continue to review & implement procedures provided by NYDOH & CDC in regard to recovery guidance.

b. Communicate Process To Return To Normal Operations

Administration & department heads will continue to maintain communication with staff, families/guardians & other relevant stakeholders regarding recovery/return to normal operations.