

# **Baptist Health Nursing and Rehabilitation Center Pandemic Emergency Plan**

## **Infectious Disease/Pandemic Emergency**

**September 15, 2020**

**Introduction:** To protect the well-being of residents, staff, and visitors, the following a Pandemic Emergency Plan (PEP) has been developed.

*This PEP is a living document that will be reviewed annually, at a minimum and on an as needed basis. This plan is available on the BHNRC facility website and the facility will make a copy of this plan available immediately upon request.*

This Pandemic Emergency Plan (PEP) is prepared in accordance with the NYSDOH requirement as detailed in DAL NH 20-09 dated 8/20/20

### **Infectious Disease Definition:**

*According to the CDC, Infectious diseases are illnesses caused by germs (such as bacteria, viruses, and fungi) that enter the body, multiply, and can cause an infection. Some infectious diseases are contagious (or communicable), that is, spread from one person to another. Other infectious diseases can be spread by germs carried in air, water, food, or soil. They can also be spread by vectors (like biting insects) or by animals. Emerging means infections that have increased recently or are threatening to increase in the near future. These infections could be completely new (like SARS), reappearing in an area (like dengue in south Florida), old infections that have become resistant to antibiotics (like staph and the deadly gram-negative infections that are cropping up in hospitals).*

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

- a. Provide staff education on infectious diseases (e.g., reporting requirements (see Annex K of the CEMP toolkit), exposure risks, 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 483.15(e) and 42 CFR § 483.80), and Federal and State guidance/requirements.**

Upon orientation, annually and as needed infection control staff education is presented to all employees or contract staff working within the facility (i.e. – ongoing COVID-19 education). Auditing of employees or contract staff is done to ensure compliance with infection control practices. Signage is posted throughout the facility emphasizing proper infection control techniques, handwashing, donning/doffing of PPE, respiratory etiquette and social distancing.

The Infection Preventionist is responsible for monitoring infection rates and types among residents and employees or contract staff. The Infection Preventionist is responsible for reporting any increases in infections via the NORA application. The Infection Preventionist is also responsible for completing any required National Health Safety Network (NHSN) surveys during a pandemic or infectious disease outbreak.

The Director of Nursing, Assistant Director of Nursing, or Designee assigned is responsible for completing any required HERDS submissions during a pandemic or infectious disease outbreak. Baptist Health Nursing and Rehabilitation Center has written policies and procedures pertaining infectious disease and infection surveillance.

**b. Develop/Review/Revise and Enforce existing infection prevention, control, and reporting policies.**

All infection control policies are in the Infection Control Manual available on all units and in nursing supervisor's office to all employees or contract staff working within the facility. Policies specific to COVID-19 have been developed and revised as needed and are located in the *Infection Control Manual* and *Fire/Disaster Procedure Manual*.

**c. Conduct routine/ongoing, infectious disease surveillance that is adequate to identify background rates of infectious diseases and detect significant increases above those rates. This will allow for immediate identification when rates increase above these usual baseline levels.**

The Infection Preventionist monitors infection rates across the resident population and also monitors infection rates of employees or contract staff. Infection statistics and trends identified are reviewed quarterly at the QA meetings. Baptist Health Nursing and Rehabilitation Center has written policies and procedures pertaining to infectious disease, infection surveillance, outbreaks of communicable diseases, and epidemic/pandemic surveillance. Refer to the *Infection Control Manual* and the *Fire/Disaster Procedure Manual*.

**d. Develop/Review/Revise plan for staff testing/laboratory services**

The facility uses Aegis Laboratory to process staff specimens during an infectious disease outbreak. The laboratory website is monitored several times daily and employees are notified immediately for any positive results and immediately removed from the workforce.

Aegis Laboratory Contact Information: David Ambuhl 518-779-7307

- e. 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 (e.g., Nosocomial Outbreak Reporting Application (NORA), HERDS surveys.**

Specific facility staff have access to all reporting tools. The IT administrator ensures that the specific facility staff have access and specific roles assigned for the Health Commerce System to access the communicable disease reporting tools and other outbreak specific reporting requirements.

- f. Develop/Review/Revise internal policies and procedures, to stock up on medications, environmental cleaning agents, and personal protective equipment as necessary. (Include facility's medical director, Director of Nursing, Infection Control Practitioner, safety officer, human resource director, local and state public health authorities, and others as appropriate in the process)**

Baptist Health Nursing and Rehabilitation Center has a written policy and procedure for maintaining at least a 60 day supply of PPE and cleaning agents.

Our offsite pharmacy anticipates potential emergency situations that might result in an interruption of service. A written plan is in effect to ensure continuity of service to our residents, even in the event of an evacuation. We have an electronic medication dispensing system with emergency supply of certain medications onsite as well.

- g. Develop/Review/Revise administrative controls (e.g., visitor policies, employee absentee plans, staff wellness/symptoms monitoring, human resource issues for employee leave).**

Baptist Health Nursing and Rehabilitation Center has policies and procedures pertaining to window visitation, in person visitation, crisis staffing, employee and visitor screening and employee return to work guidelines. Baptist Health Nursing and Rehabilitation Center follows all NYSDOH and Center for Disease Control guidelines for the above referenced.

- h. Develop/Review/Revise environmental controls (e.g., areas for contaminated waste)**

Baptist Health Nursing and Rehabilitation Center has written policies and procedures pertaining to handling of infectious waste, daily resident room

cleaning, cleaning of high touch areas, and use of EPA approved disinfectants for cleaning.

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

Baptist Health Nursing and Rehabilitation Center's emergency preparedness plan includes information on obtaining emergency supplies of food and water. The emergency preparedness plan lists vendor contacts for food, water and cleaning supplies.

**j. 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.**

Baptist Health Nursing and Rehabilitation Center follows all NYSDOH and Centers for Disease Control (CDC) prevention guidance for isolation and Cohorting. Isolation precautions are utilized based on the communicability of the infectious disease. A separate wing or area will be designated to cohort residents with the same infectious disease if possible or necessary during an epidemic or pandemic situation. Refer to our *COVID-19 Policy* and *COVID-19 Unit/Wing Policy* for additional information.

**k. Develop plans for cohorting, including using of a part of a unit, dedicated floor, or wing in the facility or a group of rooms at the end of the unit, and discontinuing any sharing of a bathroom with residents outside the cohort.**

If possible or necessary, a separate wing or area will be designated to cohort residents with the same infectious disease during an epidemic or pandemic situation. Shared resident bathrooms in common areas will not be utilized during the cohorting phase of an epidemic or pandemic. Refer to our *COVID-19 Policy* and *COVID-19 Unit/Wing Policy* for additional information.

**l. Develop/Review/Revise a plan to ensure social distancing measures can be put into place where indicated.**

Baptist Health Nursing and Rehabilitation Center has policies and procedures pertaining to Social Distancing. Social distancing signage is placed throughout the facility. Activities are permissible when space allows for appropriate social distancing with no more than 10 residents and employee or contracted staff engaged in such activities at any one time per NYDOH guidance. Group activities/meetings involving residents or employee or contracted staff will be

stopped if deemed necessary by the facility administration or mandated by the NYSDOH. Refer to our *COVID-19 Policy*.

- m. Develop/Review/Revise a plan to recover/return to normal operations when, and as specified by, State and CDC guidance at the time of each specific infectious disease or pandemic event e.g., regarding how, when, which activities /procedures /restrictions may be eliminated, restored and the timing of when those changes may be executed.**

Baptist Health Nursing and Rehabilitation Center will follow all NYSDOH guidelines regarding returning to normal operations.

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

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

Baptist Health Nursing and Rehabilitation Center has a Pandemic Communications Policy that addresses communication with resident representatives regarding the status and impact of a pandemic in the facility. Refer to *COVID-19 Notification Policy*. Group emails, telephone briefings, website updates, and in-house TV updates will be utilized to disseminate information on the numbers of infected residents and staff and current interventions put in place by the facility to mitigate the spread of the infection. Residents will also be updated on the status of a pandemic by facility staff if able to comprehend this information.

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

Baptist Health Nursing and Rehabilitation Center has written policies and procedures in place for maintaining a supply of PPE and cleaning supplies. The facility will maintain at least a 60 day supply of all forms of PPE, hand sanitizer and cleaning supplies. Hand sanitizer stations are available throughout the facility and every resident room. Signage is placed throughout the facility on proper infection control techniques, handwashing, social distancing, donning/doffing PPE, respiratory etiquette. An initial infection control education is conducted during orientation for new hires by facility educators. The Infection Preventionist perform ongoing monitoring and education for all employees or contract staff to ensure that all infection control policies and procedures are followed. Audits will be conducted by the Infection Preventionist during a pandemic or infectious disease outbreak to ensure compliance.

### III. Response Tasks for all Infectious Disease Events

- a. **The facility will implement the following procedures to obtain and maintain current guidance, signage, advisories from the NYSDOH and the U.S. Centers for Disease Control and Prevention (CDC) on disease-specific response actions, e.g., including management of residents and staff suspected or confirmed to have disease:**

Administration closely monitors pandemic advisories and guidance from the NYSDOH, CMS & CDC and maintains these documents in a separate folder so they are easy to access.

- b. **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. (see Annex K of the CEMP toolkit for reporting requirements).**

The Infection Preventionist/designee is responsible for completing NORA reports. The Director of Nursing, Assistant Director of Nursing or Designee is responsible for completing any pandemic HERDS surveys.

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

The Director of Nursing, Assistant Director of Nursing, or Designee is responsible for submitting pandemic HERDS surveys.

- d. **The Infection Control Practitioner will clearly post signs for cough etiquette, hand washing, and other hygiene measures in high visibility areas. Consider providing hand sanitizer and face/nose masks, if practical.**

Handwashing and social distancing signage is provided throughout the facility. Hand sanitizer stations are located throughout the facility and in every resident room. Face masks and eye protection are available to all staff and visitors. Facility staff are required to wear surgical masks and eye protection while on duty. Refer to *COVID-19 Policy*.

- e. **The facility will implement the following procedures to limit exposure between infected and non-infected persons and consider segregation of ill persons, in accordance with any applicable NYSDOH and CDC guidance, as well as with facility infection control and prevention program policies.**

Baptist Health Nursing and Rehabilitation Center has policies and procedures pertaining to determination of precaution type and exposure to infectious disease. Refer to our *Infection Control Manual*.

- f. The facility will implement the following procedures to ensure that as much as is possible, separate staffing is provided to care for each infection status cohort, including surge staffing strategies:**

To the extent possible, the facility does not float staff from one unit to another during the cohorting stage of a pandemic. Specific staff will be assigned to each infection cohort. Refer to *COVID-19 Policy*.

- g. The facility will conduct cleaning/decontamination in response to the infectious disease in accordance with any applicable NYSDOH, EPA and CDC guidance, as well as with facility policy for cleaning and disinfecting of isolation rooms.**

Baptist Health Nursing and Rehabilitation Center has written policies and procedures pertaining to Daily Resident Room Cleaning, including isolation rooms.

- h. 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.**

During a pandemic, the facility will communicate with residents and their representatives on a regular basis. Resident representatives will be provided with emails, telephone briefings, website updates addressing the status of a pandemic in the facility. All resident representatives will be notified of any positive cases or deaths related to the pandemic within 24 hours of such an occurrence. Residents will also be informed of the status of the pandemic by facility staff if they are able to comprehend this information.

- i. The facility will contact all staff, vendors, other relevant stakeholders on the facility's policies and procedures related to minimizing exposure risks to residents.**

All department heads maintain contact information for their employees or contracted staff. All department heads will communicate all restrictions to facility access and screening procedures related to the pandemic. Informational signage is also placed at all entry doors to the facility for designated entrances and exits throughout the facility. Refer to *Screening Policy*.

- j. 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.**

**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:**

Baptist Health Nursing and Rehabilitation Center follows all NYS Executive Orders and/or NYSDOH guidance as they pertain to pandemic control and prevention concerning closing the facility to new admissions and restriction of visitors during a pandemic. The facility has a written policy related to admissions, readmissions, and outside medical appointments during a pandemic. The facility also has a policy and procedure for Screening all Employees, Vendors and Visitors. Refer to *COVID-19 Policy* and *Screening Policy*.

#### **IV. Additional Response Tasks for Pandemic Events**

- a. Ensure staff are using PPE properly (appropriate fit, don/doff, appropriate choice of PPE per procedures).**

There is frequent monitoring of proper PPE use. Staff education is provided on an ongoing basis. Infection control audits are done on a regular basis to ensure compliance.

- b. 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:**

Baptist Health Nursing and Rehabilitation Center's Pandemic Emergency Plan will be posted on the facility's public website and be available onsite upon request.

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



All resident representatives of infected residents are notified immediately upon diagnosis and updated as needed with any change in condition.

- d. 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:**

Baptist Health Nursing and Rehabilitation Center offers several options to update all resident representatives such as, in-house TVs, facility website, emails, and telephone briefings to provide information regarding the number of infected residents and deaths related to the infection. All positive cases or deaths related to the pandemic will be communicated to all resident representatives within 24 hours of such positive test result or death.

- e. 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:**

Baptist Health Nursing and Rehabilitation Center provides virtual visitations via electronic devices (i.e. iPads, tablets, cell phones, etc) to residents at no cost to assist visits with their families and friends. The Activity departments and Social Services department coordinates the efforts for virtual visits and window visits for residents at this time.

- f. 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(e):**

Baptist Health Nursing and Rehabilitation Center has written policy and procedure for admissions and readmissions during a pandemic. Refer to *COVID-19 Policy*.

- g. In accordance with PEP requirements, the facility will implement the 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(e):**

If a private pay resident is hospitalized, their bed is held at the facility by the resident and/or responsible party continuing to pay the daily rate per usual. Based on facility census, if a Medicaid resident is hospitalized, their bed will be held for up to 14 days, after which he or she will be reevaluated for return.

With COVID-19, all hospitalized residents must test negative before they can return to Baptist Health Nursing and Rehabilitation Center.

**h. 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)**

Baptist Health Nursing and Rehabilitation Center has written policies and procedures for maintaining a 60 day supply of all PPE, hand sanitizer and disinfectants. All supplies are stored in the Purchasing Department, housekeeping rooms, unit clean utility rooms, and/or designated areas.

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

**a. 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.**

During a pandemic event, the facility will review and follow all NYSDOH & CDC guidance concerning which restrictions can be lifted.

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

In the email, facility website, and telephone briefings provided to all resident representatives, the facility will inform them when any restrictions are lifted.

**VI. Record of Changes:**

<b>Version #</b>	<b>Implemented By</b>	<b>Revision Date</b>	<b>Description of Change</b>
1.1	Samantha Smith	9/21/2020	Minor Changes and Additions