

## **FULTON COMMONS CARE CENTER PANDEMIC EMERGENCY PLAN (PEP)**

Fulton Commons Care Center has developed a Pandemic Emergency Plan (PEP) to address utilizing guidelines provided by New York State Department of Health in addressing communication, infection protection of residents, family members and staff, use of PPE's.

### **Objectives:**

- to ensure there is open and updated communication to residents and family members regarding the pandemic infectious disease.
- to reduce transmission of a pandemic disease within the facility.

### **Pandemic Overview:**

A pandemic presents unique challenges to long-term care facilities because it can be a drawn-out incident taking several weeks or months to conclude. An effective response to a pandemic requires:

- collaborating with local healthcare coalitions and response partners.
- planning for increased admits or surge at the facility.
- gathering crucial information on an ongoing basis from multiple agencies and authorities.
- disseminating critical information to key staff.

Awareness of the facility's capacities and staff capabilities will allow the facility to respond to a dynamic and fast-paced situation such as infectious or vector-borne diseases. A pandemic, by definition, will be a widespread – even national or global – event, so close coordination and cooperation with local, county, state public health agencies and private sector health care facilities are necessary and vital.

### **Pandemic Communication:**

The RN Unit Manger or designee will make daily calls to family members/guardians of residents who are infected or presumed to be infected with the pandemic at least once per day and upon change in condition.

The Social Work Department will inform residents at daily of the number of infections and deaths within the facility. Emotional support will be provided as needed.

Administration will make automated calls weekly (more often if warranted) to family members/guardians regarding the number of infections and deaths within the facility.

All residents will be afforded the option of videoconferencing or phone calls with authorized family members/guardians.

Pandemic Infection Protection Plans for Residents, Family Members and Staff:

#### **A. Residents residing in the facility:**

- Residents who are showing signs of the infectious disease or are identified as having a positive result must be precluded from contact with other residents as outlined in the facility Infection Control Program.
- Residents that test positive must have two negative results prior to returning to the general resident population.
- Residents will be quarantined according to established protocols.

#### **B. Admission/readmission of resident post hospitalization:**

- Residents admitted/readmitted to the facility following hospitalization will be quarantined in the established designated area within the facility.
- In the event that there are a few residents with the pandemic disease, the facility's plan to reduce transmission includes but is not limited to cohorting on the designated unit with accommodations of designated rest rooms for cohorted resident use.

- If the designated unit is not solely dedicated to those residents with pandemic disease, the unit will be color-coded for easy identification and differentiation of quarantine levels.
- In the event the facility has maximized its cohorting area potential, the facility will notify the regional Department of Health and the local Department of Health for further directives.
- During a pandemic situation, residents within the facility will not be permitted to leave their designated rooms/units.

**C. Emergency Supply of PPE and availability for use:**

- Based on facility census and NYSDOH existing guidance and regulations, the facility maintains a 60-day minimum emergency supply of all PPE's in a designated storage area. This emergency 60-day supply will be clearly identifiable and separate from the daily use inventory.
- If the facility anticipates that the emergency supply will be exhausted without avenues to replenish, the facility will notify and rely upon the assistance of the Federal Government, NYSDOH and the Office of Emergency Management for additional assistance and guidance.
- This plan addresses all personal protective equipment (PPE) necessary for both residents and staff in order to continue to provide care, services, and support. Supplies include but are not limited to:
  - N95 respirator masks
  - Face shields/protective eyewear
  - Isolation gowns/jumpsuits
  - Gloves
  - Surgical masks
  - Sanitizers
  - Disinfectants

**D. Plan for Preserving a Resident's Place at The Facility When Resident is Hospitalized:**

- The facility does not currently have a Bed Hold Policy, therefore a hospitalized resident upon return to the facility will be admitted into an appropriate, available bed based upon their clinical condition and admitting status.

**Considerations:**

Protecting the residents and staff is of paramount concern during a pandemic. Facility leadership will consider its requirements under OSHA, Center for Medicare and Medicaid (CMS), state licensure, Equal Employment Opportunity Commission (EEOC), Americans with Disabilities Act (ADA), and other state and federal laws in determining the precautions it will take to protect its residents and staff.

Facility leadership will take into account:

- The method of spread of the disease (for example, through contact with bodily fluids, contaminated air, contaminated surfaces).
- The precautions which can be taken to prevent the spread of the infectious disease.
- Other relevant factors.

Once these factors are considered, staff who are showing signs of the infectious disease or identified as having a positive result are precluded from contact with residents and/or other staff members.

In the event a staff member is unable to report to work because of pandemic illness, the facility will:

- Make reasonable accommodations for staff permitting him/her to work from home if their job description permits this.
- Permit staff to use sick leave, vacation time, and FMLS where appropriate to while they are out of work.
- Permit staff to return to work when cleared by a licensed physician or upon a negative test result (if testing is available) and specific guidelines are met.

Staff members that refuse at any time to take the necessary precautions set out in this and other sections of this policy, including testing requirements, will be subject discipline up to removal from the schedule.

The facility Administrator will ensure that this Pandemic Emergency Plan (PEP) is reviewed and kept up to date as needed in conjunction with the facility's Comprehensive Emergency Management Plan (CEMP). The CEMP is available for review by residents, staff, and family members/guardians by requesting an appointment with Administration.