



COVID-19 Outbreak Plan



COVID-19 RESIDENT POSITIVE TEST: TASK LISTING

Executive Director

- Notify Health Department of positive results. Follow all direction from local and state health departments. Recommend including team leader in these conversations with the health department. **Get all recommendations in writing and forward to the team leader and senior leader liaison.** Ask the following questions:
 - Is there a state specific surveillance form we need to utilize?
 - How often do you want the surveillance form sent in?
 - Who is my contact at the department of health if there are questions or additional cases?
 - What guidance regarding continuing admissions? (Be sure to clarify AL and MS as appropriate)
 - Contact tracing: (See next bullet point) Do we need to quarantine all residents to their rooms? If not all residents, which residents?
- Contact Tracing: Identify any residents/ staff who had greater than 15 minutes of time with COVID positive resident AND within 6 feet. This is considered close and prolonged contact. Identify the PPE that was utilized by both the resident and team members. (Be sure to ask specifically about break times and meals when masks aren't worn). If you need assistance with this, please contact the support center. Share this information with the department of health. They will advise on next steps.
- Limit the number of staff going into resident room. Coordinate care needs. Have dining work with a care partner for meal delivery. Evaluate care assignments to limit the number of team members in room. (Collaborate with DHW, Culinary, and others as appropriate.)
- Daily PPE inventory. Track your PPE Burn Rate. Work to coordinate tasks in a room to prevent wasted PPE. Work with Purchasing and the health department to secure additional PPE as needed. (Delegate to someone). Collaborate with Support Center on PPE needs. Alert them that you have a positive case in your community. Provide a current PPE inventory.
- Notification to Residents, POA/ Responsible Party, and Team Members.
 - Residents, POA/ Responsible Party:
 - Phone call from resident room to their POA/ Responsible Party. Enlist the assistance of department directors.
 - Follow up with letter.
 - Employees
 - Staff meetings to alert every one of the situations.
 - Follow up with letter.
- Verify compliance with resident screening tool. Identify who is verifying completion and proper follow up with screening tools.
- Verify compliance with team member and visitor screening tool. Identify who is verifying completion and proper follow up with screening tools.
- Send Community Floor Plan to Support Center if you have over three resident cases.
- Continue to monitor for compliance with processes.
- Keep COVID-19 Rapid Response Taskforce Kit updated with any communication from health department and documentation of any additional steps taken.
- Community will comply with all state recommendations with testing of staff and residents.

Executive Director

- Notify Health Department of positive results. Follow all direction from local and state health departments. Recommend including team leader in these conversations with the health department. **Get all recommendations in writing and forward to the team leader and senior leader liaison.** Ask the following questions:
 - Is there a state specific surveillance form we need to utilize?
 - How often do you want the surveillance form sent in?
 - Who is my contact at the department of health if there are questions or additional cases?
 - What guidance regarding continuing admissions? (Be sure to clarify AL and MS as appropriate)
 - Contact tracing: (See next bullet point) Do we need to quarantine all residents to their rooms? If not all residents, which residents?
- Contact Tracing: Identify any residents/ staff who had greater than 15 minutes of time with COVID positive resident AND within 6 feet. This is considered close and prolonged contact. Identify the PPE that was utilized by both the resident and team members. (Be sure to ask specifically about break times and meals when masks aren't worn). If you need assistance with this, please contact the support center. Share this information with the department of health. They will advise on next steps.
- Daily PPE inventory. Track your PPE Burn Rate. Work to coordinate tasks in a room to prevent wasted PPE. Work with Purchasing and the health department to secure additional PPE as needed. (Delegate to someone). Collaborate with the Support Center on PPE needs. Alert him that you have a positive case in your community. Provide a current PPE inventory.
- Limit the number of staff going into resident rooms. Coordinate care needs. Have dining work with a care partner for meal delivery. Evaluate care assignments to limit the number of team members in room. (Collaborate with DHW, Culinary, and others as appropriate).
- Notification to Residents, POA/ Responsible Party, and Team Members.
 - Residents, POA/ Responsible Party:
 - Phone call from resident room to their POA/ Responsible Party. See Talking points on page 15. Enlist the assistance of department directors.
 - Follow up with letter. (See letter on page 13)
 - Employees
 - Staff meeting to alert every one of the current situation. See Talking points on page 16.
 - Follow up with letter. (See letters on page 14)
- Verify compliance with resident screening tool. Identify who is verifying completion and proper follow up with screening tools.
- Verify compliance with team member and visitor screening tool. Identify who is verifying completion and proper follow up with screening tools.
- Keep COVID-19 Rapid Response Taskforce Kit updated with any communication from health department and documentation of any additional steps taken. Verify compliance with resident screening tool
- Continue to monitor for compliance with processes.
- Community will comply with all state recommendations with testing of staff and residents.

Frequently clean all high- touch surfaces in your community.

This includes the following:

- **Main Entrance Area**
 - Include the following:
 - Pens
 - Countertops
 - Phones/ Keyboards/ Mouse
- Light Switches
- Key Pads
- Workstations
- Countertops
- Doorknobs
- Phones
- Elevator Buttons/ Handrails
- Chairs (Armrests)
- Keyboard/ Mouse
- Phones/ Cell Phones
- Handrails
- Employee Break Rooms
- Community Refrigerator/ Freezer Doors

Ongoing Clinical Tasks (Resident Positive Case(s))

- Communicate all Resident Admissions/Readmissions to Team Leader
 - Resident positive for COVID
 - Full Droplet isolation.
 - Signage on Door (Red Stop Sign) / PPE Job Aide in Apartment.
 - Residents with a negative COVID-19 test
 - Modified Droplet Isolation (Yellow Sign)
 - Signage on Door
 - Full set of Vital signs upon admission/ readmission.
 - Place on alert charting and note documented three times a day. Continue screening tool.
- Residents hospitalized or in Rehab will be checked on a minimum of every 48 hours for updates. Contact hospital, rehab, resident or family.
- Communicate any resident changes in condition to team leader.
 - FirstName, LastName
 - Apartment Number
 - Change that occurred and steps taken.

Ongoing Operational Tasks (Resident and/or Employee Positive Case(s))

- Keep Surveillance Log Updated. Email to department of health (per their requirements) and cc team leader and senior leader liaison.
- Cleaning a COVID positive apartment (COVID Positive Resident Only)
 - Place "Restricted Access Signage" on door. Wait 72 hours prior to cleaning (if at all possible)
- Verify compliance with Employee Screening Questionnaire and reviewing Employee Screening Questionnaire for accuracy.
 - Any employee exhibiting symptoms must leave immediately
 - Notify team leader of any team member who leaves the community or calls off due to illness.
 - FirstName LastName
 - Job Title
 - Last Day Worked
 - Symptoms
 - Date symptoms started
 - Where they worked within the community
 - If they will be tested, date of testing, and when results are expected
 - Supervisors to follow up daily with employees
 - Review Toolkit and seek guidance from department of health for return to work criteria.
- Daily PPE Inventory to track Burn Rate.
- Verify compliance with visitor screening questionnaire and verify for compliance.
- Verify compliance with PPE

Communication Plan

Communication is an integral part of our community and an important part of our plan. This communication plan details how this community will communicate with residents, team members, and families in the event of an outbreak. This plan will also be utilized when there is not a positive case within the community. This plan was developed to provide regular updates on this community.

- 1) The Executive Director or designee will handle communications with families, visitors, Licensing authorities, and public health authorities during an outbreak.
- 2) Family member/responsible party contact information is validated at least annually for all residents to ensure that these people can be reached if a resident develops influenza as part of an outbreak. Documentation of the contacts will be made into the resident medical record or resident record.
- 3) The community will at least one time weekly, reach out to family members to give regular updates about the community. The modes of communication may be, but are not limited to;
 - FaceTime, Skype, WebEx/Zoom Town Halls, phone calls, letters, emails, etc.

In the event of a confirmed COVID-19 case within this community, whether it is a resident or team member, this community will communicate the positive case within 24 hours by the following method:

- Notification to Residents, POA/ Responsible Party, and Team Members.
 - Residents, POA/ Responsible Party:
 - Phone call from resident room to their POA/ Responsible Party. Enlist the assistance of department directors.
 - Follow up with letter.
 - Team Members
 - Staff meetings to alert every one of the situation.
 - Follow up with letter.

Staff Contingency Plan

This staffing plan is developed in the event of a new outbreak of COVID-19 or any other infectious disease where staffing may be challenged due to it..

1) Internal Methods For Securing Staff.

- Frequent updating of PRN, Part-Time and Full-Time team members of staffing vacancies
- Communication from the Business Office Manager to sister Elegance Living Communities the need for certain shifts
- Offer incentives to team members to pick up open shifts
- Utilize regional support for additional assistance

2) External Methods for Securing Staff

- In addition to our own team members, this community has at least two (2) contracts with staffing agencies to help fill shifts when the need arises. These agencies are trusted partnerships who have had a longstanding relationship with our community.

