

# Teresian House Pandemic Emergency Plan

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## Infectious Disease/Pandemic Emergency

### Preparedness Tasks for all Infectious Disease Events

<input type="checkbox"/> Required	<p>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.</p> <p style="color: red;">Annual infection control staff education is presented to all staff and interim education is presented as needed, ie – ongoing COVID-19 education. Auditing of staff is done to ensure compliance with infection control practices. Screensavers are on all staff computers which remind staff about handwashing and donning and doffing PPE techniques. Signage is placed throughout the facility emphasizing social distancing and handwashing.</p> <p style="color: red;">The Infection Preventionist is responsible for monitoring infection rates and types of residents and staff and reporting any increase in infections above the norm or baseline 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.</p> <p style="color: red;">The Director of Risk Management is responsible for completing any required HERDS submissions during a pandemic or infectious disease outbreak.</p> <p style="color: red;">Teresian House has written policies and procedures pertaining to Outbreaks of Communicable Diseases, Infection Surveillance Criteria and Pandemic Surveillance.</p>
<input type="checkbox"/> Required	<p>Develop/Review/Revise and Enforce existing infection prevention, control, and reporting policies.</p> <p style="color: red;">All infection control policies are available to staff on the facility Intranet. Several new policies specific to COVID-19 have been developed and several existing infection control policies have been revised.</p>
<input type="checkbox"/> Recommended	<p>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.</p> <p style="color: red;">The Infection Preventionist monitors infection rates across the resident population and also monitors infection rates of employees. Infection statistics are reviewed quarterly at</p>

	<p>the QA meetings and trends identified.</p> <p>Teresian House has written policies and procedures pertaining to Infection Surveillance Criteria , Outbreak of Communicable Diseases and Pandemic Surveillance.</p>
<input type="checkbox"/> Recommended	<p>Develop/Review/Revise plan for staff testing/laboratory services</p> <p>The facility uses Clarity 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.</p> <p>Clarity Lab Contact Information: Allison Campbell - 732-595-5414 - <a href="mailto:Allison.campbell@clarity-laboratory.com">Allison.campbell@clarity-laboratory.com</a></p>
<input type="checkbox"/> Required	<p>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.</p> <p>Specific facility staff have access to all reporting tools. These include the Infection Preventionist, the Director of Nursing and the Director of Risk Management.</p>
<input type="checkbox"/> Required	<p>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)</p> <p>Teresian House has a written policy and procedure for maintaining at least a 60 day supply of PPE and cleaning agents.</p> <p>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 emergency supply of certain medications onsite also.</p>
<input type="checkbox"/> Recommended	<p>Develop/Review/Revise administrative controls (e.g., visitor policies, employee absentee plans, staff wellness/symptoms monitoring, human resource issues for employee leave).</p> <p>Teresian House has policies and procedures pertaining to Window Visitation, In Person Visitation, Crisis Staffing, Employee and Visitor Screening and Employee Return to Work Guidelines.</p>
<input type="checkbox"/> Required	<p>Develop/Review/Revise environmental controls (e.g., areas for contaminated waste)</p> <p>Teresian House has written policies and procedures pertaining to Handling of Infectious</p>

	<p>Waste, Daily Resident Room Cleaning, MERV Filters, and UVC Use for disinfection.</p>
<input type="checkbox"/> Required	<p>Develop/Review/Revise vendor supply plan for re-supply of food, water, medications, other supplies, and sanitizing agents.</p> <p>Our emergency preparedness plan includes information on obtaining emergency supplies of food and water and lists vendor contacts for food, water and cleaning supplies.</p>
<input type="checkbox"/> Required	<p>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.</p> <p>All resident rooms in the facility are private rooms with private bathrooms. 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.</p> <p>Refer also to our Pandemic Infection Control Policy.</p>
<input type="checkbox"/> Recommended	<p>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.</p> <p>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. All resident rooms are private with private bathrooms. Shared resident bathrooms in common areas will not be utilized during the cohorting phase of an epidemic or pandemic.</p> <p>Refer also to our Pandemic Infection Control Policy.</p>
<input type="checkbox"/> Recommended	<p>Develop/Review/Revise a plan to ensure social distancing measures can be put into place where indicated.</p> <p>Teresian House has policies and procedures pertaining to Social Distancing. Social distancing signage is placed throughout the facility.</p> <p>Group activities/meetings involving residents or staff will be curtailed or stopped if deemed necessary by the facility administration or mandated by the NYSDOH.</p>
<input type="checkbox"/> Recommended	<p>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.</p> <p>The facility will follow all NYSDOH guidelines regarding returning to normal operations.</p>

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<b>Additional Preparedness Planning Tasks for <u>Pandemic Events</u></b>	
<input type="checkbox"/> Required	<p><b><i>In accordance with PEP requirements,</i></b> Develop/Review/Revise a Pandemic Communication Plan that includes all required elements of the PEP</p> <p>Teresian House has a Pandemic Communications Policy that addresses communication with resident representatives regarding the status and impact of a pandemic in the facility.</p> <p>As has been the case with COVID-19, group emails and telephone briefings 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.</p> <p>Residents will also be updated on the status of a pandemic by facility staff if able to comprehend this information.</p>
<input type="checkbox"/> Required	<p><b><i>In accordance with PEP requirements,</i></b> Development/Review/Revise plans for protection of staff, residents and families against infection that includes all required elements of the PEP.</p> <p>Teresian House 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. Signage is placed throughout the facility on handwashing and social distancing. Ongoing monitoring and education of staff is carried out to ensure that PPE is worn properly. Audits will be conducted during a pandemic or infectious disease outbreak to ensure compliance.</p>
<input type="checkbox"/>	
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<b>Response Tasks for <u>all Infectious Disease Events:</u></b>	
<input type="checkbox"/> Recommended	<p>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:</p> <p>Management closely monitors pandemic advisories and guidances from the NYSDOH, CMS &amp; CDC and maintains these documents in a separate folder so they are easy to access.</p>

<input type="checkbox"/> Required	<p>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).</p> <p>The Infection Preventionist/designee is responsible for completing NORA reports. The Director of Risk Management/designee is responsible for completing any pandemic HERDS surveys.</p>
<input type="checkbox"/> Required	<p>The facility will assure it meets all reporting requirements of the Health Commerce System, e.g. HERDS survey reporting.</p> <p>The Director of Risk Management/designee is responsible for submitting pandemic HERDS surveys.</p>
<input type="checkbox"/> Recommended	<p>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.</p> <p>Handwashing and social distancing signage is provided throughout the facility. Hand sanitizer stations are located throughout the facility. Face masks are available to all staff and visitors. Facility staff are required to wear surgical masks while on duty.</p> <p>Teresian House has a written policy and procedure for Cough Etiquette and Respiratory Hygiene.</p>
<input type="checkbox"/> Recommended	<p>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.</p> <p>Teresian House has policies and procedures pertaining to determination of precaution type and exposure to infectious disease. See also our Pandemic Infection Control Policy.</p>
<input type="checkbox"/> Recommended	<p>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:</p> <p>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 also to our Crisis Staffing Policy.</p>
<input type="checkbox"/> Recommended	<p>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.</p>

	<p>Teresian House has written policies and procedures pertaining to Daily Resident Room Cleaning, including isolation rooms. A written policy and procedure is also in place for the use of UVC Light for disinfection.</p>
<input type="checkbox"/> Required	<p>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.</p> <p>During a pandemic, the facility will communicate with residents and their representatives on a regular basis. As has been the case with COVID-19, resident representatives will be provided with emails and telephone briefings 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.</p>
<input type="checkbox"/> Recommended	<p>The facility will contact all staff, vendors, other relevant stakeholders on the facility's policies and procedures related to minimizing exposure risks to residents.</p> <p>All department heads maintain contact information for all staff and vendors and 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.</p>
<input type="checkbox"/> Required	<p>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.</p> <p>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:</p> <p>The facility follows all NYS executive orders and NYSDOH guidances concerning closing the facility to new admissions and restriction of visitors during a pandemic.</p> <p>The facility has a written policy related to Admissions, Readmissions, Outside Medical Appointments and Outside Trips during a pandemic. The facility also has a policy and procedure for Screening all Employees, Vendors and Visitors.</p>
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<b>Additional Response Tasks for <u>Pandemic Events</u>:</b>	
<input type="checkbox"/> Recommended	<p>Ensure staff are using PPE properly (appropriate fit, don/doff, appropriate choice of PPE per procedures) .</p>

	<p>There is constant monitoring of proper procedure and use. Staff education is provided on an ongoing basis. Infection control audits are done on a regular basis to ensure compliance.</p>
<input type="checkbox"/> Required	<p><b><i>In accordance with PEP requirements</i></b>, 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:</p> <p>The facility's Pandemic Emergency Plan will be posted on the facility's public website by September 15, 2020.</p>
<input type="checkbox"/> Required	<p><b><i>In accordance with PEP requirements</i></b>, 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:</p> <p>All resident representatives of infected residents are notified immediately upon diagnosis and updated as needed with any change in condition.</p>
<input type="checkbox"/> Required	<p><b><i>In accordance with PEP requirements</i></b>, 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:</p> <p>All resident representatives will be informed via email briefings several times a week 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. Weekly telephone briefings will also be provided to all resident representatives to provide updated information on the pandemic and to answer questions.</p>
<input type="checkbox"/> Required	<p><b><i>In accordance with PEP requirements</i></b>, 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:</p> <p>The facility provides ipads and cell phones to residents at no cost to assist with virtual visits with their families and friends. The activity coordinators and other staff facilitate these visits.</p>
<input type="checkbox"/> Required	<p><b><i>In accordance with PEP requirements</i></b>, 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):</p>

	Teresian House has a specific written policy and procedure for Admissions and Readmissions during a pandemic.
<input type="checkbox"/> Required	<p><b><i>In accordance with PEP requirements</i></b>, 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):</p> <p>If a private pay resident is hospitalized, their bed is held at the facility by continuing to pay the daily rate per usual. 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.</p> <p>With COVID-19, all hospitalized residents must test negative before they can return to Teresian House.</p>
<input type="checkbox"/> Required	<p><b><i>In accordance with PEP requirements</i></b>, 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) <u>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</u>. As a minimum, all types of PPE found to be necessary in the COVID pandemic should be included in the 60-day stockpile.</p> <p>This includes, but is not limited to:</p> <ul style="list-style-type: none"> <li>- N95 respirators</li> <li>- Face shield</li> <li>- Eye protection</li> <li>- Gowns/isolation gowns</li> <li>- Gloves</li> <li>- Masks</li> </ul> <p>Sanitizer and disinfectants (meeting EPA Guidance current at the time of the pandemic)</p> <p>Teresian House has written policies and procedures for maintaining a 60 day supply of all PPE, hand sanitizer and disinfectants. The policies list vendors used for these supplies.</p> <p>All supplies are stored in the Purchasing Department , housekeeping rooms and unit clean utility rooms.</p>
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<b>Recovery for <u>all Infectious Disease Events</u></b>	
<input type="checkbox"/> Required	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.



	<p>During a pandemic event, the facility will review and follow all NYSDOH &amp; CDC guidances concerning which restrictions can be lifted.</p>
<input type="checkbox"/> Required	<p>The facility will communicate any relevant activities regarding recovery/return to normal operations, with staff, families/guardians and other relevant stakeholders</p> <p>In the email and telephone briefings provided to all resident representatives, the facility will inform them when any restrictions are lifted.</p>
<input type="checkbox"/>	
<input type="checkbox"/>	