

Pandemic Emergency Plan (PEP)

Bridgewater Center for Rehabilitation & Nursing Center

Submission Date: 9/15/2020

- This plan is in addition to, not in place of, the entire Emergency Preparedness Manual and Plan developed by the facility. The manual already addresses many concerns with a pandemic emergency. These are additional guidelines and reminders of policies found elsewhere. The plan provides recommendations. The ultimate decision of policy formation at the time of an emergency falls to facility leadership and some decisions may vary from documented policy.

- It is a requirement under Chapter 114 of the Laws of 2020, specifically related to Section 2803 of the public health law; subdivision 12 to have a special focus for emergency preparedness on pandemics and that each skilled nursing facility under NYS DOH regulation is to create a detailed Pandemic Emergency Plan (PEP). The following plan submitted on behalf of Bridgewater Center for Rehabilitation & Nursing Center Center will feature NYS DOH PEP requirements within Annex E: Infectious Disease/Pandemic Emergency, Hazard Annex K: Infectious Disease, and within our facility specific Hazards Vulnerability Assessment (HVA). All aspects for the PEP can be located within our Emergency Management Plan (EMP).

Chapter 114 of the Laws of 2020:

Section 2803 of the public health law is amended by adding a new subdivision 12 to read as follows:

12. (a) each residential health care facility shall, no later than Ninety days after the effective date of this subdivision and annually thereafter, or more frequently as may be directed by the commissioner, prepare and make available to the public on the facility's website, and immediately upon request, In a form acceptable to the commissioner, a pandemic emergency plan which shall include but not be limited to:

- The Bridgewater Center for Rehabilitation & Nursing Center PEP was submitted to NYS DOH on Tuesday, September 15th of 2020. This plan along with our facility EMP will be reviewed annually during the month of November and more frequently if necessary. The Administrator and/or designee is responsible for this.**

12. (i) a communication plan:

(a) to update authorized family members and guardians of infected residents at least once per day and upon a change in a resident's condition and at least once a week to update all residents and authorized families and guardians on the number of infections and deaths at the facility, by electronic or such other means as may be selected by each authorized family member or guardian;

• Our communication team is comprised of our RN UMs, Social Work Team, MDS Team and Nurse Management. This team will place a phone to family members and/or guardians of infected residents detailing the aforementioned information located in section 12(i(a). Bridgewater Center for Rehabilitation & Nursing Center also can utilize a "robo call" system that we have in place called 'Dial My Calls'. Family and guardian information is updated with the 'Dial My Calls' system and is overseen by the Administrator. This system allows for us to make phone calls (messages) to families/guardians via mass calling. This system will and can be used in place of our communication team. Social Media outlets can and are also utilized to inform our family members/guardians and the public. Facebook is our main social media source that is overseen by the Administrator. Our website provides a link for visitors to access and view our Facebook page for real time information. and (b) that includes a method to provide all residents with daily access to communicate via video chat at no cost to the resident.

Information to meet sections E, K and L

- The facility has a COMMUNICATION plan in place for the COVID-19 pandemic. See policy “Communication during COVID-19 Policy.” The plan includes updating family members upon a change in condition and all representatives weekly.
- The facility maintains policies on immunizing employees, residents, and visitors.
- Staff is educated on infectious diseases including reporting requirements, exposure risk, symptoms, prevention, and infection control, correct use of personal protective equipment and State and Federal Regulations based on their job title and responsibilities. Education is provided upon hire, annually, and as needed with new pandemics.
- All Employees, Contracted workers, and Volunteers are encouraged to receive the annual Influenza Vaccine unless medically contraindicated. See Infection Control Manual for policy.
- Key members of Administration and Nursing leadership will maintain updated contact information on the NYS Health Commerce System (HCS). DOH sends out surveillance reports and alerts to health emergencies including Pandemics.
- The facility maintains infection control policies and procedures which are reviewed annually and updated as needed. Education, surveillance, and auditing enforce policies.
- Environmental control/ cleaning and disinfecting of isolation rooms are performed in accordance with any applicable NYSDOH, EPA and CDC guidance.
- Signage will be posted describing cough etiquette, hand washing, and other hygiene measures in highly visible areas. Entrances to building will be posted with appropriate visitation and Precautions Information. Any neighbor or unit under investigation or with active infection will have additional signage indicating such on the affected doors.
- All residents are encouraged to receive the annual Influenza Vaccine and other immunizations unless medically contraindicated. See Infection Control Manual for policy.
- Residents are able to retrieve electronic daily access to any information under 12IA using tablets to access our Facebook page and website information is also disseminated via letters and memos addressed to them.
- Bridgewater has multiple tablets including iPads and candelas for resident use for video conferencing. These tablets are used for therapeutic relief but also to video conference and chat with families in guardians at no cost. For scheduled care conferences and meetings with family are invited to join remotely via videoconference this is handled and scheduled by the social work team. Our video conference calls are set up by our social work activities and concierge team with family members if residents need additional help or oversight these staff members will assist.
- Bridgewater has inc. this information into our communication during Covid policy to reflect regulation 12 IA.
- Protection against infection for staff residents and families include:

- A plan for a hospitalized residence to be readmitted to such residential healthcare facilities after treatment in accordance with all applicable laws and regulations.
- A plan is in place to establish hospitalized residence to be admitted to Bridgewater rehab after treatment in accordance with all applicable laws and regulations. These regulations are included in our bed hold policy and will be followed for any resident that has had infectious or communicable diseases. The purpose of this is to ensure bed availability upon return to the facility from a short hospitalization or therapeutic leave the admissions department is responsible.
- A plan for such residential healthcare facility to maintain a contract with at least a two month supply of personal protective equipment;
- Bridgewater rehab will maintain at least a two month supply of personal protective equipment on hand if not more at all times.
- Our personal protective equipment burn rate was and is routinely calculated on our daily heard survey and weekly CDC submissions this is ongoing since 3/2020. Central supply is responsible for logging in and logging out of personal protective equipment and the organization of said equipment.
- Our corporate office USG along with the facility-administrator oversee all PPE supplies and ordering from various vendors to ensure our staff and residents are appropriately protected and provided with the personal protection equipment they need.
- Personal protection equipment is securely stored on site within the facility in two different locations.
- A plan for preserving a residence place in the residential healthcare facility if such resident is hospitalized in accordance with all applicable laws and regulations.
- A plan is in place and established for all hospitalized residence to be readmitted to Bridgewater after treatment at the hospital. The purpose of this is to ensure availability of a bed for a resident that is hospitalized for a short period of time or a therapeutic leave. The admissions department is responsible.
- Staff monitors news reports for updated information during an actual pandemic. Watch for information on vaccine development. It is likely that high risk people including health care workers will be the first to be vaccinated while our resident population may need to wait for increased production.
- A full house education will be conducted at a minimum annually and more frequently if necessary. All infection control and prevention policies are routinely reviewed and updated minimum annually, most recent policy revisions were done on 8/10/20.
- Per executive order starting on five 2020 all staff is required to test weekly our partner lab runs all staff tests. In addition the facility offers an in-house test that is conducted by our in-house laboratory. Staff testing surveys are submitted weekly per regulation of the department of health.
- The HCS system titles are reviewed routinely and plans are in place for timely reporting.

- PEP plan in place central supply is in charge of stopped medications cleaning agents and personal protective equipment with our pharmacy and other vendors. Safety Committee meets monthly and central supply logs are done daily.
- Visitation policy is updated routinely and in real time as rules and regulations change. Staff coverage and contingency plans can be found within our emergency management plan and are discussed weekly in our staff morning meetings.
- Environmental controls are reviewed routinely and monthly as an inter-disciplinary team within the safety meeting each unit has specific areas that are labeled properly to identify contaminated waste.
- All vendor contracts are reviewed and revised on an annual basis or more frequently and if needed are in the emergency management plan.
- Room transfer for cohorting purposes of COVID-19 policy is in place. Given the high risk of spread of COVID-19 once it enters a long-term care facility, facilities must act immediately to protect the residence families and staff from serious illness complications and or death. One of the measures to contain and minimize the spread of COVID-19 is to cohort similar residence and conduct room changes proactively. Designated floor plans are detailed in the emergency management plan.
- Communal dining areas and activities were suspended on 3-12 - 2020. The facility has social distancing markers and limited capacity within elevators.
- Our recovery plan will be dependent and in conjunction with the department of health CDC and CMS guidelines and regulations. The facility has no plans for outside visitation at this time.
- Communication detailed on page 1 and two of this document. The communication during Covid policy is up-to-date and continues to be revised as needed. This policy was completed by the interdisciplinary team.
- All current guidance is communicated to residence via letters and memos families are notified via phone calls. In addition to Facebook and the Bridgewater website. Advisories visitation are posted at the front doors.
- I all reporting requirements will be upheld and a staff to be educated annually starting in October as needed. Heard survey submissions are done daily and as needed and will continue to be completed in compliance.
- Signage of infection control standards are posted throughout the building as well as hand sanitizer stations. Environmental rounds are conducted weekly to ensure the forementioned is in place. Monthly infection control and prevention committee meetings will take place with the inter-disciplinary team.
- EPA approved disinfectants and enhanced cleaning plan are used and currently in place.
- Residents receive letters and memos on infection control and they also receive infection control based crossword puzzles word searches an educational activity family members receive letters and educational flyers from the CDC.

- Information detailing the minimization of exposure is sent to staff via email and fliers posted within the facility in addition to vendors and other stakeholders to make them aware. All advisories on visitation are posted at the front entrance of the building please see communication policy during COVID-19.
- Bridgewater rehab abides by all state and federal regulations and if per executive order we need to close the facility to admissions or limit visitation our communication policy will be in effect immediately.
- Competency based skills on PPE and handwashing are done monthly. Infection control audits including proper use of PPE are done daily on all shifts. All audits are brought forth to the QAP I committee and reviewed.
- Bridgewater will Maintain contact with the local Broome County Health Department. The facility may wish to consider collaborating with the health dept. to set up a vaccination “POD” site as vaccinations are developed. A POD is a location where community members can go to be vaccinated.
- Bridgewater rehab's PEP plan will be available September 25 on our facilities website. The PEP plan can also be located in the administrative suite.
- Our communication team is comprised of our, social work, MDS, nurse management and administrative team. This team will place phone calls to family members and guardians of affected residence detailing the foremost information about all resident conditions. Bridgewater rehab also will utilize a Robo call system that we have in place call Dale my calls in order to communicate with our families and guardians information pertaining to the whole facility, the administrator will be responsible. Facebook is our main social media source and that will be overseen by the administrator. Our website provides a link for visitors to access and view our Facebook page in real time for information, please see the communication during COVID-19 policy.
- Residents are able to retrieve electronica daily access to any information under regulation 12 IA. Residents are able to do this using tablets to access our Facebook or website page. Information is also disseminated using letters and memos to access them. Bridgewater has multiple iPads and kindles for residence use of video conferencing.