

# COVID-19 Response Plan Updated

## 3.24.2020



In an effort to protect the elderly residents entrusted to our community care, the following plan has been devised and effective immediately in our community until further notice:

1. Signs are posted on all community entry and exit doors informing visitors they will not be allowed in the community at this time.
  2. Staff have been retrained on proper handwashing, universal precautions and bloodborne pathogens.
  3. Proper handwashing signs are posted on all bathroom doors and in all nurse's stations. Administrative Staff will ensure that these standards are being followed by all community employees.
  4. All removed gloves or any other protective supplies utilized will be discarded in resident room in individual trash receptacle after care is provided. Residents receiving personal cares will have trash removed daily by staff. Nursing Stations will utilize covered waste cans and gloves will be changed in between cares provided for each resident and proper handwashing techniques will be practiced.
  5. Communities have secured an excess supply of protective medical supplies and cleaning agents should the need arise to utilize them.
  6. All residents will be provided with complimentary tray service and eat meals in their individual apartments. Paper goods will be utilized in an effort to contain illness and not spread germs.
  7. Residents will be provided with individual activities in their apartments and staff will monitor resident's emotional well-being. Activity supplies will not be shared room to room at this time.
  8. All side doors of our communities have been locked restricting healthcare workers and emergency personnel to enter through the front doors and check in at the front desk. Signs are placed in the vestibules or front doors directing staff and essential medical/emergency personnel proper procedures to be followed in order to enter the community.
  9. We are currently asking all employees and medical/emergency visitors and to complete a health questionnaire verifying the following:
    - A. That they do not have any signs or symptoms of illness present or a temperature.
    - B. That they have not travelled internationally the past 14 days or have not been exposed to anyone who has travelled internationally in the past 14 days.
    - C. That they have knowingly been exposed to someone with COVID-19 in the past 14 days.
    - D. That they have not recently participated or congregated with a group of 11 or more people for any reason recently.
    - E. That they have been responsibly practicing appropriate social distancing.
    - E. Temperatures will be taken upon arrival of anyone entering the community for any reason. Those with temperatures at or above 99.5 will not be allowed to enter our community.
- Only employee and outside clinical caregivers/emergency workers who can certify the above items will be allowed entry at this time.
10. Staff who choose to not practice social distancing and safe habits on behalf of residents will be dismissed without pay. Staff who willingly put themselves in a situation such as visiting a person who has travelled to or from outside of the United States in the past 14 days will be required to self-quarantine at home themselves for 14 days without pay. Other circumstances will be evaluated on a case by case basis by management.
  11. The community will have all hard surfaces and handrails being cleaned and sanitized multiple times a day by maintenance and housekeeping staff. This will be documented in TELS or on the facilities management checklist. In addition, each community will have all hard surfaces professionally sanitized twice a week by a contract company provided by management and keep on file all invoices and service request documentation in a Sanitation Binder.

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12. Management and Executive Directors will continue to monitor regular updates from the UT Department of Health as well as the CDC and are prepared to respond according to the information being disseminated.
13. All trips in the outer community will be suspended, all group activities including spiritual services will be temporarily stopped. Residents and staff will be encouraged to practice social distancing.
14. Residents will only be allowed to leave community on an emergency basis. Family and residents who do not comply with this request will be putting other resident's health at risk during a public health crisis and may be subject to discharge from the community.
15. Communities will suspend all vendor visitation until further notice. Only employees, outside clinical caregivers/emergency workers who meet the questionnaire and temperature criteria and are conducting urgent medical treatments to residents will be allowed entry.
16. All Management & Administrative Staff will focus on resident care and safety, delivery of hot and nutritious meals to residents, and safe delivery of all medications.
17. Residents will have their temperatures taken daily and logged in the community EHR records. Any residents who have a temperature of 99.5 or greater or who are showing signs or symptoms of illness will be reported immediately to the Director of Nursing and Executive Director so that their immediate care and needs can be evaluated and family representative contacted.
18. Communities will limit number of Hospice and Home Health providers to no more than 3 outside agencies by 4/1/20 in an effort to reduce potential exposure.
19. Fabric, reusable face masks will be provided to all staff and residents no later than 4/1/20. Staff will be required to wear while providing resident care and delivering meals. Residents wearing of masks will be optional.

It is our hope that these measures will aid in protecting the health and safety of our residents. We apologize for any inconvenience this may cause and hope that staff, residents, resident family members, visitors and vendors will support us in this endeavor.

Sincerely,

Dave Clarke

Mindy Hill