Policy Name: Pandemic Reopening Implementation Plan
Policy Category: Emergency Preparedness / Incident Management
Policy Number: 
Initial Date of Policy: 7/2/20
Effective Date: 7/2/20
Revision Dates: 8/10/20

Policy Statement:
St. Edmond’s Home supports children and young adults with intellectual and physical disabilities. Through education and the implementation of best practice guidelines, we can prevent or reduce the spread of COVID-19 to those we support and to the employees. We follow the CDC and governmental guidelines during reopening of our program to keep our individuals and staff healthy and safe.

This policy is designed to provide education and best practice guidelines for reopening our programs in a safe and strategic manner following CDC and the Office of Developmental Programs (ODP) guidelines. The reopening implementation plan is designed to allow St. Edmond’s to reopen in three steps while ensuring that guidelines are in place to mitigate and prevent the spread of COVID-19.

This policy will outline testing, cohorting, screening protocols, staffing, dining and activities, visitation and a plan to halt the re-opening if the county in which the program is located reverts to the red phase of the Governor’s Reopening Plan.

If the county that the program/facility/residence is in reverts to red, all reopening plans outlined in this policy will stop until the county moves back to green.

Scope:
This policy applies to St. Edmond’s Home.

Procedure:
I. Testing
   • **Baseline Universal Testing is required for Intermediate Care Facilities (ICFs) per the Secretary of the Pennsylvania Department of Health**
     - Universal testing will include baseline testing for SARS-CoV-2, the virus that causes COVID-19 for all individuals served and all employees prior to August 31, 2020. This testing includes:
       - Any individual or employee that has never been tested
       - Any individual or employee that tested negative prior to June 12, 2020
       - Any individual or employee with a history of a positive test for SARS-COV-2 will not be tested again.
     - St. Edmond’s Home received test kits from the Department of Human Services, who will pick up tests and forward to their respective lab.
     - This laboratory is approved to perform COVID-19 testing.
     - If a resident refuses to be tested:
       - The resident should be monitored and cared for until at least 14 days after the refusal in a COVID potentially exposed area.
If the resident develops symptoms, testing should be considered again

- If an employee refuses to be tested:
  - The employee will not be permitted to work as this is a condition of employment.
  - If an employee develops symptoms, they are excluded from work pending testing and self-quarantine requirements.

- Within 48 hours of the conclusion of baseline testing, results will be reported to the Department of Human Services

**Diagnostic Testing**

- Any residents showing symptoms will be tested within 24 hours by:
  - Testing within the program by nursing if a test is available
  - The Medical Director will order the test and the individual will be sent out for testing.

- In the event of an outbreak:
  - All residents that have symptoms will be tested
  - All residents with possible exposure will be tested
  - All employees with symptoms or possible exposure will be sent home to call their primary care physician and be tested.

- In the event of refusal for diagnostic testing:
  - Individuals will be supported and monitored for symptoms for at least 14 days after the refusal in a COVID potentially exposed area:
    - Individuals and/or Legal Guardians will be encouraged to comply with testing
    - Efforts will be made to support the individual to comply
  - If an individual is unable to have the test, medical documentation regarding this will be maintained and the individual will be monitored and provided support to self-quarantine for 14 days
  - Testing is a requirement for continued employment.

- Non-essential staff and volunteers
  - All employees of St. Edmond’s Home will receive the universal baseline testing.
  - All employees will follow the screening process upon arrival to work
  - Volunteers will not be permitted until, at a minimum, the county is in the green phase and we are on step 3 of the reopening implementation plan. The Administrator will evaluate and determine if warranted. At Step 3, volunteers will be required to:
    - Complete the screening process including a questionnaire and a temperature check before volunteering
    - Practice social distancing
    - Wear a mask
    - Practice hand hygiene

**Cohorting**

- *St. Edmond’s Home is committed to the health and safety of the individuals entrusted to our care and all of our employees.*
  - Residents that are positive or presumed positive due to exposure
    - If the resident is in a shared bedroom, the roommate(s) will be moved to another location within the home
    - Residents that are positive or presumed positive will be placed in self-quarantine
in their rooms

- Employees must wear recommended Personal Protective Equipment/PPE (gowns, masks, and gloves) at all times and perform hand hygiene before and after care, feeding, repositioning, toileting and bathing, in addition we encourage hand washing at every one hour interval.
- Employees must ensure that all needs of the individuals are met
- Nursing must monitor symptoms to include temperature taking every shift and all employees assigned will watch for changes in symptoms
- Employees must ensure that active treatment is provided

° Residential programs that have positive cases or presumed positive due to exposure
  - Direct Support Professionals, Nurses, and any employee assigned to those we serve will be provided with full PPE and must wear it at all times
  - They will be required to perform hand hygiene throughout the shift, before and after care, feeding, repositioning, toileting, bathing and before working with a different resident
  - Residential wings will not cohort with other residential wings and employees assigned to a room with positive cases or exposure will not work in other rooms

III. Personal Protective Equipment (PPE)
- Surgical masks will be provided to all staff daily and are to be worn throughout the entire shift.
- Staff may remove mask to eat while they are on their break.
- If there is an individual who tests positive for COVID-19, staff will wear full PPE: a gown, NK95 mask, and gloves.
- St. Edmond’s Home will order 8 weeks’ worth of PPE to be ready in case of a resurgence of the virus.

IV. Screening Protocol
- All staff and persons entering St. Edmond’s Home will be required to complete a screening protocol:
  - Completion of screening questions and temperature check:
    - Recent exposure? Yes or No
    - Contact with a person diagnosed with COVID-19? Yes or No
    - Fever above 99.5°F? St. Edmond’s Employee assigned to take temperature of staff 24/7
    - Sneezing? Yes or No
    - Cough? Yes or No
    - Sore Throat? Yes or No
    - Shortness of Breath? Yes or No
    - What other facilities do you work in and have you worked there in the last 14 days?
    - Have you travelled in the last 14 days?
- Symptomatic staff
  - If staff or persons entering the facility have symptoms or a temperature, they will not be permitted access to the facility and will be required to contact their primary care physician for testing and/or self-quarantine for 14 days. Questions by person assigned to screen are directed to the Director of Nursing.
- Residents
Residents should have temperatures taken at least once per day and up to three times a shift if in areas that have positive COVID cases or possible exposure.

Residents will be monitored for symptoms daily.

- **New Hire Employees**
  - St. Edmond's Home will have all new hired staff follow COVID-19 testing in accordance with the following PA Department of Health requirements:
    - If you have previously tested positive for COVID-19 we will need a copy of those test results, or
    - If you have previously tested negative, and that test was after 6/12/2020, we will need a copy of those test results, or
    - If you have tested negative prior to 6/12/2020, or have never been tested, you will be required to submit a negative COVID-19 test result dated after 6/12/2020, and prior to starting employment.

- **St. Edmond’s Home continues to acquire recommended PPE to ensure that there is an adequate supply for all employees**

V. **Staffing**
- St. Edmond’s Home has contracted with agency nursing if the need arises to meet health care needs.
- Staffing is adequate for the needs of our residents even in the event of an outbreak.
- Management and program staff have been utilized to meet staffing requirements.

VI. **Communal Dining and Activities**
- **Residences with positive COVID or possible exposure**
  - Residents will be provided meals in their rooms to mitigate exposure.
  - Residents are supported by the same employee assigned to assist with meals. Staff assignments remain the same as much as possible to mitigate exposure.
  - Meals in common areas will be staggered and social distancing of at least 6 feet maintained whenever possible.
  - Staff will take appropriate precautions and wear recommended PPE particularly when feeding residents at high-risk for choking or aspiration and likely to cough which can create droplets.
  - Staff must perform hand hygiene before supporting a new resident.

- **If there are no positive COVID in-house**
  - Residents may participate in cohorted dining.
  - Residents should socially distance by limiting the number of people at a table and spaced at least 6 feet apart.
  - Employees will also engage in cohorted breaks for the foreseeable future.
  - Staff must perform hand hygiene before supporting a new resident.

VII. **Visitation**
- No visitation permitted when we have a positive COVID or when exposure has occurred. St. Edmond’s will continue to monitor the five county area once they have all gone into the green phase to assess any necessary changes to visitation policies.

Social Services will schedule visits and ensure compliance regarding the screening of visitors, provision of hand sanitizer and ensuring the wearing of a mask. Outdoor visitation is strongly preferred and social distancing will be maintained. As we move into next steps a designated visitation space will be identified in a neutral zone. A specified entrance will also
be identified.

- **Program teams will assess and create toleration plans and goals for individuals to tolerate wearing masks**
  - Each individual will be assessed as to their ability to wear a mask and the length of time for which this is possible using a baseline assessment.
  - This assessment will drive goal development.
  - The assessment will include the ability or inability of each individual to remove/put on a mask as well as environmental conditions (indoor/outdoor) for mask use.
  - Every effort will be made to support individuals that are not able to tolerate masks to understand social distancing and other protocols to minimize the spread of the virus.
  - The use of face shields will also be considered for those that are not able to tolerate wearing a mask.
  - Due to many underlying medical conditions of those we support it is understood many will be unable to tolerate wearing a mask.

- **Training is provided for all residents regarding:**
  - How COVID-19 is transmitted
  - Telling staff if they feel sick
  - Hand hygiene
  - Covering their cough
  - Wearing masks
  - Social distancing
  - How St. Edmond’s Home is keeping them safe through the use of PPE, following OSHA guidelines and social distancing.

- **Ongoing training is provided for staff including:**
  - OSHA:
    - Hand washing
    - Coughing etiquette
    - Use of PPE
    - Proper glove removal
    - Cleaning infectious material
    - Use of spill Kit
  - Pandemic policies and guidelines
  - Resident specific training on mask toleration
  - Training on visitation policy
  - Training on Reopening Implementation Plan policy

- **Contact with Medical Director and/or PCP for:**
  - Generalized guidelines on mask wearing
  - Statements about individuals who are not able or have limited ability to wear masks

- **Family and Visitor Education**
  - Families should be educated in advance of the risks of the spread of COVID-19 and the potential impact this could have on their loved one and those that live with their loved one.
  - Visitation policy and expectations should be reviewed with families
  - Visitation will only occur outdoors
  - Social Services will review the guidelines with families.
• **Visitation Guidelines**
  ° Visits must be scheduled in advance
  ° No more than two visitors for each resident at a time
  ° Only one visit can occur at any given time in the same area
  ° Visits will be time limited
  ° Prior to the visit:
    ➢ Visitors will be asked to record three days of temperatures and supply this information.
    ➢ The day before the scheduled visit, visitors will be asked to confirm the visit and also confirm they have been fever free for three days prior to the visit.
    ➢ Visitors will need to answer a questionnaire (see attached) when scheduling their visit and then again upon arrival. This will be required for every visit.
    ➢ Visitors should arrive 15 minutes prior to their designated visit time.
    ➢ Visitors will be advised in advance as to their entry location for symptom check and questionnaire and acknowledgement form
    ➢ Visitors will be required to complete an acknowledgement form at their initial visit which will be kept on file for future visits. (see attached)
    ➢ Symptom checks will be completed each visit (including temperature).
    ➢ All visits will be held outside
    ➢ Visitors will remain in the same location throughout the visit
    ➢ Social Services will monitor visits and offer support while ensuring compliance.
    ➢ Surfaces, chairs, etc. will be cleaned and disinfected before and after visits.
    ➢ Shared items such craft supplies, games, etc. are discouraged.
    ➢ Access to residential areas will not be granted
    ➢ Hand sanitizer, face masks, disposable gloves and sanitizing wipes will be available for visits.
    ➢ Visitors must wear face masks and maintain social distancing.
      ▪ If contact does occur, employees will help wash individual’s hands and change their outfit after the visit has completed.
      ▪ Items such as wheel chairs, walkers, or any items touched must be cleaned and disinfected following the completion of the visit before re-entering St. Edmond’s.

• **Symptom Check**
  ° Upon arrival, visitors will be asked to have their temperature taken and report any symptoms immediately

St. Edmond’s Home reserves the right to deny or conclude a visit at any point if the established guidelines are not being followed.

VIII. **Steps to reopening**

• **Step 1**
  ° All prerequisites as dictated by the Office of Developmental Programs (ODP) must be met
  ° The facility must notify the Department’s Program Office Regional Director via email that we are entering the reopening process
  ° ICF programs must notify ODP through RA-PWODPEMRGNCYSPROQ@pa.gov
  ° If at any point within the next 14 days after initiating step 1 there is an new onset of COVID-19, the facility will wait 14 additional days before initiating Step 1 again
• **Step 2**  
  ° All prerequisites have been met  
  ° The facility has no new onset of COVID-19 cases in residents or staff for 14 consecutive days

• **Step 3**  
  ° All prerequisites have been met  
  ° The facility has no new onset of COVID-19 cases in residents or staff for 14 consecutive days

• **Advancing and/or regressing in steps**  
  ° If at any point in any of the steps, there is a new onset of COVID-19 in residents or staff, the programs will revert to the beginning and wait the mandatory 14 consecutive days before initiating step 1.

IX. **Reopening Grid– per the guidance of the Pennsylvania Department of Human Services, “Interim Guidance for Personal Care Homes and Assisted Living Residences and Private Intermediate Care Facilities During COVID-19”, June 26, 2020**

<table>
<thead>
<tr>
<th>Category</th>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dining</td>
<td>Communal dining will only occur 28 days after the five county area has gone into the green phase. For the foreseeable future dining will occur with the same roommates with a max of eight to mitigate exposure.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activities</td>
<td>Limited with no more than 5 residents unexposed to COVID-19 practicing social distancing, hand hygiene and universal masking</td>
<td>Limited with no more than 10 residents unexposed to COVID-19 practicing social distancing, hand hygiene and universal masking</td>
<td>Activities with residents unexposed to COVID-19 practicing social distancing, hand hygiene and universal masking</td>
</tr>
<tr>
<td>Non-Essential Personnel</td>
<td>Not permitted</td>
<td>Permitted as determined by the program with screening and practicing social distancing, hand hygiene and universal masking</td>
<td>Permitted as determined by the program with screening and practicing social distancing, hand hygiene and universal masking – can include barber and hair stylist services ensuring PPE and six feet between residents</td>
</tr>
<tr>
<td>Volunteers</td>
<td>Not permitted</td>
<td>Not permitted</td>
<td>Permitted as determined by administrator with residents unexposed to COVID-19 and requiring screening and practicing social distancing, hand hygiene and universal masking</td>
</tr>
<tr>
<td>Visitation</td>
<td>Not permitted</td>
<td>Outdoor visitation (weather permitting) in neutral areas designated by the facility and limited to residents unexposed to COVID-19 is only permitted after 14 days of no COVID-19 and six foot distancing is practiced</td>
<td>Indoor visitation in neutral areas designated by the facility and only when residents have been unexposed to COVID-19. Visits in residential wings will not occur until a vaccine is developed and administered to all of the children and young adults served at St. Edmond’s Home. Screening, social distancing, hand hygiene and universal masking. No visits during meal times.</td>
</tr>
</tbody>
</table>


| Outings | Not permitted | Not permitted | Permitted as determined to maintain health and safety. Limited in number to maintaining social distancing between residents. Hand hygiene and universal masking |

**Resources**
Pennsylvania Department of Human Services, “*Interim Guidance for Personal Care Homes and Assisted Living Residences and Private Intermediate Care Facilities During COVID-19*”, June 26, 2020