



LICENSED PERSONAL CARE HOME RESPONSE PLAN

COVID-19 GUIDANCE AND REOPENING IMPLEMENTATION PLAN

Purpose: To meet requirements of the Department of Human Services to protect persons served and employees of Woods' personal care homes during the COVID-19 pandemic and to continue safe practices as restrictions are lifted in the state of Pennsylvania.

1. COVID Task Force: In place since Feb. 2020 (last update 10/29/2020)
2. Prevention/Infection Control:
 - Universal testing by August 31, 2020 (completion date of 8/17/2020) (see separate plan, "[Universal Testing COVID-19 for Persons Served and Staff.](#)")
 - Handwashing/Hand Sanitizing (Reminder signage in place, Sanitizer dispensers in accessible locations)
 - Universal Precautions per facility policy
 - Visitor restriction (see #6)
 - No large gatherings for any social/work functions or meetings. Small groups with social distancing, Zoom/Online meetings or telephone visits.
 - Continued use of PPE:
 - Universal Mask/Face Coverings
 - All employees providing care to COVID-19 positive and suspected cases and any staff working in COVID-19 designated homes must use a respirator (N95 mask).
 - The respirator must be NIOSH approved or if not available, respirators approved by the Food and Drug Administration, including through an Emergency Use Authorization.
 - Eye Protection
 - Gloves
 - Gowns/Body Suits
 - Head Covers
 - Foot Covers
 - Supplies are examined daily for restock in each home.
 - Reorders are obtained by nursing through central stores/supplies. It is crucial that supplies are double checked each Friday to ensure adequate supplies for the weekend as Central stores is closed.
 - If an emergency shortage occurs, contact nearby homes to borrow supplies needed.
 - Daily temperature checks/Symptom Screening individuals served/employees:
 - Persons served will be screened daily by the nursing department or designee for COVID-19.

- All employees (essential and nonessential) will have temperature screens daily at Woods' prior to entry to work. Should illness or fevers be detected, the employee will be screened further and examined if indicated prior to access to residents.
- Symptomatic Individuals:
 - *Persons Served*: nursing arranges for expedient/same day MD/Nurse Practitioner exam at the Woods' Medical Center or exam at nearby hospital.
 - *Employees*: prior to entry to work (temp. check station), employee sent to medical center for exam prior to contact with any person served. If employee is calling from home, referred to personal healthcare provider or hospital if emergent care is required. **Employee is to be cleared by medical center prior to return to work.**
- All positive and negative cases of COVID-19 as mandated, are logged into the COVID-19 Tracker are reported to the Department of Human Services. (ended 8/28/2020)
- All positive cases of COVID-19 as mandated, are entered into the Licensed/Approved Facility COVID Data Collection Tool.
- Non-essential employees to work from home.
- Non-essential personnel when homes have entered Step 3:
 - Barber and hair stylist services will be permitted for persons served unexposed to COVID-19.
 - Services will take place outside (weather permitting).
 - If service is not able to be completed outside, an inside neutral zone will be used.
 - Both person served and personnel must wear PPE when receiving and/or delivering the service.
 - All persons receiving services must have six feet between them.
- Ancillary service personnel (dietary, maintenance, etc.) or necessary contracted services to minimize contact with residents as much as possible.
- Social/physical distancing practices
- Cleaning of high touch areas and other areas per CDC guidelines.
- Deliveries are to be made with no direct or limited person-to-person contact for larger items.
- Employee training and written communication has been ongoing since Feb. 2020
- Employees are strongly encouraged to report any infection control concerns to their immediate supervisor/manager, nursing personnel or by contacting the Infection Control Nurse.

3. *Isolation/Quarantine:*

- Employees who either are/were symptomatic or had (+) COVID-19 tests remain at home until cleared by medical center.
- Isolation/Quarantine per CDC guidance:
 - (+) COVID-19 Test: Person served placed in Isolation building (negative pressure rooms available)
 - Isolation Building: Person served stays in their home but isolated to their bedroom (cohorting), this is less disruptive to the individual and allows them to remain within their home.

4. *COVID-19 Testing:*

- SARS-CoV-2 RNA nasopharyngeal swabs will be sent as needed to an outside PA state approved lab on symptomatic residents. Limit of 30 - 50 tests in 24-hours may be run. Should there be an emergent need beyond the capability of Woods for testing numbers that exceed 30 – 50 tests, emergent cases would be sent to 1 of the 2 nearby area hospitals. The Bucks County Health Department would also be consulted.
- COVID Antibody Tests: As part of a person served annual physical exam, a COVID-19 antibody serum and will be run to ascertain if the individual has IgM or IgG antibodies for COVID-19.
- Employees who refuse testing may NOT have contact with persons served.
- If a person served refuses testing, care for the individual as potentially infected for 14 days. If definite symptoms of COVID are noted (fever, cough, general ill feeling (malaise), headache, loss of taste/smell, etc.) revisit acceptance of test with the person served or family/guardian. In any emergent situation, the individual will be referred to the local ER/hospital.

Routine testing strategy

- Ongoing screening for asymptomatic staff and persons served will be based on the DOH COVID-19 Early Warning Monitoring System Dashboard.
- The dashboard will be reviewed every first and third Monday of the month.
- Low positivity rate (<5%) strategy will include rotating staff testing every 4-6 weeks.
- Moderate positivity rate ($\geq 5\%$ to <10%) strategy will include weekly testing of those served if considered to have outside contact in the last 14 days. All staff that have not been tested in the last 30 days will be tested and repeated every 30 days.
- Substantial positivity rate ($\geq 10\%$) strategy will remain the same as the moderate rate for persons served. Staff will be tested weekly.

Additional Safety Measures for in community (employment, health care visits, day program, etc.)

- Ongoing education on mask wearing, social distancing, hand hygiene, etc.
- Daily monitoring of temperatures.
- Masks will be provided if needed to any person served going into the community.
- Transportation sanitized between outings.
- Prompt for hand washing upon return from an outing.

5. *New Admissions:*

As Bucks County Pennsylvania is within the “green” zone, new admissions will be accepted with the following provisions:

Previous COVID status unknown:

- Two nasal swabs for COVID
 - One negative test within 14 days prior to admission
 - One test on day of admission – Quarantine until results known
 - If the person to be served is not tested prior to admission, 1 test on admission
 - ✓ If test (+) or person served is unable to tolerate nasal swab; Quarantine x 14 days

- ✓ If test negative, run 2nd nasal swab and to remain in quarantine until 2nd test is returned. If negative remove from quarantine and release. If test (+) quarantine a full 14 days.
- If COVID positive swab more than 14 days prior to admission:
 - Serum IgG antibody test and quarantine until result received
 - ✓ If person served is IgG (+): release from quarantine
 - ✓ If person served is IgG (-): Quarantine for additional 7 days and observe for symptoms
- No admission will be accepted with a COVID positive swab less than 14 days prior to admission. Must be asymptomatic a minimum of 3 days at the time of admission.

6. *Visitors/Volunteers/Compassionate Caregivers*: Initially universal visitor restriction (no visitors) except for employees and essential outside healthcare providers or maintenance/contractors for emergent examinations or repairs. All infection control procedures are to be reinforced and monitored. As Bucks County Pennsylvania is within the "Green" Zone and Woods' personal care homes have been COVID case free for > 14 days. Plans for visitors shall be as follows:

- All visits will be monitored distally by employees to assure all COVID safety precautions are maintained (not to be intrusive). Thus should one have questions or concerns, staff will be present for support. Should visitors be found not following procedures the visit will promptly end. Any health concerns regarding a person served will be brought to the attention of nursing personnel.
- Visitors may not enter any of the homes
- Individual, well-spaced tents shall be set up outdoors (neutral zone) on Beechwood's property to allow for social distancing. Each family will have their own space to visit their loved one.
- Visitors will be required to wear a face covering over their mouth and nose for the duration of the visit. Persons served who are able will also wear a face covering.
- Visitors will be able to enjoy a walk with their loved one or bring a snack or meal to enjoy. Large amounts of food/beverages, intended to be taken back to the residence will not be accepted at this time. Do not bring coolers, bags of groceries or large amounts of drinks to the visit.
- We will provide music, and other activities such as board games, cards, etc.
- Persons served are not permitted to go off campus for "quick trips," NO EXCEPTIONS.
- Only 2 people may visit the individual served at each visit.
- In order to ensure all visitors are able to schedule an appointment, no family or visitor will be scheduled for a 2nd visit until we ensure all have had an opportunity of a first visit.
- All visits must be scheduled in advance to allow for as many individuals to benefit from this visitation opportunity.
- Visitors will be notified in writing in regard to all COVID safety measures prior to any visits. This letter will reinforce infection control measures such as: personal protective equipment, handwashing/hand hygiene, cleaning of furniture/high touch items between each scheduled visit, COVID questionnaire screening, temperature checks at the entrance gates, sign up schedule for visits, length of visitation time, etc.
- Visitation will be set at 90 minute time frames and sanitizing of tables, chairs, etc. within the tents will occur between each visitation.

- Families/friends that wish to visit their loved one will be required to schedule their visit in advance by contacting a designated scheduler to identify an available date and time.
- Hand hygiene stations or hand sanitizer will be available at tent area.
- If any active COVID case should occur within the personal care homes, visitation will be suspended for a period of 14 (for outside visits)-28 (for inside visits) consecutive days from the last active case.
- If the county positivity rate is $\geq 7\%$ visitations will be temporarily suspended until the rate is $< 7\%$.

Before the visit:

- Visitors will record their temperature at least once per day and symptoms for three (3) days prior to visiting. Any progressive temperature increases, or a temperature above 99.9, may be indicative of an illness and the visitor must notify Woods and will be required to reschedule the visitation after all symptoms resolve.
- If anyone experiences symptoms or tests positive for COVID-19 who lives or works in the home of someone scheduled for a visit, that visit will be re-scheduled for a later date.

Upon arrival:

- Visitors will be asked the following questions and be required to sign a document attesting to the following:
 - Have you been tested for COVID-19 in the past 2 weeks? If so, what was the result?
Individuals with a positive result within the past 14 days or with results pending will be required to reschedule their visit.
 - Have you had a temperature above 100 in the past 24 hours?
Individuals who respond yes will be asked to postpone their visit.
 - Have you had a fever, cough, shortness of breath or difficulty breathing, muscle pain, sore throat, or new loss of taste or smell within the past 14 days?
Individuals who respond yes will be required to reschedule their visit.
 - Have you or someone you live with (i.e. family member or friend) or someone you share a workspace with tested POSITIVE for COVID-19 in the past 2 weeks (14 days)?
Individuals who respond yes will be required to reschedule their visit.
 - In the last 14 days have you traveled to any of the following states: Alabama, Arizona, Arkansas, California, Florida, Georgia, Iowa, Kansas, Louisiana, Mississippi, Nevada, North Carolina, Oklahoma, South Carolina, Tennessee, Texas, Utah?
Individuals who respond yes will be required to reschedule their visit. States listed in this question on the day of the each visit will be based on the PA department of health travel recommendations for 14 days of quarantine.
 - In the past 14 days, have you traveled by plane?
Individuals who respond yes will be required to reschedule their visit
- Visitors will have their temperature taken upon arrival. If the highest of three temperature readings is above 99.9 degrees, visitors will be required to reschedule their visit.

- All visitors will be required to wear a facial mask over their mouth and nose through the entirety of the visit. Visitors without a mask or observed removing their mask will be required to end their visit.
- Visitors will be asked to wash their hands for 20 seconds or use hand sanitizer immediately prior to meeting with their loved one.
- Following the visit, the person served will be taken to wash his/her hands thoroughly or staff will assist them. It will be suggested that all visitors do the same.

After the visit:

- Visitors should monitor their temperatures and symptoms for three (3) days after visiting, and are asked to contact the Beechwood Care Coordinator if symptoms develop.
- Should someone in the residence test positive for COVID-19 within three (3) days of the visit, Woods personnel will notify visitors that may have been exposed.

Once again, management will monitor visits from a distance to ensure compliance, not to be intrusive. Beechwood reserves the right to terminate or deny visitation privileges to anyone who does not comply with these steps.

A record of all visits and related documentation will be maintained for contact tracing should a visitor need to be contacted for any reason.

7. *Dining Services:*

- General PPE to be worn while monitoring meals and strict adherence to handwashing/hand hygiene
- Social Distancing and limited individuals in Dining Room at staggered times
- In room dining with supervision if indicated

8. *Staffing:*

Emergency staffing plans are in place to utilize day program and staff pulls from Woods to backfill for callouts and vacancies due to illness.

9. *Reopening:*

- As of July 2020, all personal care homes at Beechwood have developed a universal testing plan that complies with the Order of the Secretary of the Pennsylvania Department of Health Directing Testing at Long-Term Care Facilities, issued June 26, 2020. Implementation of this plan began on July 1, 2020.
- Beechwood's reopening implementation plan was sent to the PA Department of Human services for approval to begin implementation. Approval was granted on July 29, 2020.
- Beechwood Centers 1 through 10 plan to enter Stage 1 of reopening (see [Interim Guidance for Personal Care Homes](#) on August 3, 2020).
- From the date each center enters Step 1, if there is no new facility onset of COVID-19 cases for 14 consecutive days, each center plans to enter into Step 2.

- From the date each center enters Step 2, if there is no new facility onset of COVID19 cases for 14 consecutive days, each center plans to enter into Step 3.
- If at any point during any of the three Step phases to opening there is a new facility onset, the center will return to all safety measures in place regarding visitation and dining prior to moving into Step 1 and the steps to reopening will start again following 14 consecutive days of no new facility onset on COVID-19.

10/29/20