

APPENDIX H TO ANNEX D

***NYC HEALTH + HOSPITALS
NEW GOUVERNEUR HOSPITAL
SKILLED NURSING FACILITY 1606***

ANNUAL PANDEMIC EMERGENCY PLAN

Table of Review and Approval

Date Reviewed	Date Approved
9/1/2020	9/10/2020
11/8/2021	11/8/2021
2/17/2022	2/17/2022

The Annual Pandemic Emergency Plan (APEP) was originally written and approved on 9/1/2020.

As of September 15, 2020, it is required by the New York State Department of Health (NYSDOH) that the Annual Pandemic Emergency Plan must be reviewed annually. It should also be reviewed and updated when an event or law indicates that some or all of the APEP should be changed/updated.


The Annual Pandemic Emergency Plan dated 2/17/2022 has posted on the facility's website.

Approved: Susan Sales, CEO

Signature: 

Date: 2/18/22

Approved: Sherry Humphrey MD, Medical Director

Signature: 


Date: 2/18/22

Approved: Charleen Clark, RN, Director of Nursing

Signature: 

Date: 2/18/22

Reviewed: Daniel Meisels, Director of Safety & Emergency Management

Signature: 

Date: 2/18/22

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FACILITY INFORMATION

Facility: NYC H+H/New Gouverneur Hospital Skilled Nursing Facility
Address: 227 Madison Street
City: New York State: NY
ZIP Code: 10002

Phone Number: 212-441-5000
Contact Person: Susan Sales, FACHE, CEO/Administrator
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PFI: 1606
Operating Certificate: 7002343N

Operated by: New York City Health + Hospitals
125 Worth Street
New York, New York 10013

I. INTRODUCTION TO THE PLAN

In order to provide for changes in demographics, technology and other emerging issues, this plan will be reviewed and updated annually and/or after incidence of a pandemic. This Annual Pandemic Emergency Plan (APEP) is developed to be consistent with the New York State Department of Health requirement of an APEP, effective September 15, 2020.

Purpose: To describe the actions to be taken in a pandemic to make sure that the patients, staff and visitors of this facility are kept safe from harm. The safety and well-being of the patients, staff, and visitors take first priority over all other considerations.

Demographics:

- A. This facility is located at 227 Madison Street, New York 10002.
- B. The facility is a 295-bed residential health care facility (RHCF), which provides short-term post-acute rehabilitation care and skilled nursing services.

II. EMERGENCY PLAN

Readiness Assessment/Pandemic Influenza/Illness Planning

- A. This facility maintains a comprehensive emergency management plan (CEMP) to prepare for, respond to, and recover from natural and man-made disasters. The facility follows an “all hazards” approach in developing the CEMP, with a pandemic identified as one (1) of those hazards.
- B. This facility performs an annual readiness assessment of the facility’s preparedness for responding to pandemic influenza/illness (see Pandemic Influenza/Illness Planning Checklist Annual Update **Exhibit 1**). This APEP is written and updated based on the readiness assessment. Changes or additions to the APEP will be made based on the annual readiness assessment, gaps identified during exercises or real events or guidance issued by the Centers for Disease Control and Prevention (CDC) and/or the New York State Department of Health (NYSDOH). A copy of the annual updated Pandemic Influenza/Illness Planning Checklist will be kept with the APEP.
- C. A copy of the APEP is attached to the facility’s CEMP as a APPENDIX H to Annex D “Pandemic and Highly Infectious Disease”. In addition, a hard copy of the APEP will be kept in the facility and the plan will be posted on the facility’s website.

Structure for Planning and Decision-making

- A. The facility maintains a multidisciplinary planning committee to specifically address pandemic preparedness and response.
- B. The Multidisciplinary Pandemic Planning Team consists of the following individuals (by title):

Title
CEO/Administrator
Director of Nursing/Chief Nursing Officer
Sr. Associate Director, Safety, Security and Emergency Management
Chief Medical Officer
Associate and Senior Associate Director(s) of Nursing
Assistant Director of Nursing/Infection Control Practitioner
Director of Quality Management
Nurse Educator(s)
Director of Social Work
Director of Therapeutic Recreation
Director of Quality Management
Director of Environmental Services

- C. The Pandemic Response Coordinator, who is the person responsible for coordinating preparedness planning is: Sheri Humphrey, M.D., Chief Medical Officer.

Coordination

- A. Local and state health departments and provider/trade associations points of contact have been identified for information on pandemic planning resources, as follows:

<u>Name of Agency/Organization</u>	<u>Phone Number</u>
New York City Department of Health and Mental Hygiene	212-447-2676
New York State Department of Health	518-473-4436
New York City Emergency Management	646-692-3641
New York State Emergency Management	518-292-2301

- B. Local, regional or state emergency preparedness groups, including bioterrorism/communicable disease coordinators points of contact, have been identified, as follows:

<u>Name of Agency/Organization</u>
NYC H+H Emergency Management
New York City Emergency Management
New York State Emergency Management

- C. Area hospitals points of contact have been identified in the event that facility residents require hospitalization or facility beds are needed for hospital patients being discharged in order to free up needed hospital beds, as follows:

<u>Name of Hospital</u>	<u>Phone Number</u>
New York Presbyterian/Lower Manhattan Hospital	212-312-5175
NYC H+H/Bellevue	212-562-4132
NYC H+H/Harlem	212-939-1000
NYC H+H/Metropolitan	212-423-8893
NYC H+H/Jacobi	718-918-5000
NYC H+H/North Central Bronx	718-519-3500
NYC H+H/Coney Island	718-616-3000
NYC H+H/Kings County	718-245-3901
NYC H+H/Woodhull	718-963-8101
NYC H+H/Elmhurst	718-334-4000
NYC H+H/Queens	718-883-2350
NYC H+H/Lincoln	718-579-5700

III. INFECTION CONTROL PROTECTION PLAN

Description of Surveillance and Monitoring Activities

The facility monitors public health advisories (federal and state) and updates are provided to the Pandemic Response Coordinator and other members of the Multidisciplinary Pandemic Planning Team when pandemic influenza/illness has been reported in the United States and is nearing the New York City Metropolitan Area.

The facility conducts surveillance activities for residents, staff, family and visitors on an ongoing basis. Signage and hand hygiene stations are posted at all entrances, instructing families, visitors and contractors to:

- Perform hand hygiene
- Self-screen for Febrile Respiratory Illness (FRI) symptoms
- Not enter if they have respiratory symptoms

The facility asks family and visitors to sign in and out of the facility, self-screen for FRI prior to visits, perform hand hygiene before and after visits and they are directed to contact their personal physician if they have respiratory symptoms. If ill, they are discouraged from visiting the facility. During a pandemic illness outbreak, the facility will follow CDC and New York State Department of Health guidelines to limit or restrict entry to the building.

The current Infection Control Program at the facility provides for continuous facility-wide surveillance activities to establish baseline levels of infection on an annual basis. Infection rates above the baseline may be indicative of an influenza/illness outbreak or the arrival of a pandemic illness at the facility. The facility will maintain an ongoing surveillance program to be enhanced during a reported pandemic influenza/illness outbreak in the community (see Table 1 below).

Table 1: Surveillance Objectives by Pandemic Phase

Phase 1 (Interpandemic Period)
Objectives and Actions:
<ul style="list-style-type: none"> • To assess for seasonal influenza.
<ul style="list-style-type: none"> • To detect cluster cases of Febrile Respiratory Illness (FRI)/ Influenza-Like Illness (ILI).
<ul style="list-style-type: none"> • To provide for annual education and provide seasonal flu vaccine to residents, staff and volunteers and to maintain immunization statistics and adverse effects information.
<ul style="list-style-type: none"> • To promote respiratory (cough etiquette) and hand hygiene to residents, families, visitors, volunteers and contractors/vendors.
<ul style="list-style-type: none"> • To notify NYC H+H of suspected outbreak activity as defined by CDC and NYSDOH guidelines and initiate other notifications, as required, to the local and/or state health departments.
<ul style="list-style-type: none"> • To communicate updates to residents, families, volunteers, contractors/vendors and staff.
<ul style="list-style-type: none"> • Passive Febrile Respiratory Screening measures for visitors, contractors/vendors, visitors and families.
Phase 2 (Pandemic Alert Period - Low)
Objectives and Actions:
<ul style="list-style-type: none"> • To implement active surveillance measures for FRI/ILI screening for visitors, vendors/contractors and family members.
<ul style="list-style-type: none"> • To notify the Infection Control Practitioner or designee of reported or identified FRI/ILL. They will alert, as appropriate, the local and state health department of cluster of FRI in staff.
<ul style="list-style-type: none"> • Infection Control will actively monitor residents closely for signs and symptoms by: <ul style="list-style-type: none"> ○ Conducting unit rounds ○ Reviewing shift reports ○ Auditing and reviewing physician and nurse progress notes ○ Reviewing the monthly pharmacy antibiotic utilization reports ○ Reviewing lab reports ○ Communication with the staff about their clinical observations
<ul style="list-style-type: none"> • To implement management of respiratory outbreak as required for outbreak activity as defined by CDC and NYSDOH guidelines and initiate outbreak reports to local and state health department, as required.
Phase 3 (Pandemic Alert Phase – High)
Objectives and Actions
<ul style="list-style-type: none"> • To activate the Pandemic Emergency Plan and Emergency Plan (as needed).
<ul style="list-style-type: none"> • To maintain active surveillance for monitoring of FRI/ILI in residents and staff.
<ul style="list-style-type: none"> • To finalize plans for pandemic vaccine storage and security (as applicable).
<ul style="list-style-type: none"> • To establish clinic sites for residents, staff and volunteers.

<ul style="list-style-type: none"> • To develop plans for antiviral storage, security and administration, including staff prophylactic treatment.
<ul style="list-style-type: none"> • To follow guidelines for avian/pandemic flu/illness, as issued by CDC and NYSDOH, and provide education and training to staff for personal preparedness, resident care and pandemic influenza/illness management.
<ul style="list-style-type: none"> • To ensure that availability of equipment and supplies, as required, for the facility.
<ul style="list-style-type: none"> • To provide educational material and in-services; i.e., Annual Pandemic Emergency Plan; cross training; hand hygiene

Phase 4 (Pandemic Period)
Objectives and Actions
<ul style="list-style-type: none"> • To implement measures for suspected and confirmed pandemic strain in the facility.
<ul style="list-style-type: none"> • To implement mandatory active screening of staff, visitors, contractors/vendors and family members (see Sample Surveillance Screening Tool Exhibit 2).
<ul style="list-style-type: none"> • To implement heightened surveillance of residents and staff illnesses for symptoms of the pandemic influenza/illness.
<ul style="list-style-type: none"> • To implement control and support measures for residents, staff, visitors and families.
<ul style="list-style-type: none"> • To implement access restrictions for staff, visitors, families, volunteers and vendors.
<ul style="list-style-type: none"> • To implement protocols for isolation of residents with confirmed or suspected illness.
<ul style="list-style-type: none"> • To implement protocols for cohorting residents with confirmed or suspected illness.
<ul style="list-style-type: none"> • To direct staff to cohort to their assigned units as much as possible.

The facility has processes in place to prevent the occurrence of an outbreak and surveillance programs to quickly identify and implement control measures to contain it. The facility also prepares to respond to large-scale epidemics as part of its emergency preparedness plan. The facility’s infection prevention and control program staff monitor and maintain a data communication with relevant agencies through the NYSDOH Health Alert Network (HAN) for events happening in the local, national and global community.

Active Surveillance for Respiratory Infection or other Pandemic Illness

When there is influenza or pandemic illness activity in the local community, active surveillance for the influenza/illness is conducted among all new and current residents, healthcare personnel and visitors of the facility until the end of the influenza season and/or pandemic. Daily monitoring will occur once a single laboratory-confirmed case of the influenza/illness has been identified in a resident, as it is likely there are other cases among exposed persons. Daily active surveillance occurs until at least one (1) week after the last laboratory-confirmed influenza/illness case was identified.

When it is not influenza season, influenza testing shall occur when any resident has signs and symptoms of influenza-like illness. If there is one (1) laboratory-confirmed influenza positive case along with other cases of respiratory infection in a unit of the facility, an influenza outbreak might be occurring.

In the event that an influenza outbreak is identified in this scenario, daily monitoring will occur until at least one (1) week after the last laboratory confirmed influenza case occurred.

Once an outbreak has been identified, outbreak prevention and control measures will be implemented immediately. As mentioned above, daily active surveillance will be conducted until at least one (1) week after the last confirmed influenza/illness case occurred. Testing for influenza/illness will occur for the following:

- Ill persons who are in an affected unit as well as ill persons in previously unaffected units in the facility; and
- Persons who develop acute respiratory illness symptoms more than 72 hours after beginning antiviral chemoprophylaxis.

It should be noted that elderly persons and other long-term care residents, including those who are medically fragile and those with neurological and neurocognitive conditions, may manifest atypical signs and symptoms with influenza/illness virus infection, and may not have fever.

Identification and Management of Residents with Symptoms

Identification of residents with symptoms will occur through the monitoring and active surveillance activities described above. The facility will implement standard and droplet precautions for all residents with suspected or confirmed influenza/illness. Standard precautions will be applied into the care of all residents, regardless of the suspected or confirmed presence of the influenza/illness.

It is the policy of this facility to protect residents, staff and others who may be in our facility from harm during a pandemic outbreak. To accomplish this, the facility has developed protocols for testing residents and the ongoing surveillance testing of the resident population (see Table 2).

Table 2: Procedures to Test Residents

<ul style="list-style-type: none"> • Facility will test any symptomatic resident in accordance with guidance and direction of the CDC, local and state health department.
<ul style="list-style-type: none"> • If the facility has no symptomatic residents, facility will consult with local and state health department and determine testing strategy, if applicable and needed.
<ul style="list-style-type: none"> • Testing will be done through a testing lab that can provide test results in a timely manner.
<ul style="list-style-type: none"> • If no testing capacity can be located that meets the timeframe goal for timely turnaround of tests, the facility will document all attempts to obtain testing and keep documents of those efforts for review.
<ul style="list-style-type: none"> • If an alternative test is approved that could help meet the timely turn-around goals and is approved by the local and state health department, the facility will incorporate those procedures in support of the facility’s overarching objective to receive test results in a timely manner.
<ul style="list-style-type: none"> • For residents with suspected or confirmed influenza-like illness, the facility will implement protocols for isolation and/or cohorting residents per facility policy.

<ul style="list-style-type: none"> • Positive residents will be removed from isolation and/or cohorting as per current NYS / DOH and CDC guidelines
<ul style="list-style-type: none"> • The facility will report any positive tests in accordance with local and state health department requirements for the reporting of nosocomial infections.

The facility has also developed procedures for the isolation and/or cohorting for residents during a pandemic outbreak by assigning residents within the facility into three (3) groups, which is based on the residents’ identified influenza/pandemic illness status, as follows:

- Positive – Space designated to be used and occupied by confirmed positive residents and staff assigned to their care. Newly admitted or readmitted residents with confirmed positive results who have not met the criteria for discontinuation of transmission-based precautions, and are allowed to be admitted/readmitted based on CDC and NYSDOH guidance, will be admitted to this space.
- Unknown – Space designated to be used and occupied by asymptomatic residents with exposure and/or residents who have an unknown testing status and staff assigned to their care.
- Negative – Space designated to be used and occupied by confirmed negative residents and staff assigned to their care.

These group assignments are meant to provide safe care and treatment of residents during the pandemic outbreak (see Table 3). Resident isolation and/or cohorting procedures and locations will be reevaluated by clinical staff frequently as demand dictates. All residents are tested on a weekly basis for the pandemic illness during the pandemic event.

Table 3: Procedures to Isolate and/or Cohort Residents

Positive
<ul style="list-style-type: none"> • Confirmed positive residents will be cohorted in the facility’s COVID-19 units.
<ul style="list-style-type: none"> • All confirmed positive residents are placed on contact and droplet precautions.
<ul style="list-style-type: none"> • If no beds are available in the COVID-19 unit, confirmed positive residents are restricted to their rooms and will wear surgical masks when caregivers enter the room, unless a facemask is not tolerated.
<ul style="list-style-type: none"> • Confirmed positive residents that are restricted to their rooms will have signs posted on the door, indicating specific PPE needed to enter the room.
<ul style="list-style-type: none"> • Confirmed positive residents will be treated with contact and droplet precautions until the resident meets the time criteria to discontinue isolation based on current CDC guidance on discontinuation of isolation
<ul style="list-style-type: none"> • Confirmed positive residents will be assessed every shift to document respiratory rate, temperature and oxygen saturation.
<ul style="list-style-type: none"> • The facility will monitor guidance from CDC and adjust procedures for cohorting accordingly.
<ul style="list-style-type: none"> • To the extent possible, employees are consistently assigned to the same resident in order to limit the number of individuals interacting with the resident.

- To the extent possible, employee assignments across units are limited. If staff will be shared across the various groups in any way, the staff will fully doff PPE and leave all dirty PPE in designated receptacles, perform hand hygiene, and don new PPE in accordance with CDC guidance for the area they are entering.

Unknown

- Persons under investigation/suspected positive residents are restricted to their rooms and will wear surgical masks when caregivers enter the room, unless a facemask is not tolerated.
- Persons under investigation/suspected positive residents will be moved to a single room, if possible, and not housed with an unexposed resident. The resident will be paired with another potentially exposed resident if no single rooms are available.
- Persons under investigation/suspected positive patients will be treated with contact and droplet precautions until a negative test result can be achieved or the resident meets the time criteria to return to a confirmed negative/recovered group assignment based on current CDC guidance for the removal of transmission-based precautions.
- To the extent possible, employees are consistently assigned to the same resident in order to limit the number of individuals interacting with the resident.
- To the extent possible, employee assignments across units are limited. If staff will be shared across the various groups in any way, the staff will fully doff all PPE and leave all dirty PPE in designated receptacles, perform hand hygiene, and don new PPE in accordance with CDC guidance for the area they are entering.
- Persons under investigation/suspected positive patients will be screened for symptoms of the influenza-like illness and have their vital signs monitored, including oxygen saturation and temperature checks at a minimum of once per shift and documented in the clinical record.

Negative

- Confirmed negative or recovered residents will be offered a surgical mask on a daily basis, particularly those who leave their rooms.
- The wearing of surgical masks by residents (except when eating) will be reinforced.
- Residents are assessed each shift for fever, symptoms of respiratory infection or Influenza-like illness and decreased oxygen saturation.
- To the extent possible, all residents admitted or readmitted from the hospital, who are not known to have the influenza/pandemic illness, will be closely monitored for signs and symptoms per CDC and NYSDOH guidance.

In cases where the facility may get large amounts of positive cases interspersed within the facility, the facility will designate who is on what precautions for each resident and clearly communicate the procedures to minimize the risk of spreading with the eventual goal of having clearly designated spaces with the building set on the group assignments outlined above.

The facility, at a minimum, follows the CDC-recommended and NYC Health+Hospitals proscribed standard precautions in providing care to residents, regardless of suspected or confirmed infection

status (see Table 4). These practices are designed to both protect and prevent health care providers from spreading infections among residents. The use of PPE, and the type of PPE used, under standard precautions is based on the nature of the clinical interaction with the resident and the potential exposure to blood, body fluids and/or infectious materials. All facility health care providers receive ongoing training on and must demonstrate an understanding of:

- When to use PPE;
- What PPE is necessary;
- How to properly don, use and doff PPE in a manner to prevent self-contamination;
- How to properly dispose of or disinfect and maintain PPE; and
- The limitations of PPE.

CDC recommends transmission-based precautions (i.e., contact, droplet and/or airborne precautions) be implemented for patients with documented or suspected diagnoses where contact with the patient, their body fluids or their environment presents a substantial transmission risk despite adherence to standard precautions. During a pandemic outbreak, PPE will be worn by staff at all times during care of residents who are within the confirmed positive unknown groupings as required by NYC Health+Hospitals.

Table 4 – Standard Precautions and Transmission-based Precautions

Standard Precautions	
Hand Hygiene	<ul style="list-style-type: none"> • Use an alcohol-based hand rub or wash hands with soap and water for the following clinical indications: <ul style="list-style-type: none"> - Immediately before touching a patient. - Before performing an aseptic task or handling invasive medical device. - Before moving from work on a soiled body site to a clean body site on the same patient. - After touching a patient or the patient’s immediate environment - After contact with blood, body fluids or contaminated surfaces - Immediately after glove removal • Perform hand hygiene with soap and water when hands are visibly soiled.
Environmental Cleaning and Disinfection	<ul style="list-style-type: none"> • Routine and targeted cleaning of environmental surfaces as indicated by the level of patient contact and degree of soiling. <ul style="list-style-type: none"> - Clean and disinfect surfaces in close proximity to the patient and frequently touched surfaces in the patient care environment on a more frequent schedule compared to other surfaces. - Promptly clean and decontaminate spills of blood and other potentially infectious materials. • Use of EPA-registered disinfectants that have microbiocidal activity against the pathogens most likely to contaminate the patient-care environment. • Follow manufacturer’s instructions for proper use of cleaning and disinfecting products (i.e., dilution, contact time, material compatibility, storage, shelf-life, safe use and disposal).
Injection and Medication Safety	<ul style="list-style-type: none"> • Use aseptic technique when preparing and administering medications. • Disinfect the access diaphragms of medication vials before inserting device into the vial. • Use needles and syringes for one patient only (this includes manufactured prefilled syringes and cartridge devices such as insulin pens). • Enter medication containers with a new needle and a new syringe, even when obtaining additional doses for the same patient. • Ensure single-dose or single use vials, ampules and bags or bottles of parenteral solution are used for one patient only. • Use fluid infusion or administration sets (e.g., intravenous tubing) for one patient only. • Dedicate multidose vials to a single patient whenever possible. If multidose vials are used for more than one patient, restrict the medication vials to a centralized medication area and do not bring them into the immediate patient treatment area (i.e., patient room).

<p>Appropriate Use of Personal Protective Equipment</p>	<ul style="list-style-type: none"> • Ensure proper selection and use of personal protective equipment (PPE) based on the nature of the patient interaction and potential exposure to blood, body fluids and/or infectious materials. - Wear gloves when it can be reasonably anticipated that contact with blood or other potentially infectious materials, mucous membranes, non-contact skin, potentially contaminated skin or contaminated equipment could occur. - Wear a gown that is appropriate to the task to protect skin and prevent soiling of clothing during procedures and activities that could cause contact with blood, body fluids, secretions or excretions. - Use protective eyewear and a mask, or a face shield, to protect the mucous membranes of the eye, nose and mouth during procedures and activities that could generate splashes or sprays of blood, body fluids, secretions and excretions. Select masks, goggles, face shields and combinations of each according to the need anticipated by the task performed. - Remove and discard PPE, other than respirators, upon completing a task before leaving the patient's room or care area. If a respirator is used, it should be removed and discarded (or reprocessed if reusable) after leaving the patient room or care area and closing the door. - Do not use the same gown or pair of gloves for care of more than one patient. Remove and discard disposable gloves upon completion of a task or when soiled during the process of care.
<p>Minimizing Potential Exposures</p>	<ul style="list-style-type: none"> • Use respiratory hygiene and cough etiquette to reduce the transmission of respiratory infections within the facility. • Prompt residents and visitors with symptoms of respiratory infection to contain their respiratory secretions and perform hand hygiene after contact with respiratory secretions by providing tissues, masks, hand hygiene supplies and instructional signage at points of entry and throughout the facility. • When space permits, separate patients with respiratory symptoms from others as soon as possible.
<p>Reprocessing of Reusable Medical Equipment</p>	<ul style="list-style-type: none"> • Clean and reprocess (disinfect or sterilize) reusable medical equipment (e.g., blood glucose meters and other point-of-care devices, blood pressure cuffs, oximeter probes) prior to use on another patient when soiled. - Consult and adhere to manufacturer's instructions. • Maintain separation between clean and soiled equipment to prevent cross contamination.

Notification to State and Local Health Departments

As required under Sections 2.1 and 2.2 of 10 NYCRR, nosocomial infections are to be reported within 24 hours of recognition. The facility is required to notify the state and local health department as follows:

- New York State Department of Health: Reported via the Nosocomial Reporting Application (NORA) electronic system.
- New York State Department of Health: Reported via Daily HERDS Survey in Health Commerce System (HCS)
- New York City Department of Health and Mental Hygiene: Reported by phone, as required.

The facility will meet any additional notification requirements that may be put in place by NYSDOH during a pandemic situation, including submission of information and reports through the Health Commerce System.

Screening of Individuals Entering facility premises

I. STAFF, CONTRACTORS AND VENDORS

1. All skilled nursing facility (SNF) and shared services (SNF and Gotham Health) staff are required to complete self screening via NYC Health + Hospitals Point of Entry (POE) application. This application is available as follows:
 - a. For staff with an Android or iOS mobile device, access the Point of Entry Screening tool at: <https://covid19.nychealthandhospitals.org/selfscreening>
 - b. For staff without a compatible mobile device, using the Point of Entry Screening tool available in the entrance lobbies to the facility. Using either method will create an electronic record of the employee screening. A green entry permit will be sent to the employee's email address and their mobile device if so equipped. Unvaccinated employees will not be cleared to enter the facility.
2. Authorized visitors and vendors should complete the Point of Entry Screening tool available in the entrance lobbies to the facility and continue to follow all other visitor and vendor access policies as applicable.
3. All persons seeking to enter the facility are encouraged to complete the self-screening electronically prior to arrival at the facility. This is available to staff and non-staff alike. Signage will be provided at physical points of entry. See APPENDIX A.

4. All persons entering the facility will be required to pass through a physical point of entry equipped with a thermal camera designed to detect temperature anomalies. Persons who are identified as being out of temperature range will be stopped and subject to manual temperature verification and additional screening questions. See APPENDIX B for temperature screening workflow.
5. Hospital Police should be called upon to assist if an individual is denied entry for any reason; the A.D.N. or administrator may be contacted for follow up if needed.

II. FAMILY MEMBERS / VISITORS:

1. All family members / visitors requires a negative SARS-CoV-2 test result one day prior to visitation for antigen tests and two days prior to visitation for NAAT (e.g. PCR) tests. All visitors may use either NAAT testing or antigen testing. Attestation form must be signed and presented along with the proof of negative test to the screening station
2. All family members /visitors are required to complete self screening via NYC Health + Hospitals Point of Entry (POE) application. This application is available as follows:
 - a) For Android or iOS mobile device users, access the Point of Entry Screening tool at: <https://covid19.nychealthandhospitals.org/selfscreening>
 - b) For individuals without a compatible mobile device, using the Point of Entry Screening tool available in the entrance lobbies to the facility. Using either method will create an electronic record of the employee screening. A green entry permit will be sent to the employee's email address and their mobile device if so equipped. Unvaccinated employees will not be cleared to enter the facility.
3. Wear a well-fitting non-surgical paper mask or a mask of higher quality (i.e., surgical mask, KN95 or N95) at all times during any visitation at the facility. If the visitor wishes, a cloth mask may be placed over the paper mask. The masks must cover both the nose and the mouth.
4. Physically distance from facility personnel and other patients/residents/visitors that are not directly associated with the specific resident(s) being visited by that individual.

III. EXEMPTIONS:

1. The following are exempt from the testing requirements of this Advisory:
 - a) As stated in previous Department and CMS guidance at 42 CFR § 483.10(f)(4)(i)(C) requires that a Medicare and Medicaid-certified nursing home provide representatives of the Office of the State Long-Term Care Ombudsman with immediate access to any resident. If an ombudsman is planning to visit a resident who is on transmission-based precautions or in quarantine, or an unvaccinated resident in a nursing home in a county where the level of community transmission is substantial or high in the past 7 days, the resident and ombudsman should be made aware of the potential risk of visiting, and the visit

should take place in the resident's room. Representatives of the Office of the Ombudsman should adhere to the core principles of COVID- 19 infection prevention as described above.

- b) Compassionate caregiving visitors, within the meaning of Public Health Law §2801-h, who are visiting in anticipation of the end of a resident's life or in the instance of a significant mental, physical, or social decline or crisis of a resident. In any case where such an exception is made, the visitor must wear any additional personal protective equipment (PPE) that facility personnel deem appropriate to the situation.
- c) Emergency medical services (EMS) personnel are not subject to testing requirements.

Resources and Supplies to Adhere to Infection Control Policies

During a pandemic, health care settings will need large quantities of equipment and supplies to provide care and to protect health care workers. It is anticipated that the demand will be high and traditional supply chains may break down. In preparation for a pandemic, the following measures will be instituted by the facility:

1. The facility maintains a 60-day (2 months) supply of personal protective equipment (PPE). PPE supplies include N95 masks, surgical masks, face shields or goggles, medical gowns and medical gloves. The amount of PPE need for a 60-day supply will be based on the PPE burn rate/average consumption rate and will be adjusted accordingly if the burn rate/average consumption rate increases or decreases, and will be managed via the NYC Health+Hospitals centralized materials management system(s).
2. A 30-day stockpile of essential supplies needed to adhere to infection control policies. Essential supplies include environment cleaning and disinfection supplies, disposable masks, disposable gloves, tissues, hand soap, paper towels and alcohol-based hand sanitizers.
3. All supplies will be checked for expiration dates and rotated on a regular basis to prevent stock expiration. The NYC Health+Hospitals centralized materials management team will direct stock rotation, replacement, and replenishment.

Environmental Infection Control

The facility has policies and procedures in place for cleaning and disinfection of the building and medical equipment. EPA-registered, hospital-grade disinfectants are used for cleaning high-touch surfaces and shared resident care equipment. During a pandemic, the facility will follow CDC guidelines for any increased environmental cleaning and/or frequency of cleaning. Environmental services personnel who clean and disinfect rooms will be equipped with appropriate PPE for cleaning within the spaces of each zone used for the cohorting of residents as recommended by CDC and

NYSDOH guidelines. While alcohol-based hand sanitizer (ABHS) is the preferred method of hand hygiene, sinks throughout the facility will be stocked with soap and paper towels to encourage hand hygiene.

Management of laundry, food service utensils and medical waste will be performed in accordance with routine procedures and supplemented with additional processing, based on recommendation and/or requirement of CDC guidelines and/or any guidance or requirements issued by NYSDOH and/or NYC Health+Hospitals.

Facemasks and hand sanitizer will be available for residents and visitors and placed near entrances and in common areas of the facility along with no-touch receptacles for disposal. Necessary PPE for health care provider use will be available in areas where resident care is provided. No-touch receptacles for disposal of used/soiled PPE are placed in areas where resident care is provided for the safe doffing of PPE.

IV. COMMUNICATION PLAN

The facility has in place a communication plan as part of its emergency preparedness plan. This communication plan can be enhanced and supplemented with additional elements and information to ensure that all parties are provided with updated information on the status of the facility’s situations and the status of residents during a pandemic outbreak. The communication plan provides a framework to manage and coordinate the wide variety of communications that take place during a pandemic. It covers who will receive communications, how the communications will be delivered, what information will be communicated, who communicates and the frequency of the communications.

Internal Communication

Target audiences for internal communications include:

- Nursing Staff to ensure continuity of patient and resident care;
- Physicians to ensure continuity of patient and resident care;
- All other clinical staff to assist nursing staff on the units; and
- All non-clinical staff to ensure that essential services continue.

The key communication messages delivered to internal target audiences include topics such as trainings and in-services for the pandemic response, testing of employees, availability of transportation for late night staff, and hotel accommodations (see Table 5). The messages can be made over the public address system, blast emails and/or calls to units and department heads.

Table 5 – Communication Message Contents

Message Topics	Message Content to be Delivered	Delivery Methods
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<p>Pandemic Illness Training and In-services for:</p> <ol style="list-style-type: none"> 1. Explanation of the pandemic illness 2. PPE requirements and proper use, donning and doffing 3. Cohorting of units 	<ul style="list-style-type: none"> • Training for new agency staff, clinical and non-clinical and all facility staff • On-going schedule of in class training with PowerPoint presentations and/or online training 	<ul style="list-style-type: none"> • Blast emails • Scheduling through departments
<p>Donations Received by Facility for Staff</p>	<p>Types of donations received for all shifts:</p> <ul style="list-style-type: none"> • Meals – breakfast, lunch, dinner • Groceries/Snacks • Toiletries 	<ul style="list-style-type: none"> • Calls to units and department heads
<p>Employee Testing</p>	<p>On-site testing available on all shifts by medical staff and/or contractors:</p> <ul style="list-style-type: none"> • Location • Times • Frequency of testing 	<ul style="list-style-type: none"> • Blast emails • Posted signage
<p>Transportation</p>	<p>Taxi or bus service may be provided by NYC Health+Hospitals for certain staff.</p>	<ul style="list-style-type: none"> • Blast emails
<p>Hotels</p>	<p>As provided by NYC Health+Hospitals, arrangements for those who chose to stay close to the facility or Self-quarantine.</p>	<ul style="list-style-type: none"> • Blast emails

External Communications

External communications with community stakeholders, elected officials and the press are coordinated with the NYC Health + Hospitals Central Office Communications & Marketing.

Communications with Residents, Families and Visitors

The facility has developed a plan to maintain routine communication with residents, families and visitors during a pandemic outbreak. Communication methods include signage, letters, emails, in-person communication, video conferencing and updates on the facility’s social media accounts. The messages delivered through these communication methods include:

- Current precautions being taken in the facility to prevent and/or contain infection;

- Actions residents, families and visitors can take to protect themselves;
- Reinforcing adherence to standard infection control precautions, including hand hygiene, respiratory hygiene and cough etiquette;
- Reminding families and visitors not to visit when ill or if they have a known exposure to the pandemic illness; and
- Any limitation and/or restrictions on visitors that are in place.

The facility has a procedure in place to maintain up-to-date contact information on family members and/or legal representatives of residents. This contact information is obtained upon admission to the facility and confirmed or updated through the quarterly comprehensive care plan meeting process and upon a significant change in the resident's medical condition. In addition, contact information is updated upon notification from staff or family that information has changed.

The following table (Table 6) outlines the targeted audiences, the key communication messages to be delivered, the method for delivery of the information and the frequency of communication.

Table 6 – Communication with Residents, Families and Legal Representatives

Audience	Message	Delivery Method	Frequency
Residents	<ul style="list-style-type: none"> • Updates on visitation • Updates on status of pandemic outbreak 	<ul style="list-style-type: none"> • Resident Council meeting/Newsletters • Town Hall/Unit meetings 	<ul style="list-style-type: none"> • Monthly • As needed

<p>Authorized Family Members and Legal Representatives</p>	<ul style="list-style-type: none"> • Updates on visitation • Updates on status of pandemic outbreak or any other related updates • Status of infected and non- infected residents, as well as any expirations due to pandemic illness • Provision of alternate means of communicating residents 	<ul style="list-style-type: none"> • Virtual town hall meetings • Telephone hotline for families • Letters • Emails • Calls • Video conferencing (i.e., Facetime, Skype, Zoom) 	<ul style="list-style-type: none"> • As needed • Daily for infected residents and more frequently if the condition changes • Weekly for non-infected residents • Upon request by families Note: During pandemic outbreak, daily access will be provided if requested.
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Communication with Other Healthcare Providers

The facility will consult and collaborate with NYC Health + Hospitals, NYC Emergency Management, local and state health departments, network institutions with NYC Health + Hospitals and affiliates with mutual support (EMS) relationships to ensure that coordinated, system-wide consistent efforts are implemented to minimize the impact of any service disruptions while acting to reduce the risk of disease transmission. Key contact information for all of the above entities has been identified and is maintained by the facility as part of this plan and the facility's emergency preparedness plan.

V. OCCUPATIONAL HEALTH

Monitoring of Staff for Symptoms of Respiratory Illness/Pandemic Illness

To protect residents, staff and others who may be in the facility from harm during a pandemic outbreak, the facility has developed procedures for monitoring staff for symptoms of influenza-type or other pandemic illness, testing staff members who present with symptoms and the ongoing testing of staff, as needed and may be required by NYSDOH (see Table 7).

Table 7 Procedures to Monitor and Test Staff

<ul style="list-style-type: none">• Facility will test any staff in accordance with guidance and direction of the CDC, local and state health department, and NYC Health+Hospitals, as appropriate.
<ul style="list-style-type: none">• Testing will be done through a testing lab that can provide test results in a timely manner.
<ul style="list-style-type: none">• If no testing capacity can be located that meets the timeframe goal for timely turnaround of tests, the facility will document all attempts to obtain testing and keep documents of those efforts for review.
<ul style="list-style-type: none">• If an alternative test is approved that could help meet the timely turn-around goals and is approved by the local and state health department, and NYC Health+Hospitals, as appropriate; the facility will incorporate those procedures in support of the facility's overarching objective to receive test results in a timely manner.
<ul style="list-style-type: none">• The facility will rely on the staff to self-identify their illness status.
<ul style="list-style-type: none">• The facility will follow CDC, local and state health department guidance for sending directly exposed staff home for the incubation period of the novel agent (if known).
<ul style="list-style-type: none">• The facility will follow CDC, local and state health department and NYC Health+Hospitals guidelines, as appropriate for return-to-work criteria for staff testing positive.
<ul style="list-style-type: none">• The facility will report any positive tests in accordance with local and state health department requirements for the reporting of nosocomial infections.
<ul style="list-style-type: none">• Staff who refuse to be tested shall be prohibited from providing care or services to the facility until testing is performed.

As referenced above under **Section III Infection Control Protection Plan**, staff will be monitored for influenza-like or other pandemic illness through self-monitoring/self-reporting pre-pandemic and

through mandatory screening upon staff arrival for work (see Sample Screening Tool **Exhibit 2**).

Work Restrictions for Ill/Exposed Staff

The facility will follow CDC, local and state health department, and NYC Health+Hospitals guidance and requirements as to the use of ill/exposed staff and any work restrictions placed on staff to work while ill/exposed.

NYC Health + Hospitals has implemented a policy to outline the criteria for healthcare personnel to return to work from suspected, confirmed or exposure to COVID-19 (see **Exhibit 3 - Return to Work Criteria for HCP with Suspected, Confirmed or Exposure to COVID-19**). This policy will be updated/revised based on any guidance and/or restrictions put in place by NYSDOH.

Sick Leave Policies/Leave Policies

The facility follows the leave policies issued by NYC Health + Hospitals. These policies are non-punitive, flexible and consistent with public health policies that allow ill health care providers and facility staff to stay home.

Respiratory Protection Plan for Healthcare Providers and Other Facility Staff

The facility has a respiratory protection plan in place for healthcare providers and other facility staff. This plan identifies work areas, processes or tasks that require respiratory protection for infection control purposes during normal work operations and during non-routine or emergency situations, like a pandemic outbreak. This program is limited to the use of disposable particulate respirators (minimum N95). The types of work activities, which require facility staff to wear disposable N95 respirators, are:

Table 8 – Work Activities that Require N95 Respirators

Work Activity to be Performed	Where, When, Other Factors
Having any patient contact	When entering room of patient(s) on airborne precautions
Providing direct patient care and/or having close patient contact	In patient care areas when either CDC or NYSDOH recommend the use of N95 precautions.

Routine infection control and isolation for typical care situations are well known and tend to remain consistent over time. However, during an outbreak of a new virus type or pandemic flu, infection control guidance may change as the situation unfolds, based on epidemiological data. In these situations, the facility will keep current with CDC/NYSDOH recommendation and the program will be adjusted and employees kept informed as changes occur.

Only respirators approved by the National Institute for Occupational Safety and Health (NIOSH) are used by the facility. Staff assigned to tasks that require respiratory protection are provided a medical evaluation to determine the employee's ability to use a respirator before the employee is fit tested or required to use the respirator in the workplace. All staff using N95 respirators must have been fit tested

prior to using them and fit testing is conducted at least annually after initial fit testing to ensure proper fit.

Staff use their respirators under the conditions specified in Table 8 above and in accordance with the training they receive on the use of the respirator issued. The respirator is not used in a manner for which it is not certified by NIOSH or by its manufacturer. Staff is trained and fit tested upon initial assignment to job tasks where a respirator has been determined necessary and at least annually thereafter.

As mentioned above, the facility keeps current on CDC/NYSDOH recommendations that could affect respirator use. In those instances, the Respiratory Protection Plan is updated as needed to implement any changes needed in the respiratory protection program. Staff that use N95 respirators are informed of the changes and in-services are scheduled, as needed, to train staff as to the changes/updates to the respiratory protection program and use of N95 respirators.

VI. EDUCATION AND TRAINING PLAN

The facility has a policy and procedures in place for the education on the prevention and control of infections with the facility. Education on the basic principles of infection prevention and control within the facility is provided to all healthcare providers, other facility staff, volunteers, residents, family members and guardians of residents. For facility staff, infection control prevention and control education occurs upon hire, annually thereafter and when there is a need to provide more in-depth education when surveillance findings identify a need for a focused in-service; for residents, family and visitors, education occurs upon admission, when there is a change in the resident's condition and when surveillance findings identify a need for a focused in-service.

As discussed under **Section III Infection Control Plan** above, the facility will provide training/in-services as part of its ongoing surveillance program. Education and training efforts will be enhanced and expanded during a reported pandemic outbreak in the community as follows:

Facility Staff

Before the pandemic: Staff will be educated and trained about the facility's containment plan before it needs to be implemented. Examples of containment measures that will be discussed include, but are not limited to, the following:

- Screening procedures the facility expects to implement;
- Importance of self-assessing and reporting influenza or other pandemic illness symptoms before coming to work;
- Information about cohorting of residents and assigning staff;
- How residents' movement may be limited (e.g., temporarily closing the dining room and serving meals on units, canceling social and recreational activities, etc.); and
- How visitation by family and others may be restricted/limited and communication alternatives

that will be put in place (i.e., video conferencing) in the event that visitation is not allowed.

In addition, leave policies, sick time, PPE and any other policies and procedures that may be implemented during the pandemic will be reviewed with staff. Staff will also be educated about the roles they will play during the pandemic phase. As part of the preparation for the pandemic, staff will be in-serviced on transmission-based precautions, and the requirements for use and correct usage of PPE.

During the pandemic: Staff will receive training and education to update them on pandemic-specific information and any guidance issued by CDC and/or NYSDOH on containment of the pandemic illness or treatment of residents during the pandemic. In addition, staff will be updated and educated on any change in policies or additional containment measures that may be put in place.

Education and training will be provided through department staff meetings and scheduled employee meetings as well as through assigned on-line training modules.

Residents

Before the pandemic: Residents will receive focused training regarding the actions the facility is taking to protect them and why they are important. Training topics to be reviewed with residents include, but are not limited to, the following:

- Importance of social distancing, hand hygiene, respiratory hygiene and cough etiquette;
- Screening procedures for residents the facility expects to implement;
- Information about the potential cohorting of residents;
- How residents' movement may be limited (e.g., temporarily closing the dining room and serving meals on units, canceling social and recreational activities, etc.); and
- How visitation by family and others may be restricted/limited and communication alternatives that will be put in place (i.e., video conferencing) in the event that visitation is not allowed.

During the pandemic: The facility will continue to provide focused education and training to update residents on the pandemic status of the facility as well as any updated information regarding the necessary restrictions on movement within the facility and any restriction/limitation on visitors to the facility.

Education materials and information will be adapted to the language needs and cognitive levels of the residents and will include, but not be limited to, signage, posters, pamphlets, letters, and one on one or small group discussion/presentation.

Visitors, Family Members and Guardians of Residents

Before the pandemic: Visitors, family members and guardians of residents will receive focused training regarding the actions the facility is taking to protect residents and anyone who enters the facility and

why they are important. Training topics to be reviewed include, but are not limited to, the following:

- Importance of social distancing, hand hygiene, respiratory hygiene and cough etiquette;
- Screening procedures for residents the facility expects to implement;
- Information about the potential cohorting of residents;
- How residents' movement may be limited (e.g., temporarily closing the dining room and serving meals on units, canceling social and recreational activities, etc.); and
- How visitation by family and others may be restricted/limited and communication alternatives that will be put in place (i.e., video conferencing) in the event that visitation is not allowed.

During the pandemic: The facility will continue to provide focused education and training to update visitors, family members and guardians of residents on the pandemic status of the facility as well as any updated information regarding the necessary restrictions on movement within the facility and any restriction/limitation on visitors to the facility.

Education materials and information will be adapted to the language needs and cognitive levels of the visitors and family members and will include, but not be limited to, signage, posters, pamphlets, and letters.

VII. VACCINE AND ANTIVIRAL USE PLAN

Influenza-like illness can be dramatically reduced when a vaccine is available and vaccine guidelines are carefully followed. As part of the facility's seasonal influenza plan, the seasonal flu vaccine is offered to residents and staff of the facility. Prior to the start of a new pandemic, and for some time into it, no vaccine will be available for that particular pandemic. When a vaccine becomes available, it will be in very limited supply and not available to the whole population. The facility will distribute and administer vaccine and antiviral medications (if available) according to CDC and NYSDOH directives and following the governmental/public health mandated order of priorities for giving the vaccine and antiviral medications.

Obtaining Most Current Recommendations and Guidance for Use, Availability, Access and Distribution of Vaccines and Antiviral Medications

The facility monitors public health advisories (federal and state) and guidance issued by CDC and NYSDOH as it relates to influenza outbreaks and the use, availability, access and distribution of influenza vaccines and antiviral medications. As mentioned above, the facility will follow the governmental/public health mandated order of priorities for giving the vaccine when the vaccine for that particular pandemic-causing strain of influenza becomes available. CDC guidance will be followed for the use of antiviral medication, with the final decision on whether or not to treat with antivirals resting with the treating physician.

Estimating the Number of Staff and Residents Who Would Be Targeted As First and Second Priority for Receipt of Influenza Vaccine or Antiviral Prophylaxis

The criteria for determining the number of staff and residents who would be targeted as first and second priority for receipt of the pandemic-influenza vaccine or antiviral prophylaxis will be based on CDC and NYSDOH guidance and will most likely be tailored to fit the need of the population for that particular strain of influenza causing pandemic.

Receipt of Pandemic Influenza Vaccine: It is expected that healthcare personnel and first responders will be among those with first priority to receive the vaccine when it becomes available. First priority will be given to pregnant employees, staff involved with direct patient care and staff identified as having health conditions associated with higher risk of medical complications resulting from the pandemic influenza. Second priority will be given to the remainder of the facility staff. Priority for the vaccine among residents will be determined by guidance issued by CDC and NYSDOH and the availability of the vaccine. The most important strategy is to keep the pandemic virus out the facility through vaccination of the staff.

Receipt of Antiviral Prophylaxis: As mentioned above, the final decision on whether or not to treat a specific patient with antivirals rests with the treating physician and will be based on the review of the resident's medical history and existing condition. Notwithstanding the treating physician's decision, the following patient categories will be given higher priority in receiving antivirals:

- Residents with more severe illness with suspected or confirmed influenza; and
- Residents with suspected or confirmed influenza who are a high risk for complications due to chronic medical or immunosuppressive conditions.

In addition, residents presenting with suspected influenza who have symptoms of lower respiratory tract illness or clinical deterioration should also receive prompt empiric antiviral therapy, regardless of previous health or age. It should be noted that in a pandemic situation it may be quite difficult to take antivirals prophylactically due to the large amount required to be ingested in order for the drug to be effective, as well as the likelihood that exposure to the virus may be ongoing and therefore making a single prophylaxis regimen ineffective. Antiviral medication may help lessen the effect of influenza when given to residents who already have the disease, thereby lessening the severity and duration of symptoms, and thereby possibly limiting the spread of the virus in the facility.

Plan to Expedite Delivery of Influenza Vaccine or Antiviral Prophylaxis to Residents and Staff

The facility will remain alert for any changes of the CDC's guidance and recommendations on the use of influenza vaccine and antiviral medications in a nursing home setting. Based on this guidance, the facility will work to obtain vaccines and/or antivirals through its purchase arrangements for pharmaceuticals. In addition, during the pandemic phase, vaccines and antivirals may be made available through the local health department and/or NYSDOH. This will depend on the availability of, and rank on, the federal vaccine priority list and the federal antiviral priority list with relation to

other groups requesting vaccines and/or antivirals. In the event that vaccines and/or antivirals are made available to the facility, the facility will work to expedite delivery of the vaccine and/or antiviral prophylaxis for use with residents and staff.

NOTE: the facility participates in the New York City DOHMH Auxiliary Distribution program for vaccines and related pharmaceuticals.

VIII. ISSUES RELATED TO SURGE CAPACITY DURING A PANDEMIC

Contingency Staffing Plan/Planning for Staff Shortages

It is the policy of the facility to maximize its staff availability to ensure the provision of safe resident care during a health care disaster. As described above, the facility has developed a procedure for the safe care and treatment of residents during a pandemic outbreak by assigning residents within the facility into three (3) groups, which is based on the residents' identified influenza/pandemic illness status, as follows:

- *Positive* – Space designated to be used and occupied by confirmed positive residents and staff assigned to their care. Newly admitted or readmitted residents with confirmed positive results who have not met the criteria for discontinuation of transmission-based precautions, and are allowed to be admitted/readmitted based on CDC and NYSDOH guidance, will be admitted to this space.
- *Unknown* – Space designated to be used and occupied by asymptomatic residents with exposure and/or residents who have an unknown testing status and staff assigned to their care.
- *Negative* – Space designated to be used and occupied by confirmed negative residents and staff assigned to their care.

To the extent possible, staff is consistently assigned to the same resident in order to limit the number of individuals interacting with a resident. Staff assignments across units are limited as well. Assigning dedicated staff to take care of residents, being mindful of the groupings of residents based on their identified influenza/pandemic illness status, should help to minimize the number of staff exposed to those with suspected or confirmed pandemic influenza/illness.

It is the expectation that all staff will continue to report to their normal duties unless specific directions are given otherwise. All staff will be mobilized to assist with essential job duties to provide care to the residents and to maintain the facility. During a pandemic outbreak, the facility may implement the following, considering the absenteeism due to illness and other factors, to deal with immediate staffing needs safely:

- Calling on per-diem staff;
- Use of agency staff;

- Requesting an additional day of work from off-duty employees;
- Seeking voluntary overtime;
- Mandatory overtime;
- Alternate work assignments as deemed necessary to maintain essential services; and
- Use of volunteers in the event of extreme staffing shortages.

The facility will consider the following essential elements when utilizing temporary staff (i.e., agency staff, volunteers, etc.) in an emergency staffing shortage in providing care safely:

- Staff/personnel receives training;
- Staff is oriented/familiarized with equipment and supplies;
- Staff is oriented/familiarized with the facility structure, space and set-up; and
- Staff is oriented to policy and procedures of the facility.

Identification of Essential Materials and Equipment/Plan to Address Likely Supply Shortages

During a pandemic, health care settings will need large quantities of equipment and supplies to provide care and to protect health care workers. It is anticipated that the demand will be high and that traditional supply chains may break down. In preparation for a pandemic, the following measures will be instituted:

1. The facility will maintain a 60-day supply of PPE, which will be based on the PPE burn rate/average consumption rate and will be adjusted accordingly if the burn rate/average consumption rate increases or decreases.
2. A 30-day supply of essential supplies (i.e., hand sanitizer, other cleaning supplies etc.) needed to adhere to infection control policies will be maintained.
3. The normal restocking/reordering of other supplies will remain in place unless a new need for a supply item, delay in receiving or a shortage is anticipated.

All stockpiled supplies, which are kept secured in the central storeroom and, when needed, in an additional secure location, are checked for expiration dates and rotated on a regular basis to prevent stock expiration. The NYC Health+Hospitals centralized materials management team will direct stock rotation, replacement and replenishment.

Working collaboratively with the NYC Health + Hospitals centralized materials management office and using NYC Health + Hospitals' supply chain tracking/monitoring software package, the facility's Manager of Materials Management can place orders routinely or on a stat basis to obtain the necessary supply or equipment item. During a pandemic, PPE availability is reported on a daily basis to the New York City Health + Hospitals centralized materials management office and the New York State Department of Health through the Health Electronic Reporting Data System (HERDS) so that anticipated shortages can be identified and the shortage addressed through either ordering of additional supplies or identifying the availability of PPE from other health care facilities.

Alternative Care Plans for Residents Who Need Acute Care

During a pandemic surge, mildly to moderately symptomatic confirmed positive and suspected positive residents may need acute care (hospital) services. The non-availability of hospital beds may require alternate care plans for these residents to include:

- Providing the low-level or mid-level care for mild to moderately symptomatic patients within the facility, which may include the provision of oxygen, if needed. The level of alternate care shall not exceed what the facility can effectively provide.
- Transferring the resident to an established alternate care site (i.e., mobile field medical unit) where the resident can remain and receive low-level and mid-level medical care, including the provision of oxygen, if needed, for the duration of the isolation period.

Where possible, the facility will strive to meet the clinical needs of a mild to moderately symptomatic confirmed positive or suspected positive resident in order to keep the resident at the facility. If the facility cannot meet the clinical needs of the resident, the facility will request to transfer the resident to another alternate care site/provider as required by NYSDOH directives to do so.

Higher acuity care patients requiring significant ventilator support, including intensive monitoring on a ventilator, will be transferred to an acute care hospital for care.

It is the policy of the facility to notify the emergency contact/next of kin in the event of a significant change in the resident's medical condition and/or the transfer of the resident to another facility, in this case either to a hospital or an established alternate care site. Please refer to **Section IV Communication Plan** above, for additional information on communication with authorized family members and legal representatives.

Surge Capacity Plan to Help Increase Hospital Bed Capacity

NYC Health + Hospitals has a centralized admission function to assist in the nursing home placement of patients being discharged from one (1) of the 11 NYC Health + Hospitals acute care hospitals. In addition, the facility reports the number of available beds to NYSDOH on a weekly basis through the Health Commerce System and through the HERDS system during an emergency situation to assist other acute care hospitals with information as to the availability of beds for patients needing placement in order to help increase hospital bed capacity during a pandemic. The facility will follow NYSDOH directives regarding the transfer and acceptance of patients from hospitals during a pandemic, including any directives that may be issued on not accepting patients with confirmed positive status of the pandemic illness.

The facility works collaboratively with discharge planners from hospitals to obtain the necessary documentation to facilitate the clinical review for appropriate placement of discharged hospital patients in an available bed. During a pandemic, placement in an available bed at the facility will be determined by the patient's testing status and/or health status as a result of the pandemic, which may result in the declination of placement by the facility if a bed is not available in the correct designated cohorting spaces established by the facility. The acceptance of an admission will be based on NYSDOH directives regarding the transfer and acceptance of patients during a pandemic.

During a pandemic, the facility will assess residents admitted to the facility for short-term rehabilitative services to determine if they can safely be discharged home in order to free up beds that may be needed to address placement of discharged hospital patients in need of low level medical/surgical care at the facility.

Increased Need for Post Mortem Care/Disposition of Deceased Residents

At the present time, there is limited morgue capacity at the facility. During a pandemic, there could be an increased need for surge morgue capacity. In the case of surge morgue capacity need, the facility may establish a Body Collection Point (BCP) with the NYC Office of Chief Medical Examiner (OCME). A BCP is a temporary refrigeration unit used to store decedents until transport is arranged. It allows the facility to store deceased residents until they can be released to funeral homes or until OCME takes possession if a body is not claimed. The purpose of the BCP is to decompress the facility's morgue to give funeral homes the time to get to the facility to make the removal and follow the wishes of the family.

Mass fatality management plan is detailed in Annex F to the Comprehensive Emergency Management Plan.

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POINT OF ENTRY SCREENING PROCEDURE

Policy #: IC C-3	Date: October 1, 2021
Revision: January 14, 2022	

POLICY:

It is the policy of NYC Health + Hospitals / Gouverneur to employ screening strategies to prevent the spread of COVID-19 in the facility to protect residents, families and staff from serious illness and life threatening complications.

NOTE: This guidance is subject to change/s and update/s to comply with most current guidelines issued by NYS Department of Health (NYSDOH, Centers for Medicare and Medicaid Services (CMS), Centers for Disease Control and Prevention (CDC), and NYC Health + Hospitals.

PURPOSE:

To provide a safe environment for our residents, families, and staff from COVID19 through timely identification of COVID19 infection thus preventing it's spread.

SCOPE:

All staff, contractors / vendors, family members / visitors

PROCEDURE/GUIDELINE:

I. STAFF, CONTRACTORS AND VENDORS

1. All skilled nursing facility (SNF) and shared services (SNF and Gotham Health) staff are required to complete self screening via NYC Health + Hospitals Point of Entry (POE) application. This application is available as follows:
 - a. For staff with an Android or iOS mobile device, access the Point of Entry Screening tool at: <https://covid19.nychealthandhospitals.org/selfscreening>
 - b. For staff without a compatible mobile device, using the Point of Entry Screening tool available in the entrance lobbies to the facility. Using either method will create an electronic record of the

employee screening. A green entry permit will be sent to the employee's email address and their mobile device if so equipped. Unvaccinated employees will not be cleared to enter the facility.

2. Authorized visitors and vendors should complete the Point of Entry Screening tool available in the entrance lobbies to the facility and continue to follow all other visitor and vendor access policies as applicable.
3. All persons seeking to enter the facility are encouraged to complete the self-screening electronically prior to arrival at the facility. This is available to staff and non-staff alike. Signage will be provided at physical points of entry. See APPENDIX A.
4. All persons entering the facility will be required to pass through a physical point of entry equipped with a thermal camera designed to detect temperature anomalies. Persons who are identified as being out of temperature range will be stopped and subject to manual temperature verification and additional screening questions. See APPENDIX B for temperature screening workflow.
5. Hospital Police should be called upon to assist if an individual is denied entry for any reason; the A.D.N. or administrator may be contacted for follow up if needed.

II. FAMILY MEMBERS / VISITORS:

1. All family members / visitors requires a negative SARS-CoV-2 test result one day prior to visitation for antigen tests and two days prior to visitation for NAAT (e.g. PCR) tests. All visitors may use either NAAT testing or antigen testing. Attestation form must be signed and presented along with the proof of negative test to the screening station
2. All family members /visitors are required to complete self screening via NYC Health + Hospitals Point of Entry (POE) application. This application is available as follows:
 - a) For Android or iOS mobile device users, access the Point of Entry Screening tool at:
<https://covid19.nychealthandhospitals.org/selfscreening>
 - b) For individuals without a compatible mobile device, using the Point of Entry Screening tool available in the entrance lobbies to the facility. Using either method will create an electronic record of the employee screening. A green entry permit will be sent to the employee's email address and their mobile device if so equipped. Unvaccinated employees will not be cleared to enter the facility.
3. Wear a well-fitting non-surgical paper mask or a mask of higher quality (i.e., surgical mask, KN95 or N95) at all times during any visitation at the facility. If the visitor wishes, a cloth mask may be placed over the paper mask. The masks must cover both the nose and the mouth.
4. Physically distance from facility personnel and other patients/residents/visitors that are not directly associated with the specific resident(s) being visited by that individual.

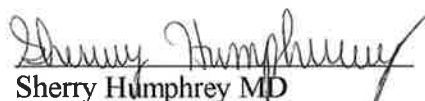
III. EXEMPTIONS:


1. The following are exempt from the testing requirements of this Advisory:
 - a) As stated in previous Department and CMS guidance at 42 CFR § 483.10(f)(4)(i)(C) requires that a Medicare and Medicaid-certified nursing home provide representatives of the Office of the State Long-Term Care Ombudsman with immediate access to any resident. If an ombudsman is planning to visit a resident who is on transmission-based precautions or in quarantine, or an unvaccinated resident in a nursing home in a county where the level of community transmission is substantial or high in the past 7 days, the resident and ombudsman should be made aware of the potential risk of visiting, and the visit should take place in the resident's room. Representatives of the Office of the Ombudsman should adhere to the core principles of COVID- 19 infection prevention as described above.
 - b) Compassionate caregiving visitors, within the meaning of Public Health Law §2801-h, who are visiting in anticipation of the end of a resident's life or in the instance of a significant mental, physical, or social decline or crisis of a resident. In any case where such an exception is made, the visitor must wear any additional personal protective equipment (PPE) that facility personnel deem appropriate to the situation.
 - c) Emergency medical services (EMS) personnel are not subject to testing requirements.

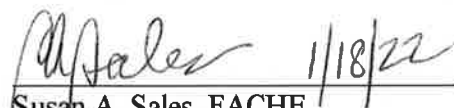
REFERENCES:

NYSDOH DAL: Nursing Home Staff and Visitation Requirements Jan 4 2022

Approved:


Sherry Humphrey MD
Chief Medical Officer


Marcia Styles, RN, MPH, LNHA
Associate Director of Nursing


Susan A. Sales, FACHE
Chief Executive Officer

Revised by:

Christian Roncesvalles, RN
Associate Director of Nursing / Infection Control Practitioner

Reviewed by:

Edwine Joseph RN MSN
Assistant Director of Nursing / Nurse Educator

APPENDIX A

POINT OF ENTRY SCREENING SIGNAGE

AUTOEVALUACIÓN DE COVID-19 EN LA ENTRADA PARA TODOS LOS MIEMBROS DEL PERSONAL, PACIENTES, VISITANTES Y PROVEEDORES

¿CÓMO FUNCIONA?



- 1.** Escanee el código QR con la cámara de su teléfono.
- 2.** Abra el siguiente enlace:
<https://covid19.nychealthandhospitals.org/selfscreening>
- 3.** Complete el formulario y responda todas las preguntas de preevaluación.
- 4.** Presione "Enviar". Recibirá un aviso en su celular de inmediato. El personal también recibirá un correo electrónico.

El color verde significa que puede ingresar. El color rojo significa que no puede ingresar y que el personal le notificará a un supervisor. Hable con el evaluador en la entrada si tiene alguna duda.
- 5.** Muéstrelle los resultados de la pantalla al personal designado en la entrada de la institución.
- 6.** Repita este procedimiento cada vez que necesite entrar a la institución.

進入點 COVID-19 自我篩查適用於全體工作人員、病患、訪客和供應商

以下是運作方式



1. 用手機攝像頭掃描二維碼。
2. 開啟 URL：
<https://covid19.nychealthandhospitals.org/selfscreening>
3. 填寫表格並回答所有篩查前問題。
4. 按「提交」。您的手機會立即收到一條提醒。工作人員也會收到一封電子郵件。

綠色表示您可以進入。紅色表示您不可以進入，工作人員將通知主管。如有問題，請在進入點與檢查員交談。
5. 向機構的指定進入點工作人員出示您的螢幕顯示的結果。
6. 您每天進入此機構時都需要重複這樣做。

STAFF POINT OF ENTRY SCREENING FOR COVID-19

Here's How it Works



- 1.** Scan QR code with your phone's camera.
- 2.** Open the URL:
<https://covid19.nychealthandhospitals.org/selfscreening>
- 3.** Complete the form and answer all pre-screening questions. Use the same user name and password from your work computer.
- 4.** Press "submit." You will immediately get a notification on your phone and via email. Green means OK to enter. Red means No Entry, notify supervisor, get COVID-19 test.
- 5.** Show the results on your screen to the designated staff person at the point of entry in your facility.
- 6.** Repeat every work day.

For any questions, please contact
pointofentry@nychhc.org

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APPENDIX B

POINT OF ENTRY WORKFLOW

POINT OF ENTRY SCREENING FLOWCHART

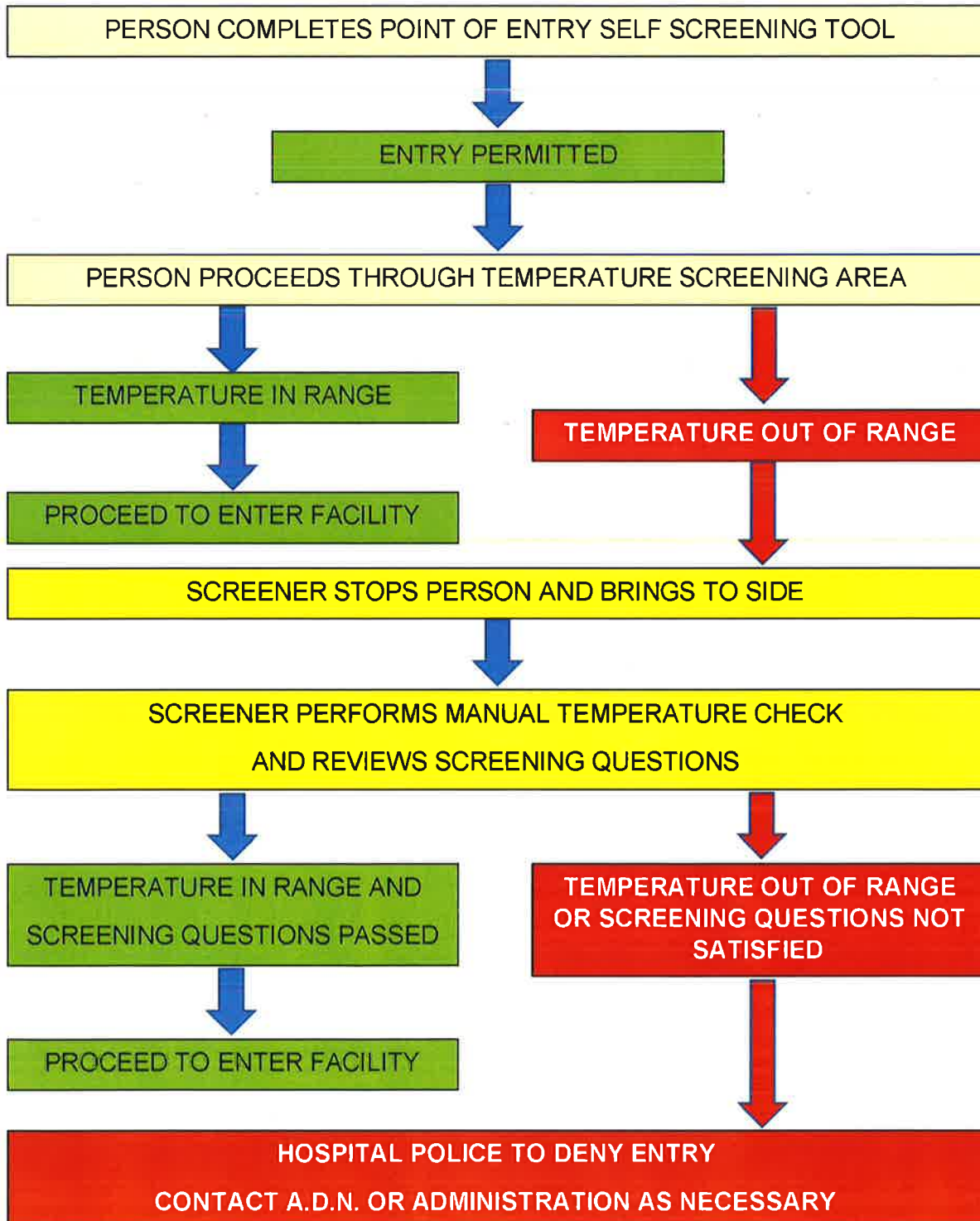


EXHIBIT 3

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SUMMARY OF UPDATES:

The following sections have been updated as of 2/11/2022

1. Boosted HCP do not require testing after high risk exposure
2. Isolation criteria for staff, regardless of vaccination status, is 5 days with/without negative test, if asymptomatic or mild-moderate illness with improving symptoms
3. Acceptable COVID-19 testing for unboosted staff return to work after high risk exposure now includes choice of either a lab-performed COVID-19 antigen test or PCR with testing on days specified below.
4. Revised definition of boosted person.

Purpose	To provide guidance on return to work criteria after COVID-19 infection or exposure.		
Scope	All New York City Health + Hospitals Personnel		
Process	HCP Isolation Guidance		
	Symptom Status	Vaccination Status	Return to Work Criteria
	Symptomatic	<ul style="list-style-type: none"> • Any 	<ul style="list-style-type: none"> • At least 5 days have passed since date of symptom onset, with date of onset considered day 0. No testing is required to return to work. • Not have a fever for at least 72 hours without fever-reducing medication • Have resolution of symptoms or, if still with residual symptoms, then all are improving • Not have rhinorrhea (runny nose) • Have no more than minimal, non-productive cough (i.e., not disruptive to work and does not stop the person from wearing their mask continuously, not coughing up phlegm) • HCP must consistently and correctly wear a N95 respirator of equivalent or a well-fitting face mask (such as a surgical mask) • HCP practice social distancing from coworkers at all times except when job duties do not permit such distancing. • If HCP must remove their respirator or well-fitting facemask, for example, in

Return to Work Criteria for Health Care Personnel with Suspected or Confirmed Exposure to COVID-19



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			<p>order to eat or drink, HCP should separate themselves from others.</p> <ul style="list-style-type: none"> • After returning to work, HCP should self-monitor for symptoms and seek re-evaluation from occupational health if symptoms recur or worsen
	<p>Asymptomatic</p>	<ul style="list-style-type: none"> • Any 	<ul style="list-style-type: none"> • At least 5 days have passed since the date of first positive viral test, with date of collection considered day 0. No testing is required to return to work. • HCP must consistently and correctly wear a N95 respirator or equivalent or a well-fitting face mask (such as a surgical mask) • HCP practice social distancing from coworkers at all times except when job duties do not permit such distancing. • If HCP must remove their respirator or well-fitting facemask, for example, in order to eat or drink, HCP should separate themselves from others. • After returning to work, HCP should self-monitor for symptoms and seek re-evaluation from occupational health if symptoms recur or worsen
	<p>HCP with severe to critical illness or who are moderately to severely immunocompromised</p>		<ul style="list-style-type: none"> • At least 10 days and up to 20 days have passed since symptoms first appeared, and • At least 24 hours have passed since last fever without the use of fever-reducing medications, and • Symptoms (e.g., cough, shortness of breath) have improved. <p>Consultation with infectious disease specialist is required because moderately</p>

to severely immunocompromised HCPs may produce replication-competent virus beyond 20 days after symptom onset or for those who were asymptomatic throughout their infection, the date of their first positive viral test.

HCP Exposure Guidance

Lower-Risk Exposures of HCP Exposed to Individuals with Confirmed COVID-19 Infection

- In general, asymptomatic HCP who have had a lower-risk exposure do not require work restriction regardless of vaccination status and do not develop symptoms or test positive for SARS-CoV-2.
- If HCP becomes symptomatic, they must isolate, not report to work and notify facility OHS, and get tested

Higher-Risk Exposures of HCP Exposed to Individuals with Confirmed COVID-19 Infection

Vaccination Status	Guidance
Up-to-date with Vaccination: <ul style="list-style-type: none"> ○ Fully vaccinated and boosted OR ○ Fully vaccinated but not eligible for booster dose 	<ul style="list-style-type: none"> ○ Does not require work restriction or testing requirements if they do not develop symptoms or test positive for SARS-CoV-2
Not up-to-date with Vaccination: <ul style="list-style-type: none"> ○ Fully vaccinated and eligible for booster but <i>not boosted</i> OR ○ Not fully vaccinated 	<ul style="list-style-type: none"> ○ Does not require work restriction if they do not develop symptoms or test positive for SARS-CoV-2 ○ MUST get tested with negative PCR or lab-performed antigen tests on days 1, 2, 3, and 5-7 but can continue to work (total of 6 serial tests) ○ If HCP test positive or becomes symptomatic, the HCP must isolate,

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			<p>not report to work and notify facility OHS</p>
		<p>Note: The specific factors associated with these exposures should be evaluated on a case by case basis; interventions, including restriction from work, can be applied if the risk for transmission is deemed substantial or are otherwise directed to do so by the DOH.</p> <p>Testing must still occur for asymptomatic HCPs (regardless of vaccinations status) even if HCP has recovered from COVID-19 in the prior 90 days.</p>	
	<p>HCP Working in Nursing Homes</p>	<p>Fully vaccinated asymptomatic HCP with exposure do not need to quarantine but are required to continue to receive COVID-19 testing twice weekly at their facility or based on most recent NYSDOH Executive Order.</p>	
	<p>HCP Travel Guidance</p>	<p>HCP Travel Requirements for New York State (General): As of June 25, 2021, the New York State Travel Advisory is no longer in effect. As such, travelers arriving in New York are no longer required to submit traveler health forms.</p> <p>All travelers, domestic and international, should continue to follow all CDC travel requirements.</p> <p>Asymptomatic HCP Returning from Domestic Travel: Asymptomatic HCP returning from domestic travel no longer have to test or quarantine. Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.</p> <p>HCP Returning from International Travel: HCPs returning from international travel should continue to follow CDC guidance which recommends getting tested for COVID-19 with a viral test 3-5 days after travel. Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.</p>	
	<p>Paid Sick Leave</p>	<p>HCP and COVID-19 Paid Sick Leave: Employees who engage in domestic or international travel, not related to work, will need to use their personal leave</p>	

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		time, from the time of return to New York until the end of any required period of quarantine or isolation.
	HCPs Working Remotely	Guidelines for HCPs Working Remotely Exposed to COVID-19: HCPs working remotely who are exposed to COVID-19 should adhere to their local Health Department regulations or notifications regarding quarantine and should use their personal leave time for any absences.
Definitions	Healthcare Personnel (HCP)	HCP refers to all clinical and non-clinical, paid or unpaid persons, including Contact Tracers or Community Care Workers working in healthcare settings or in the community; including facility offices and central office locations who have the potential for direct or indirect exposure to patients, staff or infectious materials, including bodily substances; contaminated medical supplies, devices, and equipment; contaminated environmental surfaces; or contaminated air.
	Severely Immunocompromised	Severely immunocompromised: <ul style="list-style-type: none"> • Receiving chemotherapy for hematopoietic malignancies • Receiving chemotherapy or radiation for solid-organ malignancies • immunosuppressed following solid-organ transplant, or during conditioning and 72 months following hematopoietic stem cell transplant • Taking biologic therapy (e.g. rituximab, IL-L7,IL-6, or TNF inhibitors or others) • Receiving at least 20 mg or 2 mg/kg body weight of prednisone (or equivalent) per day for 14 or more days immunosuppressed because of severe inherited or acquired immunodeficiencies (e.g., agammaglobulinemia or HIV infection with CD4 count less than 200 or others)
	Mild Illness	Individuals who have any of the various signs and symptoms of COVID-19 (e.g. fever, cough, sore throat, malaise, headache, muscle pain) without shortness of breath, dyspnea, chest pain or abnormal chest imaging.
	Moderate Illness	Individuals who have evidence of lower respiratory disease by clinical assessment or imaging and a saturation of oxygen (SpO ₂) ≥94% on room air at sea level and various signs and

		symptoms of COVID-19 (e.g. fever, cough, sore throat, malaise, headache, muscle pain) with shortness of breath, dyspnea, chest pain or abnormal chest imaging.
	Severe Illness	Individuals who have respiratory frequency >30 breaths per minute, SpO ₂ <94% on room air at sea level (or, for patients with chronic hypoxemia, a decrease from baseline of >3%), ratio of arterial partial pressure of oxygen to fraction of inspired oxygen (PaO ₂ /FiO ₂) <300 mmHg, or lung infiltrates >50% on chest imaging.
	Critical Illness	Individuals who have respiratory failure, septic shock, and/or multiple organ dysfunction.
	Exposure	HCP: Prolonged (“prolonged” refers to a cumulative time period of 10 or more minutes during a 24-hour period) close (within 6 feet) contact with a patient, visitor or HCP with confirmed COVID-19. In addition, HCP was not wearing a respirator or face mask or HCP was not wearing protective eyewear if the person with COVID-19 was not wearing a facemask or HCP not wearing all recommended PPE during an aerosol generating procedure with a patient with confirmed COVID-19 or HCP was deemed to have had an exposure (including proximate contact) by a local health department.
	High Risk Exposure	High risk exposures generally involve the HCP’s eyes, nose and mouth to material containing COVID-19 virus. Particularly if the HCP is in a room during an aerosol generating procedure
	Low Risk Exposure	Low risk exposures include having body contact with the patient (e.g., rolling the patient) <i>without gown or gloves</i> particularly if hand hygiene is not performed and the HCP touches their mouth, nose or eyes.
	Close Contact	Anyone who has prolonged close contact (within 6 feet for a cumulative total of 15 minutes over 24 hours) to someone with COVID-19 infection who is not using PPE correctly, not wearing a well-fitting mask whether the HCP and/or the individual with COVID-19 infection are fully vaccinated.
	Fully Vaccinated	≥2 weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna or a WHO approved vaccine) or ≥2 weeks after they have received a single-dose vaccine (Johnson and Johnson (J&J)/Janssen).
	Partially Vaccinated	Received 1 dose of a 2-dose series (Pfizer-BioNTech or Moderna or a WHO approved vaccine).

Return to Work Criteria for Health Care Personnel with Suspected or Confirmed Exposure to COVID-19



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	Up to date with COVID-19 Vaccination	A person is considered up to date when all recommended COVID-19 vaccines doses have been received, including any booster dose(s) when eligible. Many people who are immunocompromised may need an additional dose as part of their primary vaccine series
	Boosted	A person is considered "boosted" and up to date right after getting their booster dose.
References	<p>CDC: Potential Exposure at Work: https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assesment-hcp.html</p> <p>Interim Advisory on Return-to-Work Protocols for Personnel with SARS-CoV-2 Infection or Exposure to SARS-CoV-2 in Healthcare Settings. January 4, 2022</p> <p>Updated Advisory on Return-to-Work Protocols for Healthcare Personnel with SARS-CoV-2 Infection or Exposure to SARS-CoV-2, February 4, 2022 DOH Advisory RTW 2022 Feb4.pdf (gnyha.org)</p>	

Prepared by:	<i>Syra Madad, DHS</i>	Sr. Director, System Special Pathogens	2/11/2022
	<i>Reba Williams, MD</i>	Medical Director, OHS	2/11/2022
	Name/Signature	Title	Date
Approved by:	<i>Machelle Allen</i>	<i>SrVP/CMO</i>	2/11/2022
		Name/Signature	Title
		Title	Date

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EXHIBIT 1

Pandemic Influenza/Illness Planning Checklist – Annual Update 2/2022

1. Structure for planning and decision-making.

Reviewed	No Update Needed	Updated	
		✓	<p>Pandemic influenza/illness has been incorporated into emergency planning and exercises for the facility.</p> <p>A multidisciplinary planning committee or team has been created to specifically address pandemic influenza/illness preparedness planning. Committee's name: <u>Multidisciplinary Pandemic Planning Team</u></p> <p>A person has been assigned responsibility for coordinating preparedness planning, hereafter referred to as the pandemic influenza/illness response coordinator: <u>Charleen Clarke, R.N., MSN</u></p> <p>Members of the planning committee include (as applicable to each setting) the following:</p> <p>Facility Administration: <u>Susan Sales, FACHE</u> Medical Director: <u>Sheri Humphrey, M.D.</u> Nursing administration: <u>Charleen Clarke, R.N., MSN;</u> <u>Marcia Styles, RN</u> Quality Management: <u>Emalyn Bravo</u> Infection Prev. and Control: <u>Christian Roncesvalles, R.N.</u> Occupational Health: <u>Marie Pesola PA</u> Staff Training and orientation: <u>Edwine Joseph, R.N.</u> Engineering/maintenance services: <u>Santos Sanchez;</u> <u>Charles Goldsmith</u> Emergency Management: <u>Daniel Meisels, MPA, CEM</u> Environmental services: <u>Fitzcar Batard</u> Dietary services: <u>Rusana Borocho RD</u> Pharmacy services: <vendor managed> Rehabilitation services: <u>Danny Wong</u> Purchasing Agent: <central office> Social Services: <u>Marne Salomon</u> Therapeutic Recreation: <u>Carolyn Franklin</u></p>

1. Structure for planning and decision-making (continued)			
Reviewed	No Update Needed	Updated	
	✓		<p>Local and state health departments and provider/trade association points of contact have been identified for information on pandemic influenza/illness planning resources.</p> <p>Local health department contact: <u>212-447-2676</u> State health department contact: <u>518-473-4436</u> New York City Emergency Management: <u>646-692-3641</u> NYS Emergency Management: <u>518-292-2301</u></p> <p>Local, regional, or state emergency preparedness groups, including bioterrorism/communicable disease coordinators points of contact have been identified: City: <u>NYCHHC Emergency Management; New York City Emergency Management</u> State: <u>NYS Emergency Management</u></p> <p>Area hospitals points of contact have been identified in the event that facility residents require hospitalization or facility beds are needed for hospital patients being discharged in order to free up needed hospital beds (see listing in Annex J to the CEMP (Communications Resources))</p>

2. Development of a written pandemic plan.

Reviewed	No Update Needed	Updated	
	✓		Copies have been obtained of relevant sections of the HHS Pandemic Influenza/Illness Plan (available at www.hhs.gov/pandemic-flu/plan) and available state, regional, or local plans are reviewed for incorporation into the facility's plan.
	✓		The facility plan includes the elements listed in #3 below.
	✓		The plan identifies the person(s) authorized to implement the plan and the organizational structure that will be used.

3. Elements of a pandemic plan

Reviewed	No Update Needed	Updated	
	✓		<p>A plan is in place for surveillance and detection of the presence of pandemic influenza/illness in residents and staff. A person has been assigned responsibility for monitoring public health advisories (federal and state), and updating the pandemic response coordinator and members of the pandemic influenza/illness planning committee when pandemic influenza has been reported in the United States and is nearing the geographic area.</p> <p>Insert name, title and contact information of person responsible): <u>Christian Roncesvalles, R.N.</u></p>
	✓		<p>A written protocol has been developed for weekly or daily monitoring of seasonal influenza-like illness in residents and staff. (Having a system for tracking illness trends during seasonal influenza will ensure that the facility can detect stressors that may affect operating capacity, including staffing and supply needs, during a pandemic.)</p> <p>A protocol has been developed for the evaluation and diagnosis of residents and/or staff with symptoms of pandemic influenza/illness.</p> <p>Assessment for seasonal influenza is included in the evaluation of incoming residents. There is an admission policy or protocol to determine the appropriate placement and isolation of patients with an influenza-like illness. (The process used during periods of seasonal influenza can be applied during pandemic influenza/illness.)</p> <p>A system is in place to monitor for, and internally review transmission of, influenza among patients and staff in the facility. Information from this monitoring system is used to implement prevention interventions (e.g., isolation, cohorting). (This system will be necessary for assessing pandemic influenza transmission.)</p>

3. Elements of a pandemic plan (continued)			
Reviewed	No Update Needed	Updated	
	✓		<p>A facility communication plan has been developed.</p> <p>Key public health points of contact during a pandemic have been identified.</p> <p>Local health department contact: <u>212-447-2676</u> State health department contact: <u>518-473-4436</u></p> <p>A person has been assigned responsibility for communications with public health authorities during a pandemic.</p>
	✓		<p>A person has been assigned responsibility for communications with staff, residents, and their families regarding the status and impact of pandemic influenza/illness in the facility. (Having one voice that speaks for the facility during a pandemic will help ensure the delivery of timely and accurate information).</p> <p>Contact information for family members or guardians of facility residents is up-to-date.</p> <p>Communication plans include how signs, phone trees, and other methods of communications will be used to inform staff, family members, visitors, and other persons coming into the facility (e.g., sales and delivery people) about the status of pandemic influenza/illness in the facility.</p> <p>A list has been created of other healthcare entities and their points of contact (e.g., other long-term care and residential facilities, local hospitals' emergency medical services, relevant community organizations (including those involved with disaster preparedness) with whom it will be necessary to maintain communication during a pandemic beds (see listing in Annex J to the CEMP (Communications Resources)</p>

3. Elements of a pandemic plan (continued)

Reviewed	No Update Needed	Updated	
	✓		<p>A plan is in place to provide education and training to ensure that all personnel, residents, and family members of residents understand the implications of, and basic prevention and control measures for, pandemic influenza.</p> <p>A person has been designated with responsibility for coordinating education and training on pandemic influenza/illness (e.g., identifies and facilitates access to available programs, maintains a record of personnel attendance):</p> <p>Current and potential opportunities for long-distance (e.g., web-based) and local (e.g., health department or hospital-sponsored) programs have been identified.</p> <p>Language and reading-level appropriate materials have been identified to supplement and support education and training programs and a plan is in place for obtaining these materials.</p> <p>Education and training includes information on infection control measures to prevent the spread of pandemic influenza/illness.</p> <p>The facility has a plan for expediting the credentialing and training of non-facility staff brought in from other locations to provide patient care when the facility reaches a staffing crisis.</p> <p>Informational material (e.g., brochures, posters) on pandemic influenza/illness and relevant policies (e.g., suspension of visitation, where to obtain facility or family member information) have been developed or identified for residents and their families. These materials are language and reading-level appropriate, and a plan is in place to disseminate these materials in advance of the pandemic.</p>

3. Elements of a pandemic plan (continued)

Reviewed	No Update Needed	Updated	
	✓		<p>An infection control plan is in place for managing residents and visitors with pandemic influenza/illness that includes the following:</p> <p>An infection control policy that requires direct care staff to use Standard and Droplet Precautions (i.e., mask for close contact) with symptomatic residents.</p> <p>A plan for implementing Respiratory Hygiene/Cough Etiquette throughout the facility</p> <p>A plan for cohorting symptomatic residents or groups using one or more of the following strategies: Confining symptomatic resident and their exposed roommates to their room, Placing symptomatic residents together in one area of the facility, or Closing units where symptomatic and asymptomatic residents reside (i.e., restricting all residents to an affected unit, regardless of symptoms).</p> <p>The plan includes a stipulation that, where possible, staff who are assigned to work on affected units will not work on other units.</p> <p>Criteria and protocols for closing units or the entire facility to new admissions when pandemic influenza/illness is in the facility have been developed.</p> <p>Criteria and protocols for enforcing visitor limitations have been developed</p>
		✓	<p>An occupational health plan for addressing staff absences and other related occupational issues has been developed that includes the following:</p> <p>A liberal/non-punitive sick leave policy that addresses the needs of symptomatic personnel and facility staffing needs. The policy considers:</p> <ul style="list-style-type: none"> ○ The handling of personnel who develop symptoms while at work. ○ When personnel may return to work after having pandemic influenza/illness.

3. Elements of a pandemic plan (continued)		
Reviewed	No Update Needed	Updated
		<ul style="list-style-type: none"> ○ When personnel who are symptomatic but well enough to work, will be permitted to continue working. ○ Personnel who need to care for family members who become ill. ○ A plan to educate staff to self-assess and report symptoms of pandemic influenza before reporting for duty. ○ A list of mental health and faith-based resources that will be available to provide counseling to personnel during a pandemic. ○ A system to monitor influenza vaccination of personnel. ○ A plan for managing personnel who are at increased risk for influenza complications (e.g., pregnant women, immuno-compromised workers) by placing them on administrative leave or altering their work location.
	✓	<p>A vaccine and antiviral use plan has been developed.</p> <p>CDC and state health department websites have been identified for obtaining the most current recommendations and guidance for the use, availability, access, and distribution of vaccines and antiviral medications during a pandemic. For more information, see www.hhs.gov/pandemicflu/plan/sup6.html and www.hhs.gov/pandemicflu/plan/sup7.html.</p> <p>HHS guidance has been used to estimate the number of personnel and residents who would be targeted as first and second priority for receipt of pandemic influenza vaccine or antiviral prophylaxis. For more information, see www.hhs.gov/pandemicflu/plan/sup6.html and www.hhs.gov/pandemicflu/plan/sup7.html.</p> <p>A plan is in place for expediting delivery of influenza vaccine or antiviral prophylaxis to residents and staff as recommended by the state health department.</p>

3. Elements of a pandemic plan (continued)

Reviewed	No Update Needed	Updated	
	✓		<p>Issues related to surge capacity during a pandemic have been addressed.</p> <p>A contingency staffing plan has been developed that identifies the minimum staffing needs and prioritizes critical and non-essential services based on residents' health status, functional limitations, disabilities, and essential facility operations.</p> <p>A person has been assigned responsibility for conducting a daily assessment of staffing status and needs during an influenza/illness pandemic: ____</p> <p>Legal counsel and state health department contacts have been consulted to determine the applicability of declaring a facility "staffing crisis" and appropriate emergency staffing alternatives, consistent with state law.</p> <p>The staffing plan includes strategies for collaborating with local and regional planning and response groups to address widespread healthcare staffing shortages during a crisis.</p> <p>Estimates have been made of the quantities of essential materials and equipment (e.g., masks, gloves, hand hygiene products, intravenous pumps) that would be needed during a six-week pandemic. <i>Note: NYSDOH requires 1 months supply of PPE</i></p> <p>A plan has been developed to address likely supply shortages, including strategies for using normal and alternative channels for procuring needed resources.</p> <p>Alternative care plans have been developed for facility residents who need acute care services when hospital beds become unavailable.</p> <p>Surge capacity plans include strategies to help increase hospital bed capacity in the community.</p>

3. Elements of a pandemic plan (continued)			
Reviewed	No Update Needed	Updated	
	✓		<p>Signed agreements have been established with area hospitals for admission to the long-term care facility of non- influenza patients to facilitate utilization of acute care resources for more seriously ill patients.</p> <p>Facility space has been identified that could be adapted for use as expanded inpatient beds and information provided to local and regional planning contacts.</p> <p>A contingency plan has been developed for managing an increased need for post mortem care and disposition of deceased residents. An area in the facility that could be used as a temporary morgue has been identified. Local plans for expanding morgue capacity have been discussed with local and regional planning contacts.</p>

EXHIBIT 2

Sample Surveillance Screening Tool

Respiratory Infection Screening Tool	
Date:	Health Care Worker Instructions
Unit:	
Section A: Respiratory Symptoms	
Are you experiencing any of the following symptoms: <ul style="list-style-type: none"> o New/Worse Cough OR o New/Worse shortness of breath (worse than what is normal for you) 	If YES, Continue to Section B. If NO, stop here.
Section B: Temperature	
Are you feeling feverish, had shakes or chills in the last 24 hours? Or is the temperature above 99.7 °F? Record Temperature:	If YES, mask the patient immediately and initiate Droplet Precautions
Section C: Additional Screening for Influenza-like Illness	
If patient fails Section A and B, proceed with additional screening for influenza-like illness: 1Sore throat 1Arthraigia – joint pain 1Myalgia – muscle pain 1Prostration – extreme physical weakness/exhaustion 1Diarrhea	

Facility Point of Entry Screening Tool	
Section A: Temperature	
Automatically monitored upon entry by mounted thermal imaging system	See PoE Screening Policy IC-C-3 for flowchart
Section B: Screening Questions	
As defined by On-line PoE Screening Tool	See PoE Screening Policy IC-C-3 for flowchart