



CLOVERMEADOWS

HEALTHCARE + REHABILITATION

Outbreak Plan

Policy:

It is the policy and procedure for Clover Meadows Healthcare and Rehabilitation Center to be prepared to the best of the facilities ability in the event of an outbreak of an infectious disease.

Lesson Learned & Experience with COVID 19:

- The spread of an infectious disease happens quickly; being meticulous and being prompt are of the utmost importance in order to mitigate the transmission.
- Education is key when an outbreak occurs, making sure each staff member is educated on what is expected of them to keep the residents and themselves safe against an infectious disease.
- It is a complete team effort, all staff must pitch in and do their part to follow proper infection protocols and procedures in order to have an effective environment to slow the spread.

Strategy for Communication with Staff:

1. In the event of an outbreak of an infectious disease staff will be alerted through various means of communication such as in servicing in person and memos.
2. Through these different means staff will be educated on the following:
 - a. Updated policies and procedures in order to mitigate the transmission of an infectious disease;
 - b. Expectations for each department and staff member for their role they will play;
 - c. Signs and symptoms of the infectious disease to be aware of;
 - d. PPE usage and stock availability.

Strategy for Communication with Residents, their families and representatives:

1. In the event of an outbreak of an infectious disease resident, their families and their representatives will be alerted through various means of communications:
 - a. Residents:
 - i. Room visits;
 - ii. Resident council;
 - b. Families and representatives:
 - i. Weekly newsletters;
 - ii. Phone calls when necessary.
2. In the event a new case of COVID-19, or three or more residents or staff with respiratory symptoms that occur within 72 hours, the facility will alert residents' families, and their representatives through by 5pm the next calendar day:



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- a. Letter sent to the families;
- b. Phone call to all POA, or 1st emergency contacts for each resident.

Virtual Communication:

1. In the event that the facility needs to restrict visitation all residents will be eligible for virtual visits with family members and loved one through use of video conferencing.
2. Residents will also have the opportunity to call family members from the facilities phone when desired.
3. The residents, families and representatives of the resident will be alerted of the change in visitation and educated about the virtual communication policy.
4. If desired preferences of both the resident and families will be asked and taken into consideration, (i.e. families availability, and resident therapy schedule).
5. A schedule will be created and based on the staff availability and the number of calls needed "visits" will be scheduled.

Mitigating Staffing Shortage:

1. Identify cross-trained personnel who have the skills and abilities to perform other functions.
 - a. DON, ADON, MDS Coordinator and Supervisors can function as floor nurses.
2. Identify employees who are available to work shifts other than their regular schedule.
3. Flexible scheduling should be considered. 24-hour notice will be given prior to a staffing or scheduling change.
4. Review time off requests and authorizations and determine if cancellation may be required.

Procedure:

1. In the event of an outbreak of a contagious disease, Clover Meadows will isolate any infected resident at the discretion of their physician and facility's medical director until the cessation of the outbreak or risk of contamination.
 - a. In accordance with medical guidance, Clover Meadows will cohort respectively those infected or high risk residents; in an effort to reduce and minimize the spread of the disease to other residents.
2. In an effort to minimize the exposure of any infection in the event of an outbreak of a contagious disease, Clover Meadows will notify any/all visitors, or vendors as necessary of the risk factors upon entering the facility.
3. In an effort to minimize the exposure of infection due to the outbreak of a contagious disease, Clover Meadows will:



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- a. Ensure the availability (or resource to the availability) of proper laboratory testing for its residents.
 - b. Facility will have a questionnaire upon entry of all staff, visitors, vendors etc. assessing whether the person entering the facility is ill or at risk of spreading any contagious disease.
 - c. A facility representative will be testing the temperature of all staff members, visitors or any essential personnel entering the facility. The facility will follow the department of health's guidelines as to the acceptable range of temperatures allowed.
 - d. Any staff that are determined to be ill or at risk of spreading any communicable contagious disease, will not be allowed to present themselves in the facility for their shift.
 - e. The facility administrator alongside the medical director, director of nursing & assistant director of nursing will implement outbreak response measures according to information provided by the department of health.
 - f. In accordance with the CDC's guidelines the facility will provide all staff with the proper personal protective equipment.
4. In an effort to minimize the exposure of infection, due to the outbreak of a contagious disease; Clover Meadows will closely monitor the residents and staff to prevent transmission of infection by:
 - a. Monitoring all residents by testing for the symptoms as released by the CDC.
 - b. Monitoring all staff for symptoms as released by the CDC, at the time of present symptoms staff members will not work their shift.
 5. In the event of an outbreak of a communicable contagious disease & in an effort to minimize the exposure of infection, virus or any disease, Clover Meadows will report outbreaks to the Department of Health in accordance with applicable laws and regulations.