

JENNIE B. RICHMOND

NURSING HOME

Pandemic Emergency Plan (PEP)

PURPOSE

This Pandemic Emergency Plan (PEP) will be utilized by Jennie B. Richmond Nursing Home (JBR) in the event of a county, statewide, or national Pandemic. The main goal of JBR is to keep our Residents, Employees, and Families safe at all times-and as always will remain our top priority. This plan will identify all aspects of the care we provide during this type of emergency such as family communication, Infection Control, proper Personal Protective Equipment (PPE), and Resident Admissions. This PEP will be used as a guideline for all current as well as future pandemics, including but not limited to Coronavirus.

POLICY

1. *Communication Plan*
 - a. During times of a pandemic, a daily communication system will be put into effect based on every Resident and family's preference. All current Residents and their Representatives have been asked what their preferred method of communication is, phone call or email, and that information has been given to Administrator where a master list is kept and updated on a regular basis. They are also asked if they would like daily updates during the pandemic, or only wish to be notified in the event of an actual positive case. All future admissions are asked prior to their arrival what their preferred communication method is, and that information is shared with Administration.
 - b. Daily Communication will be through email as well as phone calls, and will discuss if there are any changes or new cases of infection specific to the current pandemic in the facility.
 - c. All Residents will be notified in person and Representatives will be notified by their preferred method of communication within 24 hours of a positive case of infection or death from a Resident or Staff specific to the pandemic. No protected health information will be shared. A letter will also be mailed to all Representatives when a positive case arises.
 - d. Family Representatives and/or guardians of Residents infected with the pandemic disease will be updated daily and upon a change in Resident's condition
 - e. Employees will be notified of a positive case through our electronic communication system as well as Department Head email.
 - f. All Residents and families are given the option to communicate via phone calls, letters, emails, FaceTime calls, Zoom meetings, Skype, or window visits during times of limited

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Administrator: Allysa Olsen

or no visitation. Our visitation policy will be updated as needed per New York State regulations.

2. *Infection Protection Plan*

- a. All Residents with the Pandemic disease will be separated, cohorted, and cared for in a way that meets all State and Federal Infection Control regulations, as per our Guidelines for Isolation Precautions Policy (see attached). This policy will outline and highlight safe practices with Standard Precautions such as hand washing, proper PPE, environmental control and Resident placement as well as Transmission Based Precautions such as airborne contact, droplet transmissions, and contact transmissions.
- b. All employees will be provided with the proper PPE to care for all Residents to utilize including but not limited to N95 respirators, Face Shields, Eye protection, Gowns/isolation gowns, Gloves, Facemasks, and Sanitizer/Disinfectants in accordance with current EPA guidance.
- c. All pandemic infections will be properly reported to State authorities by our Infection Control Nurse, per our Communicable Disease Reporting Policy (see attached)
- d. All necessary employees will follow our Emerging Respiratory Infection Policy (see attached) and all necessary training and education will be monitored/provided by our Director of Nursing as well as Infection Control Nurse.
- e. All equipment will be inventoried and tracked regularly by our Assistant Director of Nursing and Materials Management Director. The Materials Management Director will be responsible for ensuring all equipment is in a two month supply for the facility by regularly tracking burn rate of equipment, and will be monitoring inventory regularly to ensure safe ordering practices.
- f. All equipment will be stored within the PPE Equipment Storage Room managed by the Materials Management Director and located within Bertrand Chaffee Hospital.

3. *Resident Admissions, Discharges, and Returns to Facility*

- a. All potential admissions to facility will go through a preadmission screening process and be transferred and placed on isolation precautions upon arrival at facility, as per our Resident Admission Guidelines Policy (see attached)
- b. All admissions may need to be tested for potential pandemic infection and result received prior to admission based on current New York State guidelines.
- c. All Residents whom cannot be properly cared for at our facility will be discharged to higher level of care per Resident/Family wishes.
- d. If in event no higher level of care is available, Administrator and/or Director of Nursing will contact New York State Department of Health for further guidance.

- e. When a Resident is discharged to higher level of care due to pandemic infection, their bed will be held if Resident/Family wish for Resident to return to facility once medically stable per New York State guidelines and regulations.