

## DEVELOPMENTAL PROGRAMS DIVISION POLICY AND PROCEDURE

*Committed to providing a quality of life, care and service based on Guanellian values to persons with developmental disabilities, the Developmental Programs Division is guided by God's spirit to be responsive to meeting the individual physical, emotional, spiritual, and social needs of the people we serve.*

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

### ***Policy Statement:***

The Communities of Don Guanella and Divine Providence support individuals with intellectual disabilities. Through education and the implementation of best practice guidelines, we can prevent or reduce the spread of COVID-19 to our individuals and our staff. The Communities of Don Guanella and Divine Providence follow the CDC and governmental guidelines during reopening of our programs to keep our individuals and staff safe.

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

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

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

### ***Scope:***

This policy applies to the Developmental Programs Division (DPD) including the Communities of Don Guanella and Divine Providence.

### ***Procedure:***

#### **I. Testing**

- ***Baseline Universal Testing is required for Intermediate Care Facilities (ICFs) per the Secretary of the Pennsylvania Department of Health***
  - Universal testing will include baseline testing for SARS-CoV-2, the virus that causes COVID-19 for all residents and staff prior to August 31, 2020. This testing includes:
    - Any individual/resident or employee that has never been tested
    - Any individual/resident or employee that tested negative prior to June 12, 2020
    - Any individual/resident or employee with a history of a positive test for SARS-COV-2 will not be tested again
  - The Communities of Don Guanella and Divine Providence have an agreement with Lab Corp for the processing of the baseline tests for individuals served.

- If an individual/resident refuses to be tested:
  - The individual/resident should be monitored and cared for until at least 14 days after the refusal
  - If the individual/resident develops symptoms, testing should be considered again
- If an employee refuses to be tested:
  - The employee will not be permitted to work as this is a condition of employment based on the mandate.
  - If an employee develops symptoms, they are excluded from work pending testing and self-quarantine requirements.
- Within 48 hours of the conclusion of baseline testing, results will be reported to the Department of Human Services
- **Diagnostic Testing**
  - Any individuals/residents showing symptoms will be tested within 24 hours by:
    - Testing within the program by nursing if a test is available
    - The Medical Director may order a test for the resident
    - The resident may be sent out for testing
  - In the event of an outbreak:
    - All residents that have symptoms will be tested
    - All residents with possible exposure will be tested
    - All employees with symptoms will be sent home to call their primary care physician and set up a test
  - In the event of refusal for diagnostic testing:
    - Individuals/Residents will be supported and monitored for symptoms:
      - Individuals/Residents will be encouraged to comply with testing
      - Efforts will be made to support the individual/resident to comply
    - If an individual/resident is unable to have the test, medical documentation regarding this will be maintained and the individual will be monitored and provided support to self-quarantine for 14 days
    - Testing is a requirement for continued employment for employees
    - If a staff is unable to have the test, they will need to provide medical documentation regarding their inability to be tested and they will need to self-quarantine for 14 days
  - Non-essential staff and volunteers
    - All employees in the Communities of Don Guanella and Divine Providence will receive the universal baseline testing
    - All employees will follow the screening process upon arrival to work
    - Volunteers will not be permitted until the county is in the green phase and the programs are on step 3 of the reopening implementation plan. At Step 3, volunteers will be required to:
      - Complete the screening process including a questionnaire and a temperature check before volunteering
      - Practice social distancing
      - Wear a mask
      - Practice hand hygiene

## II. Cohorting

- ***The Communities of Don Guanella and Divine Providence are committed to the health and safety of our individuals/residents and our employees***
  - Individuals/Residents that are positive or presumed positive due to exposure

- If the individual/resident is in a shared bedroom, the roommate(s) will be moved to another location within the home
- Individuals/residents that are positive or presumed positive will be placed in self-quarantine in their rooms
  - Employees must wear recommended Personal Protective Equipment (PPE) at all times and perform hand hygiene before and after care, feeding, repositioning, toileting and bathing
  - Employees must ensure that all needs of the individual/resident are met
  - Employees and/or nursing must monitor symptoms to include temperature taking every shift and watching for changes in symptoms
  - Employees must ensure that active treatment is provided
- Residential programs that have positive cases or presumed positive due to exposure
  - Employees and/or nursing assigned to those we serve will be provided with full PPE and must wear it at all times
  - Employees and/or nursing will be required to perform hand hygiene throughout the shift, before and after care, feeding, repositioning, toileting, bathing and before working with a different resident
  - Residential programs will not cohort with other residential programs and staff assigned to a home with positive cases or exposure will not work in other homes

### III. Screening Protocol

- ***All staff and persons entering the facility will be required to complete a screening protocol:***
  - Completion of screening questions and temperature check:
    - Recent exposure? Yes or No
    - Contact with a person diagnosed with COVID-19? Yes or No
    - Fever above 100? Provide current temperature
    - Sneezing? Yes or No
    - Cough? Yes or No
    - Sore Throat? Yes or No
    - Shortness of Breath? Yes or No
    - What other facilities do you work in and have you worked there in the last 14 days?
    - Have you travelled in the last 14 days?
- ***Symptomatic staff***
  - If an employee or person entering the facility has symptoms or a temperature, they will not be permitted access to the facility and will be required to contact their primary care physician for testing and/or self quarantine for 14 days
- ***Residents***
  - Residents should have temperatures taken at least once per day and up to three times a shift (in areas that have positive COVID cases or possible exposure)
  - Residents will be constantly monitored for symptoms
- ***The Communities of Don Guanella and Divine Provided continue to acquire recommended PPE to ensure that there is an adequate supply for all staff***
- ***New Hire Employees***
  - St. Edmond's Home will have all new hired staff follow COVID-19 testing in accordance with the following PA Department of Health requirements:
    - If you have previously tested positive for COVID-19 we will need a copy of those test results, or

- If you have previously tested negative, and that test was after 6/12/2020, we will need a copy of those test results, or
- If you have tested negative prior to 6/12/2020, or have never been tested, you will be required to submit a negative COVID-19 test result dated after 6/12/2020, and prior to starting employment

#### **IV. Staffing**

- The Communities of Don Guanella and Divine Providence have not needed to implement a contingency staffing plan
- Staffing is adequate for the needs of our residents even in the event of an outbreak
- Management and administrative staff are always available to meet staffing requirements

#### **V. Communal Dining and Activities**

- ***Residences with positive COVID or possible exposure***
  - Individuals/Residents will be provided meals in their rooms if they are in self-quarantine and are able to feed themselves
  - Individuals/Residents at risk for choking or aspiration and residents that need staff to assist them with meals, may be provided this support in their rooms.
  - If individuals/residents are not able to eat in their room, they may eat in a common area maintaining social distancing of at least 6 feet from others.
  - No more than one resident that needs assistance with feeding should be seated at a table at a time
  - Meals in common areas will be staggered and social distancing of at least 6 feet maintained whenever possible
  - Employees will take appropriate precautions and wear recommended PPE particularly when feeding individuals/residents at high-risk for choking or aspiration and likely to cough which can create droplets
  - Employees must perform hand hygiene before supporting a new individual/resident
- ***Residents in homes that do not have positive COVID or exposure***
  - Residents may participate in communal dining
  - Residents should socially distance by limiting the number of people at a table and spaced at least 6 feet apart
  - Staff will take appropriate precautions and wear recommended PPE particularly when feeding residents at high-risk for choking or aspiration and likely to cough which can create droplets
  - Staff must perform hand hygiene before supporting a new resident

#### **VI. Visitation – No visitation to facilities that have a positive COVID or when exposure has occurred**

- ***Program teams will assess and create toleration plans and goals for our individuals to tolerate wearing masks***
  - Each individual will be assessed as to their ability to wear a mask and the length of time for which this is possible using a baseline assessment.
  - This assessment will drive goal development.
  - The assessment will include the ability or inability of each individual to remove/put on a mask as well as environmental conditions (indoor/outdoor) for mask use.
  - Every effort will be made to support individuals that are not able to tolerate masks to understand social distancing and other protocols to minimize the spread of the virus
  - The use of face shields will also be considered for those that are not able to tolerate wearing a mask or who rely on reading lips to communicate effectively.
- ***Training is provided for all residents regarding:***

- How COVID-19 is transmitted
- Telling staff if they feel sick
- Hand hygiene
- Covering their cough
- Wearing masks
- Social distancing
- How the Communities of Don Guanella and Divine Providence are keeping them safe through the use of PPE, following OSHA guidelines and social distancing.
- ***Ongoing training is provided for staff including:***
  - OSHA:
    - Hand washing
    - Coughing etiquette
    - Use of PPE
    - Proper glove removal
    - Cleaning infectious material
    - Use of spill Kit
  - Pandemic policies and guidelines
  - Resident specific training on mask toleration
  - Training on visitation policy
  - Training on Reopening Implementation Plan policy
- ***Contact with Medical Director and/or PCP for:***
  - Generalized guidelines on mask wearing
  - Statements about individuals who are not able or have limited ability to wear masks
- ***Family and Visitor Education***
  - Families should be educated in advance of the risks of the spread of COVID-19 and the potential impact this could have on their loved one and those that live with their loved one.
  - Visitation policy and expectations should be reviewed with families
  - Visitation will only occur outdoors
  - Visitors should be given a written copy of the policy
- ***Visitation Guidelines***
  - Visits must be scheduled in advance
  - No more than two visitors for each resident at a time
  - Only one visit can occur at any given time in the same area
  - Visits will be time limited
  - Prior to the visit:
    - Visitors will be asked to record three days of temperatures and supply this information.
    - The day before the scheduled visit, visitors will be asked to confirm the visit and also confirm they have been fever free for three days prior to the visit.
    - Visitors will need to answer a questionnaire (see attached) when scheduling their visit and then again upon arrival. This will be required for every visit.
    - Visitors should arrive 15 minutes prior to their designated visit time.
    - Visitors will be advised in advance as to their entry location for symptom check and questionnaire and acknowledgement form
    - Visitors will be required to complete an acknowledgement form at their initial visit which will be kept on file for future visits. (see attached)
    - Symptom checks will be completed each visit.

- All visits will be held outside
- Visitors will remain in the same location throughout the visit
- Management will monitor visits from a distance in an effort to provide space while ensuring compliance.
- Surfaces, chairs, etc. will be cleaned and disinfected before and after visits.
- Shared items such as craft supplies, games, etc. are discouraged.
- Access to residential areas will not be granted
- Hand sanitizer, face masks, disposable gloves and sanitizing wipes will be available for visits.
- Visitors must wear face masks and maintain social distancing.
  - If contact does occur, residents should wash hands and change their clothes upon return to the residence.
  - Items such as wheel chairs, walkers, or any items touched must be cleaned and disinfected following the visit.
- **Symptom Check**
  - Upon arrival, visitors will be asked to have their temperature taken and report any symptoms immediately

**Communities of Don Guanella and Divine Providence the right to deny or conclude a visit at any point if the established guidelines are not being followed.**

## **VII. Steps to reopening**

- **Step 1**
  - All prerequisites as dictated by ODP must be met
  - The facility must notify the Department's Program Office Regional Director via email that we are entering the reopening process
  - ICF programs must notify ODP through [RA-PWODPEMRGNCYSPRQ@pa.gov](mailto:RA-PWODPEMRGNCYSPRQ@pa.gov)
  - If at any point within the next 14 days after initiating step 1 there is a new onset of COVID-19, the facility will wait 14 additional days before initiating Step 1 again
- **Step 2**
  - All prerequisites have been met
  - The facility has no new onset of COVID-19 cases in residents or staff for 14 consecutive days
- **Step 3**
  - All prerequisites have been met
  - The facility has no new onset of COVID-19 cases in residents or staff for 14 consecutive days
- **Advancing and/or regressing in steps**
  - If at any point in any of the steps, there is a new onset of COVID-19 in residents or staff, the programs will revert to the beginning and wait the mandatory 14 consecutive days before initiating step 1.

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

<b>Category</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>
<b>Dining</b>	Communal dining limited to residents unexposed to COVID19. They may eat in the same room with social distancing of at least 6 feet. Residents exposed or positive must follow guidelines detailed above.		
<b>Activities</b>	Limited with no more than 5 residents unexposed to COVID-19 practicing social distancing, hand hygiene and universal masking	Limited with no more than 10 residents unexposed to COVID-19 practicing social distancing, hand hygiene and universal masking	Activities with residents unexposed to COVID-19 practicing social distancing, hand hygiene and universal masking
<b>Non-Essential Personnel</b>	Not permitted	Permitted as determined by the program with screening and practicing social distancing, hand hygiene and universal masking	Permitted as determined by the program with screening and practicing social distancing, hand hygiene and universal masking – can include barber and hair stylist services ensuring PPE and six feet between residents
<b>Volunteers</b>	Not permitted	Permitted with residents unexposed to COVID-19 and only in assisting with outdoor visitation with screening and practicing social distancing, hand hygiene and universal masking	Permitted with residents unexposed to COVID-19 and requiring screening and practicing social distancing, hand hygiene and universal masking
<b>Visitation</b>	Not permitted	Outdoor visitation (weather permitting) in neutral areas designated by the facility and limited to residents unexposed to COVID-19	Indoor visitation in neutral areas designated by the facility and limited to residents unexposed to COVID-19. Visits in the bedroom may only occur if resident is unable to be transported to the neutral areas. Screening, social distancing, hand hygiene and universal masking. No visits during meal times.
<b>Outings</b>	Not permitted	Not permitted	Permitted for residents unexposed to COVID-19. Limited in number to maintaining social distancing between residents. Hand hygiene and universal masking

**Resources**

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