

Community Wellness Partners
110 Utica Road
Clinton, NY 13323

**Pandemic
Emergency
Plan**

Annex 19.5 of the Emergency Preparedness Plan

1. Definition:

- Infectious diseases are caused by pathogenic microorganisms, such as bacteria, viruses, parasites or fungi. The circumstances of infectious disease emergencies, including ones that rise to the level of a pandemic, vary by multiple factors, including type of biological agent, scale of exposure, mode of transmission and intentionality.

2. Communication:

- An initial letter goes out to current residents and responsible parties indicating that communication going forward will be conducted through a portal created at www.communitywellnesspartners.org. All residents, authorized family members or guardians will be encouraged to sign up. New admissions will be notified of the portal communication process at the time of admission.
- The sign up will go in for administrative approval. Once approved the participant will be able to log in daily and have access to all current information in the community. The site is updated as needed or directed by DOH guidelines set forth in each instance to ensure proper communication is given. For those who need specific accommodations or alternative forms of communication we will offer the following (suggested but not limited to): phone calls, emails, weekly resident council meetings, video conferencing or any other method selected by the responsible party.
- All residents, authorized family members or guardians will be updated daily via email, phone, text or any private electronic means stated above or selected by the family member or guardian. Residents without electronic access are provided a written copy of any communication posted in the portal.
- CWP will assign the VP of Development and Marketing responsibility for communications with staff, residents, visitors, family members and other persons coming into the facility. Contact information for family members & guardians will be kept up to date in the electronic health record.

3. Pandemic Campus Infection Control (preventing spread) Protocol:

- CWP communities to display signage regarding pandemic wellness tips prominently at all communities, such as, building restrooms, lobbies, entrance doors or other public locations where allowed.
- CWP communities are to display closed to visitor signs at all entrances.
- All individuals entering a CWP community will be screened for pandemic symptoms. A form for documentation of the screening will be located in the main lobby entrance at a screening station. A screener will be assigned to complete and document the interview and health assessment with the individual seeking admittance to the community. Each day the forms will be given to the Infection Control professional for review, intervention, follow up and filing as needed.
- When entering the building the designated CWP screener will ask all team members a list questions including the following at a minimum:
 - Team members temperature will be taken and recorded.
 - Have you, or anyone in your family, been in contact with a person that has tested positive for named pandemic?
 - Have you, or anyone in your family, been in contact with a person that is in the process of being tested for named pandemic?
 - Have you, or anyone in your immediate family, traveled outside of the USA within the last 14 days?
 - Are you having trouble breathing, have a dry cough, or have flu like symptoms?
- Per CDC recommendations, if any answer is “yes”, the team member is to be removed from

work immediately and will not be allowed to return to the jobsite without a doctor's letter verifying "OK to return to work" status.

- CDC recommends that team members who appear to have acute respiratory illness symptoms (i.e. cough, shortness of breath) upon arrival to work or become sick during the day be separated from other team members and be sent home immediately. CWP Administrator is to send any team member home if there are any observed symptoms of sickness. Only a physician can determine if those symptoms could be indicative of a pandemic infection or not.
- Administrators are instructed to prevent stigma and discrimination in the workplace. Do not make determinations of risk based on race or country of origin.
- No large group meetings: limit all meetings to ten people or less. Meetings should maintain the 6-foot spacing rule.
- All meetings should emphasize personal hygiene and the CDC's recommendations to prevent illness.
- No visitors are permitted to enter a CWP community unless meeting an exception defined by NYSDOH, and details are followed in policy number CWP-ADMIN-19 (*see policy for details*).
- Limit elevator usage to 4 people per car. Use stairs when possible. Post signage at the elevator entrance and in the elevator of limited capacity of 4 persons.
- CWP **may** require all non-essential office staff to work remotely via the VPN network for all tasks that can be completed remotely. Please review with your immediate supervisor for specific details for your position.
- CWP assigns the CEO, VP of Health Services or designee to monitor public health advisories (federal & state). They will update the pandemic response coordinator and members of the pandemic planning committee when named pandemic is in the geographical area. <https://www.cdc.gov/coronavirus/2019-ncov/about/index.html>
- CWP has infection control policies in place (*see policies INF-C-7,8,9*) <https://www.cdc.gov/infectioncontrol/guidelines/isolation/appendix/type-duration-precautions.html>.
- CWP assigns the Administrator or designee to review IPC guidance for healthcare facilities caring for residents with suspected or confirmed cases of named pandemic found at: <https://www.cdc.gov/coronavirus/2019-ncov/infection-control/control-recommendations.html> and <https://www.cdc.gov/coronavirus/2019-ncov/healthcare-facilities/prevent-spread-in-long-term-care-facilities.html>
- CWP will utilize the information for other healthcare facilities located in the Oneida County Mutual Aid Evacuation & Safety Plan (*Refer to the Emergency preparedness binder for this information*).
- Whenever possible, necessary meetings are to be conducted with the use of conference calls, facetime, video conference, etc. in lieu of in person meetings, particularly when social distancing cannot be accomplished.
- All non-essential visits by vendors, contractors, clients, etc. to the office are suspended.
- If possible, all external team meetings previously scheduled at the main office are to be rescheduled as a conference and/or video conference call.
- All large (greater than eight attendees) in person internal meetings are to be rescheduled as a conference and/or video conference call.
- Limit all person to person contact and maintain social distancing.
- Perform daily environmental cleaning:
 - Clean all frequently touched surfaces in the workplace, such as workstations, countertops, and doorknobs. Use the cleaning agents that meet or exceed EPA-registered disinfectants. Clean following the directions on the label and the ([EPA Guidance for Cleaning and Disinfecting](#)).

- Use disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, door keypads, elevator buttons) can be wiped down before each use.
- Follow all CDC protocol.

4. Identification and Management of Infected Residents:

- CWP communities will have a process to identify and manage residents with symptoms of pandemic infection in all communities upon admission and daily throughout their stay. Appropriate transmission-based precautions will be implemented for any residents with suspected pandemic infection.
- Skilled nursing facilities will maintain a separate “screening unit” for segregating residents with potential exposure to a contagious pandemic infection to reside. Residents will be maintained in their room while on the “screening unit”. Staff will be dedicated to this unit and will not be floated to another unit in the facility during their shift.
- New admissions will be segregated for a minimum of 14 days to screen for the onset of pandemic symptoms. If the resident remains asymptomatic for 14 days, the resident may be transferred to a bed off the screening unit. If the resident becomes symptomatic, the resident will remain on the unit until symptoms have subsided, in accordance with NYSDOH guidelines.
- If a resident develops symptoms consistent with named pandemic, the resident will be placed on droplet precautions and the physician will be consulted.
- Testing for respiratory infection for residents will be at the direction of the physician of record or the facility medical director, based on the review of symptoms.
- The facility will initiate active surveillance for pandemic infection among residents and healthcare personnel. A separate list will be maintained for each. CDC has resources for performing respiratory surveillance in long term care facilities during an outbreak. <https://cdc.gov/longtermcare/pdfs/LTC-Resp-OutbreakResources-P.pdf> (see *Long-Term Care Respiratory Surveillance Line List in supporting documents*).
- The Administrator will be responsible to notify the NYSDOH regarding any cluster of respiratory infections, severe respiratory infections, or suspected pandemic infection.
- If a pandemic infection is prevalent in the county, or other direction if provided by NYSDOH related to prevalence of pandemic infection, communal dining and group activities will be halted. Dining rooms will only be used for groups of 10 or less residents who can always maintain social distancing of at least 6 feet .
- Individual nursing units will be closed for a period of 14 days if there is noted to be 10 percent of the residents presenting with pandemic symptoms, or if a positive pandemic infection is noted on the unit.
- For residents who test positive for named pandemic: The resident will be transferred to an isolation room and have dedicated staff for the shift that do not care for any residents who have not been shown to be named pandemic positive.
- In the event of a widespread infection that encompasses multiple units, the facility will evaluate the ability to admit new residents to the facility. The deciding factor will be the ability to bring the new admission into a “screening unit” without any current pandemic positive residents, and an evaluation of current staffing to care for the resident.
- Residents returning from the hospital that have not been shown to be pandemic positive will be re-admitted to the facility on the screening unit for at least 14 days, as noted above.
- If there are signs of a widespread pandemic the facility will set up an isolation wing for infected residents (see section 4)
- Residents returning from the hospital that have tested positive for pandemic may only be readmitted if an isolation room is available in a pandemic unit, and staffing is sufficient to enable dedicated staff to care for only pandemic positive residents.
- If an appropriate bed is not available, alternate facility placement will be requested.

- CWP will consider discontinuing ant sharing of a bathroom with residents outside an isolation area.
4. Isolation Wing
- Review and select wing(s) for resident isolation in advance. Do not wait until a resident presents with symptoms.
 - A wing will be selected that does not share airspace with other resident rooms, waiting areas, work areas or common space.
 - Patient transport will be limited through staff or resident occupied areas.
 - The isolation wing will consist of a red, yellow and green area. The yellow area will serve as a clear area where PPE can be donned and doffed. The yellow area will have a trash receptacle and a hand washing (sanitizing) station.
 - The isolation wing will be properly identified and will have two sets of zippered heavy plastic walls to prevent residents and staff from entering the area.
 - Consult with Facilities Engineering or Maintenance Staff about mechanical (forced air) ventilation to verify that contaminated air isn't exhausted into another room or area of the campus.
 - CWP will consider purchasing HEPA-filter equipped fan units to place in selected rooms. Unless equipped with ducting and exhaust points such units do not create "negative pressure" but they do provide some air cleaning so that air escaping from the room has less potential for contamination.
 - The Administrator will be responsible to notify the NYSDOH if an isolation wing cannot be set up or can no longer sustain isolation efforts.
5. Central Supply Chain
- CWP will maintain a two-month (60 day) supply of PPE. PPE will be in or near the central supply rooms of Presbyterian Home and Lutheran Care.
 - PPE needs will be based on facility census based on current DOH guidance or CDC burn rate calculator.
 - PPE supplies will be monitored and managed by the Purchasing Director or designee to ensure an adequate supply is available.
 - During a pandemic PPE supply management will adopt protocols specific to the pathogen and illness to prevent shortfalls.
 - The plan will provide a 60 day supply of the following but not limited to:
 - N95 respirators
 - Face shield
 - Isolation Gowns
 - Gloves
 - Eye protection
 - Hand sanitizer
 - Masks
5. Preserving residents place in the facility (18 NYCRR 505.9(d)(6).
- (In accordance with 18 NYCRR 505.9(d)(6), the facility. will reserve a resident's bed when the resident is hospitalized and expected to return to the facility within 15 days or less. Unless medically contraindicated, the facility must reserve the same bed and room the resident occupied before being hospitalized. When reserving the resident's bed, the facility will notify the hospital by telephone and in writing that the recipient's bed has been reserved for up to 15 days. On the 16th day, the facility will notify the hospital that the resident will be given priority admission to the next available bed based on the resident's status at the time of discharge from the hospital.

EMERGENCY CONTACT NUMBERS LUTHERAN CARE

Table 1: Emergency Contact Information

Position	Name	Number
CEO	Michael Sweeney	XXX-XXX-XXXX
Vice President of Health Services	Michelle Synakowski	XXX-XXX-XXXX
Health Care Administrator	Donna Kelley	XXX-XXX-XXXX
Director of Nursing	Kathryn Terns	XXX-XXX-XXXX
Assistant Director of Nursing	Jamie Fleming	XXX-XXX-XXXX
Director of Building Services	Mike Murphy	XXX-XXX-XXXX
Operations Manager	Adam Pinkos	XXX-XXX-XXXX
Dietary General Manager	Jan Relf	XXX-XXX-XXXX
Operations Manager Dining Svc.	Lori Detraglia	XXX-XXX-XXXX
Infection Control Nurse		XXX-XXX-XXXX
Chief Information Officer	Rob Morehouse	XXX-XXX-XXXX
Director of Social Services	Lisa Spillett	XXX-XXX-XXXX
Health Information (HIM)	Karen Dunn	XXX-XXX-XXXX
HR Manager Staff Rep	Corina Christie	XXX-XXX-XXXX
Volunteer Coordinator	Karen Ostinett	XXX-XXX-XXXX
Pastor	Janet Griffith	XXX-XXX-XXXX
Transportation Manager	Alle Tomasi	XXX-XXX-XXXX
Director of Marketing	Lenora D'Apice	XXX-XXX-XXXX
Lutheran Care Reception	Various	XXX-XXX-XXXX
Staff Training & Orientation	Mark Chrzanowski	XXX-XXX-XXXX
OT/PT Therapy	Jared Tripoli	XXX-XXX-XXXX
Purchasing Agent	Tom Novak	XXX-XXX-XXXX

For team members please call Lutheran Care at 315-853-5515 to be connected.

Government Emergency Services (Local, County, State) Lutheran Care

Agency	Contact Number
Local	
Kirkland Police Department 2 New Street Clarks Mills, NY 13321	315-853-2924
Clinton Fire Department 1 North Park Road Clinton, NY 13323	315-853-5031
Oneida County Emergency Services 120 Base Road Oriskany, NY 13424	315-765-2526
County	

Oneida County Emergency Services Edward Stevens, Program Director Dakota Hanley Program Coordinator 120 Base Road Oriskany, NY 13424	315-765-2527 315-927-7427
State	
New York State DOH Regional Office Corning Tower Empire State Plaza, Albany, NY 12237	(315) 477-8472
NYSDOH Duty Officer (Business Hours) NYS Watch Center (Warning Point) Non-Business Hours	866-881-2809 518-292-2200

Community Agencies

New York State Office for the Aging	800-342-9871
Oneida County Department of Social Services 800 Park Ave Utica, NY 13501	315-798-5632
Oneida County Dept. of Aging 301 W. Dominick St. Rome, NY 13440	315-798-5456
Oneida County Health Department 406 Elizabeth Street. Utica, NY 13501	315-798-6400

EMERGENCY CONTACT NUMBERS PRESBYTERIAN HOME

Position	Name	Number
CEO	Michael Sweeney	XXX-XXX-XXXX
Vice President of Health Services	Michelle Synakowski	XXX-XXX-XXXX
Health Care Administrator	Michelle Synakowski	XXX-XXX-XXXX
Director of Nursing	Amy Pickett	XXX-XXX-XXXX
Assistant Director of Nursing	Marsha Malorzo-Varin	XXX-XXX-XXXX
Director of Building Services	Michael P Murphy	XXX-XXX-XXXX
XOperations Manager	Matt Curtis	XXX-XXX-XXXX
Dietary General Manager	Jan Relf	XXX-XXX-XXXX
Infection Control Nurse	Marsha Malorzo-Varin	XXX-XXX-XXXX
IT Manager	Bob Trzcinski	XXX-XXX-XXXX
Residential/AL Social Worker	Beth Cable	XXX-XXX-XXXX
Health Information	Karen Dunn	XXX-XXX-XXXX
HR Manager	Corina Chrystie	XXX-XXX-XXXX
Volunteer Coordinator	Debra Evans	XXX-XXX-XXXX
Chaplain	Tom Lorenz	XXX-XXX-XXXX
Transportation Manager	Alle Tomasi	XXX-XXX-XXXX
Director of Marketing	Lenora D'Apice	XXX-XXX-XXXX
Presbyterian Reception	Various	XXX-XXX-XXXX
Staff Training & Orientation	Mark Chrzanowski	XXX-XXX-XXXX
OT/PT Therapy	Jennifer Wellinsein	XXX-XXX-XXXX
Purchasing Agent	Tom Novak	XXX-XXX-XXXX
Pastor	Tom Lorenz	XXX-XXX-XXXX
Home Care	Lisa Truax	XXX-XXX-XXXX

For team members please call the Presbyterian Home at 315-797-7500 to be connected.

Government Emergency Services (Local, County, State) Presbyterian Home

Agency	Contact Number
Local	
Police Department 32 Kellogg Road New Hartford, NY 13413	315-724-7111
Fire Department 4 Oxford Road New Hartford, NY 13413	315-732-1710
Oneida County Emergency Services 120 Base Road Oriskany, NY 13424	315-765-2526
County	

Oneida County Emergency Services Edward Stevens, Program Director Dakota Hanley Program Coordinator 120 Base Road, Oriskany, NY, 13424	315-765-2527 315-927-7427
State	
New York State Department of Health Corning Tower Empire State Plaza, Albany, NY 12237	(315) 477-8472
NYSDOH Duty Officer (Business Hours) NYS Watch Center (Warning Point) Non-Business Hours	866-881-2809 518-292-2200

Community Agencies

New York State Office for the Aging	800-342-9871
Oneida County Department of Social Services 800 Park Ave Utica, NY 13501	315-798-5632
Oneida County Dept. of Aging 301 W. Dominick St. Rome, NY 13440	315-798-5456
Oneida County Health Department 406 Elizabeth Street. Utica, NY 13501	315-798-6400

Record of Changes

Table 2: Record of Changes

1. The contents of this pandemic plan are subject to change without prior notice. Should revisions become necessary, written updates will be developed and updated in all existing manuals. The Occupational Health & Safety Manager is responsible for ensuring manuals are updated and ensuring staff members are aware of updates as appropriate. When inserting revisions to this manual, the person revising the document shall complete and initial the table below.

Revision #	Date	Section/Page(s)	Change	Revised By
1.0	09/9/20	All	1 st Addition Submitted.	Michael Murphy
2.0	09/14/20	All	Updated various sections	Michael Murphy
3.0				
4.0				
5.0				
6.0				
7.0				
8.0				
9.0				
10.0				
11.0				
12.0				
13.0				
14.0				
15.0				
16.0				
17.0				
18.0				
19.0				

Approval and Implementation

Pandemic Emergency Plan has been approved for implementation by:

Name
Title and Organization

Date

Name
Title and Organization

Date

Name
Title and Organization

Date

