



August, 2020

Policy:

It is the policy and goal of Stratford Manor Rehabilitation and Healthcare Center to ensure the health, safety and wellbeing of our residents and staff. In an effort to ensure this we will use precautions to prevent or minimize the exposure and/or spread of the infection.

Procedure:

1. In the event of an outbreak of a contagious disease, Stratford Manor 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, Stratford Manor 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, Stratford Manor 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, Stratford Manor will:
 - 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.



4. In an effort to minimize the exposure of infection, due to the outbreak of a contagious disease; Stratford Manor 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. Residents traveling outside the building (to dialysis, urgent appointments, the ER) must wear a mask at the time of transfer; if the resident displays any symptoms (fever, cough, SOB, or suspicion of COVID-19), transportation and place of destination (dialysis center, doctor office, ER) **MUST BE NOTIFIED** prior to transfer.

6. All residents are to be encouraged to stay **INSIDE** their room; if the resident is at a risk and requires supervision by the nursing station, residents must wear a mask at all times and be a minimum of 6 feet from other residents or staff in the supervision area. Recreation will arrange designated times for staff to take smokers into the smoking area outside. Residents will maintain 6ft distance from each other at all times.

7. In the event of an outbreak of a communicable contagious disease & in an effort to minimize the exposure of infection, virus or any disease, Stratford Manor will report outbreaks to the Department of Health in accordance with applicable laws and regulations.

Lesson Learned & Experience with COVID 19:

- The spread of an infectious disease happens quickly; being meticulous and 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.
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 residents, 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 of 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 various means of communication.

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. This will be facilitated by the recreation department.
2. Residents will also have the opportunity to call family members from the facilities phone when desired.

Mitigating Staffing Shortage:

1. Identify cross-trained personnel who have the skills and abilities to perform other functions. For example; 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.