



## Northern Dutchess Residential Healthcare Facility Thompson House Pandemic Emergency Plan

In accordance with applicable New York State Department of Health (NYSDOH) regulations, Northern Dutchess Residential Healthcare Facility (NDRHCF) has developed this Pandemic Emergency Plan (PEP) to provide a framework for the facility to follow in the event of a pandemic event. This PEP outlines the specific steps to be taken in the event of a pandemic that poses a threat to residents, staff and family members.

This PEP is available to the public in written format by request and is posted on the facility's <https://healthquest.org/affiliates/thompson-house.aspx>.

1. **Communication:** The facility will take the following steps to ensure open and consistent communication with residents, authorized families or guardians (responsible parties), and staff as needed.
  - A. The responsible party (authorized family member or guardian of infected resident), the primary contact listed on the face sheet of an infected resident, will receive, at minimum, a daily status update from a member of nursing administration or designee. It is the duty of the primary contact to pass the information onto other family members or loved ones. If the primary contact cannot be reached for the initial call, a subsequent contact will be notified in the order they are listed on the resident's face sheet.
  - B. The NDRHCF conference call line will be used to provide ongoing periodic updates to family members and guardians at mutually agreed-upon, scheduled times. These calls will typically take place three to five times per week. The call-in number is (845) 790-3200 with an access code that will be provided prior to the initial call.
  - C. iPads will be made available to residents daily at no charge solely for resident to communicate with authorized family members and guardians by remote video conferencing. The Zoom meeting platform will be used to allow multiple participants to communicate at one time. The Social Service and Recreation Therapy departments will coordinate video conferencing. The Social Service department's phone number is (845) 871-3712.
  - D. The corporate communications team will be responsible for all messaging to the press and community.
  - E. Several methods will be used to communicate updates to facility staff. Printed updates will be posted throughout the facility as well as emails to the Thompson House All Users Group. In addition, ongoing unit/department staff meetings will be used as needed to provide updates or notice of changes.

2. **Resident and staff testing:** The facility will provide prompt testing to any resident or staff member that presents as symptomatic. Unless contraindicated, a rapid test will be administered initially, promptly followed by a PCR test for confirmation.
  - A. Testing for a symptomatic resident will be administered by the Thompson House infection control nurse or designee. The resident will be isolated in the negative pressure room on their respective unit. If the symptomatic resident is in a semiprivate room, the roommate will be considered as having undetermined exposure and testing will be performed on the roommate as well. If the resident is determined positive, the facility will initiate full house testing of all residents. Subsequent testing will be performed consistent with Centers for Disease Control (CDC) and NYSDOH guidelines.
  - B. Staff will be screened prior to the start of their shift. Any staff member with a temperature greater than 99.5°F will not be allowed to work. The staff member will be sent home and instructed to contact their primary care physician and Nuance Health Employee Health. A staff member who is afebrile at the start of their shift, but becomes symptomatic during their shift, will be tested prior to leaving the building. Nursing administration will perform contact tracing for this employee to determine potential exposure of residents and staff. Additional testing may be required and will be available as needed.
3. **Treatment plans and transfer:** To the extent possible, NDRHCF will treat symptomatic residents in place. Each unit has one (1) isolation room and one (1) negative pressure room. In the event of wide spread exposure, the Montgomery Unit will be designated as a 20-bed isolation unit with dedicated staff and specific emergency procedures that mirror those put in place for the COVID-19 pandemic. Staff will not transfer off that unit during their shift, and pandemic specific housekeeping and dietary procedures will be put in place to limit the possibility of infection transfer. The residents will not leave the unit; rehab services will be provided in the unit's satellite gym or the resident's room.
  - A. If a resident is transferred to the hospital, the resident's belongings will be secured, the room will be sanitized using the ultraviolet sterilization machine and appropriate chemicals. When possible, the resident will be assigned the same room and bed upon return. If the resident is discharged for a prolonged period, the resident's room may be given to another resident; the resident seeking readmission will be placed into the next appropriate, available bed upon return.
  - B. All readmissions must have timely and favorable COVID-19 test results consistent with NYSDOH guidelines prior to readmission.
4. **Communicable disease reporting:** The facility will follow all local, state and federal reporting guidelines.
  - A. Any outbreak or significant increase in nosocomial infections above the norm or baseline for residents or staff will be reported to the NYSDOH. The Nosocomial Outbreak Reporting Application (NORA) may be used on the Department of Health website. Additionally, the information can be reported to the NYSDOH via fax by using Infection Control (Nosocomial) Report Form (DOH-4018).

- B. Reports of single case communicable disease or any unusual disease will be reported to the Dutchess County Department of Health.
  - C. The facility will also report any outbreak to the NYSDOH regional epidemiologist by calling (914) 654-7194 or sending a fax to (914) 654-7173.
  - D. For after-hours assistance or on weekends, call the New York State Watch Center at (518) 292-2200.
5. **PEP communications:** External communications and notifications will be managed by the Nuvance Health System Corporate Communications Team.
- A. The administrator or designee will be responsible for providing necessary information to the corporate communications team to ensure accurate communications to the residents, families, guardians, staff and the public.
  - B. When necessary, the corporate communications team will reinforce the availability of infrastructure in place, including, the resident specific daily updates, conference calls and video conferencing tools referenced above in **1. – A, B and C.**
6. **Pandemic Emergency Plan Infection Control Protocol:** The facility will take advantage of the full spectrum of Nuvance Health System support. This assistance includes, but is not limited to: infectious disease medicine, infection control, lab and pathology, environmental services, dietary services, plant services and logistics.
- A. The corporate supply chain team will acquire and maintain a 60-day inventory of personal protective equipment (PPE) on or before September 30, 2020. This inventory will expand to a 90-day supply on or before October 31, 2020.
  - B. This inventory will include, but will not be limited to: N95 respirators, face shields, eye protection, isolation gowns, gloves, surgical masks, sanitizers and disinfectants. A working inventory will be maintained on-site but due to storage limitations, the balance of the inventory will be stored at the Nuvance Health System Logistics Complex located at 54 Page Park Drive in Poughkeepsie, NY.
  - C. The following cohorting system will be used to limit the spread of disease. A single symptomatic resident will be tested and immediately transferred to the negative pressure room on the unit while awaiting test results. If the symptomatic resident has a roommate, the roommate will be treated as a presumed positive, until test results are obtained. Symptomatic and presumed symptomatic residents will be isolated in their rooms. Contact and droplet precautions will be initiated immediately, disposable products will be used for meal delivery. Therapy services, when appropriate, will be provided in the satellite gym or patient's room. Isolation signs will be placed at the resident room doors along with a PPE supply.
  - D. If the disease impacts a significant number of positive or presumed positive residents, the 20-bed Montgomery Unit will be used as a dedicated isolated unit. Specific staff members will be assigned to that unit, and they will remain on that unit for the duration of their shift except for breaks and mealtimes. The dedicated staff will not travel onto the other units if possible. All other staff will not enter the unit unless directed to do so by their supervisor.
  - E. In the event of an outbreak, managers will refer to the COVID-19 Policies and Procedures for guidance.

7. **Contact information:** The following contact information is provided to ensure residents, staff and family/guardians can ask questions or express concerns at any time during a pandemic.

- Steven Reynolds, Administrator: Office: (845) 871-3709  
Mobile: (315) 529-2298
- Mary Ellen Pierro, Director of Nursing Office: (845) 871-3703  
TTY/Accessibility: (800) 421-1220