



## CARE CENTER AT SUNSET LAKE

P.O. BOX 671  
256 SUNSET LAKE ROAD  
LIBERTY, NEW YORK 12754  
PHONE (845) 292-8640 FAX (845) 513-2177

### Pandemic Emergency Plan

**Plan developer / Contact:** Megan Holton, Administrator or Cynthia Hathaway, DON

**Effective Date:** September 15, 2020

**Updated:** 9/1/2021, 1/7/22,

**Title:** Pandemic Emergency Plan (PEP)

**Objective:** The facility is dedicated to the protection of its residents, employees, families and resources. Also, we are committed to ensuring that the facility can continue all aspects of its critical business processes during a pandemic and can safely resume normal operations as quickly as possible after a pandemic affects our facility. We place high priority on developing, validating, and, if necessary, implementing our facility's Pandemic Emergency Plan.

#### **Purpose:**

This policy is designed to:

1. Provide the guidelines and procedures to protect our residents, employees, vendors and the general public from further spread of a pandemic virus.
2. Keep critical business processes functioning during a pandemic.

**Scope:** The guidelines and procedures listed in this plan cover a variety of business activities, including but not limited to, sensitive or critical daily operational activities, and applies to all facility personnel.

#### **I. Critical business process and people**

##### **1.0 Responsible parties and access to plan**

- 1.1 The Director of Nursing and/or designee will be acting as the Pandemic Plan Administrator and is responsible for establishing and implementing the written Pandemic Plan. This person(s) has full authority to make necessary decisions to ensure the success of this plan.

1.2 If after reading this plan, you feel that improvement can be made please contact the Director of Nursing or Designee. We encourage all suggestions because the success of this written plan is important.

1.3 Copies of this written plan may be obtained from:

Location/Address: Sullivan County Adult Care Center (Care Center at Sunset Lake)  
256 Sunset Lake Road  
Liberty, New York 12754

Contact person: Director of Nursing / Designee

Phone number: 845-292-8640

## **2.0 Critical business processes**

2.1 The critical business processes that must remain functional during the pandemic include:

Business process: Meals on Wheels

Department affected: Office for the Aging (OFA)

Names/titles of Critical People with in Department: Dietician / Dietary Services

Supervisor (Facility) / Director of OFA

Name/title of Backup(s) of each Critical Person: Facility Administrator / designee/ OFA employee

2.2 In addition to critical business processes and people, we have the following other critical inputs:

Critical input: County of Sullivan / County Government

Location: 100 North Street Monticello, NY

Function during pandemic: help in securing needed items / processing payments

## **3.0 Business impact analysis:**

3.1 Facility has conducted a business impact analysis to determine the effect of mission-critical system failures and employee absenteeism on the viability and operations of critical business process.

3.2 The facility has evaluated job titles in the organization for exposure determination, the following list of job classifications at our facility in which all employees have occupational exposure to a pandemic virus beyond ordinary co-worker to co-worker transmission.

Job title: Licensed nursing staff (LPN's and RN's)

Job title: Direct care nursing staff (CNAs)

Locations: all nursing units throughout the facility

Job title: therapist and therapy staff

Locations: while providing therapy services to residents within the facility

Job title: Housekeeping Services (DPW)

Location: throughout the facility while provided needed cleaning and disinfecting

Job title: Social Worker / Case Workers

Location: throughout the facility while providing supportive services to residents

Job title: Laundry / Central Supply

Location: throughout the facility while delivering needed supplies and laundry / linen items

Job title: Dietary Services staff

Location: throughout the facility delivering meals and needed nutritional items

3.3 The following is a list of job classifications in which some employees at our facility have occupational exposure beyond ordinary co-worker to co-worker transmission. Include a list of tasks and procedures, or groups of closely related tasks and procedures, in which occupational exposure may occur for these individuals:

Job title: licensed nursing staff

Department / location: 4 skill, rehab and long term care nursing units – maximum capacity of 146 residents (unit 1 – 32; unit 2 – 34; unit 3 – 40; unit 4 – 40)

**Unit 1 is closed as of April 2020**

Task / Procedure: administering medications including but not limited to respiratory treatments and oxygen, feeding, rendering treatments and assessments as needed

Job title: Certified Nursing Assistant (CNA)

Department / location: same as licensed nursing staff

Task / procedure: all aspects of ADLS including but not limited to: incontinence care, bathing, dressing, oral care, transferring, feeding, and assisting with locomotion

3.4 Full-time, part-time, contract and per diem employees have been considered above

3.5 The facility has determined that the following scenarios are likely to result in a decrease in our capabilities to provide our services during a pandemic:

- Inability to hold in-person gatherings such as staff meetings or training sessions in order to contain the virus
- Potential public travel restrictions
- Potential shortage of health care services and supplies
- High absenteeism due to employee and employee family illness
- High burnout rate due to overtime of employees not affected
- Potential community quarantine

- School and business closings
- Power and communication outages
- Employee fear and anxiety
- Cargo theft risks associated with a potential shortage of food, medicine or other daily supplies

3.6 The business impact analysis examined:

Human impact (high {5} to very low {1}) (these include the safety, health and psychological impacts on people during a pandemic)

Property impact (very high {5} to very low {1}) (these include property, technology, infrastructure, and environmental damage); and

Business impact (high {5} to low {1}) (these include financial, compliance, contractual, operational, image and other impacts.)

The facility computed the total impact rating by adding the human, property, and business impact ratings. Scenario probability is the likelihood

rating) these include: expected (5), likely (4), moderate (3), unlikely (2) or rare (1) (these include local, state, domestic and international air, sea and land travel restrictions.)

3.7 Here is our negative business impact analysis for a pandemic:

Scenario 1:	Rating:	Notes:
Human impact	5	
Property impact	4	
Business impact	4	
Total impact:	4	
Scenario probability:	5	
Probable impact:	5	
Travel impact:	3	

3.8 The scenario(s) with the worst total impact is / are:

- Pandemic disease, including but not limited to Coronavirus, flu, measles
- Catastrophic natural disasters, including but not limited to blizzard, flooding, tornado, hurricane

Factoring in probability with the combined, possible impact, the worst, probable scenario(s) is/are:

- Pandemic disease over a prolonged period of time (months)
- Weather related – most likely a snow/ice event over a period > 1 week

The scenario(s) with the greatest potential impact on business-related domestic and international travel is / are:

- Pandemic disease over a prolonged period of time (months)
- Weather related – most likely a snow/ice event over a period > 1 week

Finally, the scenario(s) with the greatest financial loss is / are:

- Pandemic disease over a prolonged period of time (months)
- Weather related – most likely a snow/ice event over a period > 1 week

#### **4.0 Business Assessment**

- 4.1 As a pandemic approaches and once it has occurred at our facility the Facility Administrator, Director of Nursing or designee will daily assess the status and impacts and determinate our needs and continuity strategies as follows with regards to: staffing, needed supplies (including but not limited to medications, treatment supplies, linens, incontinence products, personal care items food)and infection control protocols (including but not limited to PPE {Personal Protective Equipment – isolation gowns, gloves, face shields / eye protection, hair / shoe covers, masks including N95 respirators}), cleaning supplies including but not limited to disinfectants for surfaces and hand sanitizers, thermometers
- 4.2 Administrator / Director of Nursing or designee will brief the County office of Emergency Management / County Manager / Commissioner/ **Infinite Care Management** on the status of our needs and strategies daily or as needed after the pandemic subsides

#### **5.0 Goals and Objectives**

- 5.1 Based on our facility impact analysis and latest assessments, our immediate goals and objectives for containing and recovering from a pandemic include: maintaining diligent cleaning protocols, limiting exposure of our residents to outside risk factors including but not limited to family visits and outside medical appointments and procedures, enforcing current measures already in place for screening staff, vendors and medical staff coming into the facility. **These procedures will be reviewed and revised as DOH and CMS guidance dictates for the duration of the pandemic**
- 5.2 Our long-term goals and objectives for planning for a pandemic include: ongoing communication with the Sullivan County Office of Emergency Management to be proactive as opposed to reactive if the need arises for additional PPE to minimize the overall impact to staff and residents, contain and isolate any suspected infectious organism as soon as possible to decrease and collateral spread, review current procedures with NYS Dept. of Health and/or Sullivan County Dept. of Public Health Services, continue in-service training for staff and employees.

## **II. Roles and Responsibilities**

### **6.0 Identifying individuals**

6.1 To achieve our goals and objectives before, during, and after a pandemic, the following people will have roles and responsibilities listed below:

- Facility Administrator  
Backup: Director of Nursing / designee  
Role and Responsibility: coordinating and managing the daily functioning of the facility including but not limited to: Maintaining PPE, Communication with County officials / Office of Emergency Management / County Public Health Services, Communication with the local Hospital to keep them apprised of the facility situation / needs, Reporting to NYSDOH as required, ensuring timely communications with families, staff and residents is conducted and is pertinent
- Director of Nursing  
Backup: Assistant Director of Nursing or designee  
Role and responsibility: Collaborating with the Facility Administrator to coordinate and manage the daily functioning of the facility, ensure adequate staffing is available to meet the care needs of the current resident population, ensure proper infection control protocols are maintained and followed including but not limited to cohorting of residents, proper hand washing, sanitizing of equipment, adequate supplies are on hand and available
- Social Services (Social Worker and Case Workers)  
Backup: facility nursing staff  
Role and Responsibility: ensure appropriate communication is made to families and residents to keep them informed of changes as they occur, provide emotional support and comfort to residents within the facility and families via telephone calls, emails, letters and zoom conferences
- Dietary  
Backup: Director of Nursing or Designee  
Roles and responsibilities: ensure adequate quantities of food and water are available to meet the therapeutic dietary needs of the facility residents
- Laundry / Central Supply  
Backup: Designee in Central Supply  
Role and responsibility: ensure adequate supplies including but not limited to treatment supplies and oxygen are available to meet the current needs of the facility resident population, ensure adequate supplies of linens and adult incontinence products are available, maintain PPE to adequately protect facility residents and staff
- Finance Department  
Backup: Facility Administrator/Office of Management and Budget Designee

Roles and responsibility: maintain accurate records of purchases / procurements, submit billing / payments in a timely manner

- Rehab Therapy (PT / OT/ Speech)

Backup: PRIME REHAB (Contract company)

Role and responsibility: maintenance of resident's optimal level of functioning and comfort

## 7.0 Communication

7.1 We must have an effective way to reach families, representatives, residents, employees, contractors, temporary employees, union representatives and others working for our facility to inform them of the status of the pandemic approaching or affecting our facility and their responsibilities during the pandemic. Also, we must have an effective way to reach management to provide input and notify us with any needs or changes in absenteeism rates and health status. Likewise communicating with our community and customers about our current capabilities, plans, and delays will help to reduce unnecessary tensions and fears. The audiences we have and the content and methods we use for internal and external communication are as follows:

- Audience: Resident families / designated representatives / Guardians

Content: updates / status changes

Method: may be, but not limited, to telephone calls, emails, written letters and zoom conference calls, County website and social media sites for non-specific patient info, and use of Text em all program.

Procedure: communications with families / designated representatives / Guardians will be frequent during the pandemic and otherwise on an as-needed basis as changes occur. Families / designated representatives / Guardians are encouraged to call the facility as needed for inquiries.

- Audience: Residents

Method: modified resident council meetings, individual meetings with Social Services / nursing

Content: updates / status c.hanges

- Audience: facility staff

Method: Posted Memos, emails, modified staff meetings, text em all

Content: updates / status changes

- Audience: Community

Method: Press release from County Director of Communications, County website and social media, radio announcements

Content: updates / status changes

7.2 The Facility Administrator / Director of Nursing / designee will officially declare the dates on which our pandemic containment period begins and ends in conjunction with County Public Health Nursing and NYS DOH. Employees will be notified of these dates by memo / email / modified staff meetings / telephone calls/ call em all. Once briefed

on the facility's assessment after a pandemic outbreak has occurred, the Administrator / Director of Nursing or designee will contact the County Communications Director and a public statement will be prepared. If necessary, the County Communications Director will communicate with the media, as well as keep records of any information released to the media. **Under no circumstances shall an employee speak to the media and / or post on social media unless authorized by the County Manager or Director of Communications.**

## 8.0 Training

8.1 Information and training are at the heart of pandemic planning and containment. Our goal is to ensure employee comprehension and understanding of how employees may be exposed to the pandemic virus, what their responsibilities are, and what protective measure they can take. Due to the complexity of a pandemic and the continuity and recovery process, the Director of Nursing / designee trains all employees, contractors, and temporary employees and others working for our facility on the following:

- Elements of the written Pandemic Plan;
- Roles and responsibilities of employees;
- Pandemic fundamentals, e.g., hazards, signs and symptoms, modes of transmission;
- Infection control supply locations;
- Proper use of PPE;
- Social isolation practices, e.g., face-to-face, meeting, cafeteria, and travel restriction and telecommunication program; Altered dining provisions;
- Healthy living practices, e.g., getting proper rest and diet; Coughing / sneezing etiquette;
- Illness reporting;
- Sick leave, time off, and vacation policies;
- Overtime / wage policies;
- Stay-at-home issues relating to school and childcare closings and community quarantines;
- At-home care of ill employees and family members;
- Vaccinations, declinations, quarantines, and return to work policies and resources;
- Notification procedures activated in a pandemic outbreak situation;
- Hotlines and websites for communicating to employees, vendors, suppliers, and families;
- Notification procedures activated in a pandemic outbreak situation;
- Emergency/information contracts;
- Community sources of timely / accurate pandemic information (domestic and international)
- Employee assistance programs;



- Media relations;
- Getting to work when public transportation is shut down;
- Appropriate PPE use;
- Hand washing;
- Appropriate cleaning / sanitizing

8.2 Our training program includes: classroom type instruction that uses lecture, discussion, video and or conference formats and / or practical instruction that uses demonstration, practical exercise / and /or hands-on formats, competencies with return demonstrations and web based trainings on RELIAS

8.3 Perform drills for the following pandemic control measures: telecommunicating, fire drills etc. We hold these drills monthly. After a drill, the Team, evaluates the effectiveness of the plan and reviews employee input concerning the drill.

8.4 In addition to basic training drills, supervisors will ensure that the following cross-training is provided to assure that our facility has sufficient coverage for all critical processes should high absenteeism occur:

Critical task or job:	Primary person(s):	Backup person(s):	Backup received cross training? (Y/N)
Staffing nursing department	Staffing services coordinator	Ward clerks House Managers Other RNs	Y Y Y
Dietary Staffing	Dietary Services Supervisor	Dietary Aide	Y
Laundry / Central Supply Staffing	Supply & Inventory Coordinator	Supply and Inventory Clerk	Y
Admissions / readmissions	Case Worker	Supervising Social Worker Case Worker	Y Y
Accounts Billable / insurance verification	Principal Account Clerk	FAO Sr Account Clerks	Y
Accounts Payable	Sr. Account Clerk	FAO Sr. Account Clerk	Y
Resident Accounts	Sr. Account Clerk	FAO Sr. Account Clerk Principal Account Clerk	Y
Resident Activities	Activity Director Leisure time Activity Aides	Domestic Aides Certified Nursing Assistants	Y Y
Administrative	LNHA	DON ADON	Y Y

### III. Inventory, Supplies and Services

#### 9.0 Supply Chain Disruptions

9.1 Because our supply chains may become disrupted in a pandemic, we will stockpile the following critical supply inventories during the pre-pandemic stage (e.g. regular supplies, soap, rubbing alcohol, hand sanitizer, facial tissues, toilet tissue, paper towels, packaged food and water and

additional technological equipment for telecommunications and teleconferencing (procured through the County IT Department)

9.2 To obtain supply items (e.g., raw materials, office supplies, tools and equipment, personal hygiene and cleaning supplies, medical supplies, food supplies) during a pandemic, we have identified a list of primary and alternative supply services below:

<b>Supply type:</b> Canned goods/groceries/fruit &vegetable/eggs & cheese
<b>Critical supply type? (Y/N)</b> Y
<b>Supplier:</b> Duso Foods
<b>Address:</b> PO Box 326 Ellenville, NY 12428
<b>Phone / fax:</b> 845-647-4600
<b>Primary or alternative?</b> Primary

<b>Supply type:</b> Canned goods / groceries / paper goods / meat
<b>Critical supply type? (Y/N)</b> Y
<b>Supplier:</b> Milvilla Foods
<b>Address:</b> 226 Getty Ave. Paterson, NJ 07503
<b>Phone / fax:</b> 973-278-4148
<b>Primary or alternative?</b> Primary

<b>Supply type:</b> Canned goods / Groceries (consortium)
<b>Critical supply type? (Y/N)</b> Y
<b>Supplier:</b> US Foods
<b>Address:</b> PO Box 642554 Pittsburgh, Pa. 15264
<b>Phone / fax:</b> 518-877-8511
<b>Primary or alternative?</b> Primary

<b>Supply type:</b> meat / fish
<b>Critical supply type? (Y/N)</b> Y
<b>Supplier:</b> Dino Mavros
<b>Address:</b> 548 County Rt. 17 Montgomery, NY 12549
<b>Phone / fax:</b> 845-361-4370 / fax. 845-361-4373
<b>Primary or alternative?</b> Primary

<b>Supply type:</b> Meat / fish
<b>Critical supply type? (Y/N)</b> Y
<b>Supplier:</b> Nat Kagan
<b>Address:</b> PO Box 326 Woodridge, NY 12789
<b>Phone / fax:</b> 845-434-4334 / fax. 845-434-8383
<b>Primary or alternative?</b> Primary
<b>Supply type:</b> Surgical & Sundry
<b>Critical supply type? (Y/N)</b> Y
<b>Supplier:</b> Medline Industries
<b>Address:</b> One Medline Place Mundein, Il. 60060
<b>Phone / fax:</b> 866-212-2822 / fax 847-949-2497
<b>Primary or alternative?</b> Primary

<b>Supply type:</b> Surgical & Sundry
<b>Critical supply type? (Y/N)</b> Y
<b>Supplier:</b> Home Health Pavilion
<b>Address:</b> 5027 Rt. 9W Newburgh, NY 12550

<b>Phone / fax:</b> 845-569-1250 / fax. 845-569-1291
<b>Primary or alternative?</b> Primary

<b>Supply type:</b> Surgical & Sundry & Hygiene (Consortium)
<b>Critical supply type? (Y/N)</b> Y
<b>Supplier:</b> Cardinal Health
<b>Address:</b> PO Box13862 Newark, NJ 07188
<b>Phone / fax:</b> 888-444-5440
<b>Primary or alternative?</b> Primary

<b>Supply type:</b> Surgical & Sundry & Hygiene (Consortium)
<b>Critical supply type? (Y/N)</b> Y {Gloves and ATTENDS}
<b>Supplier:</b> Bunzl Scotia
<b>Address:</b> 702 Potential Pkwy Scotia, NY 12302
<b>Phone / fax:</b> 518-374-7810 / fax 888-749-7632
<b>Primary or alternative?</b> Primary

<b>Supply type:</b> Surgical & Sundry
<b>Critical supply type? (Y/N)</b> Y
<b>Supplier:</b> Direct Supply
<b>Address:</b> 6767 Industrial Rd. Milwaukee, Wi 53223
<b>Phone / fax:</b> 800-634-7328
<b>Primary or alternative?</b> Alternative

<b>Supply type:</b> Baked Goods
<b>Critical supply type? (Y/N)</b> Y
<b>Supplier:</b> Bimbo Bakery
<b>Address:</b> PO Box 827810 Philadelphia, Pa. 19182
<b>Phone / fax:</b> 1-866-492-2242 / fax 519-658-4284
<b>Primary or alternative?</b> Primary

<b>Supply type:</b> Ice Cream
<b>Critical supply type? (Y/N)</b> Y
<b>Supplier:</b> Gillette Creamery
<b>Address:</b> 47 Steve's Lane Gardiner, NY 12525
<b>Phone / fax:</b> 800-522-2507
<b>Primary or alternative?</b> Primary

<b>Supply type:</b> Stock Medications
<b>Critical supply type? (Y/N)</b> Y
<b>Supplier:</b> Rock Hill Pharmacy
<b>Address:</b> 253 Rock Hill Drive Rock Hill, NY 12775
<b>Phone / fax:</b> 845-791-1515
<b>Primary or alternative?</b> Primary

<b>Supply type:</b> Medications / Prescription Medications / IV supplies
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<b>Critical supply type? (Y/N)</b> Y
<b>Supplier:</b> Omnicare
<b>Address:</b> 14 Commerce Dr. Ballston, Spa, NY 12020
<b>Phone / fax:</b> 518-363-0242
<b>Primary or alternative?</b> Primary

<b>Supply type:</b> Copy Paper
<b>Critical supply type? (Y/N)</b> Y
<b>Supplier:</b> Staples
<b>Box Address:</b> PO Box 60242 Philadelphia PA, 19176
<b>Phone / fax:</b> 1800-333-3330
<b>Primary or alternative?</b> Primary

<b>Supply type:</b> Office Supply / Copy paper
<b>Critical supply type? (Y/N)</b> Y
<b>Supplier:</b> Staples
<b>Address:</b> PO Box 70242 Philadelphia, Pa. 19176
<b>Phone / fax:</b> 1-800-333-3330
<b>Primary or alternative?</b> Primary

<b>Supply type:</b> Chemical & Maintenance / paper goods
<b>Critical supply type? (Y/N)</b> Y
<b>Supplier:</b> Aramsco ( business name changed )
<b>Address:</b> 11-25 Harding St. Middletown, NY 10940
<b>Phone / fax:</b> 845-346-4747
<b>Primary or alternative?</b> Primary

<b>Supply type:</b> Chemical & Maintenance
<b>Critical supply type? (Y/N)</b> Y
<b>Supplier:</b> Advanced Chemical Systems
<b>Address:</b> 136 Excelsior Ave. Middletown, NY 10940
<b>Phone / fax:</b> 845-342-2466
<b>Primary or alternative?</b> Primary

<b>Supply type:</b> Chemical & maintenance / Laundry / paper goods
<b>Critical supply type? (Y/N)</b> Y
<b>Supplier:</b> Sanico, Inc.
<b>Address:</b> PO Box 2037 Binghamton, NY 13902
<b>Phone / fax:</b> 607-773-0321
<b>Primary or alternative?</b> Alternative

<b>Supply type:</b> Chemical / Maintenance / Kitchen Supply
<b>Critical supply type? (Y/N)</b> Y
<b>Supplier:</b> Grainger
<b>Address:</b> 505 Sawmill River Rd. Elmsford, NY 100523
<b>Phone / fax:</b> 1-800-472-4643
<b>Primary or alternative?</b> Alternative

<b>Supply type:</b> Paper goods
<b>Critical supply type? (Y/N)</b> Y
<b>Supplier:</b> Mivlla
<b>Address:</b> 226 getty ave Paterson NJ 07503
<b>Phone / fax:</b>
<b>Primary or alternative?</b> Primary

<b>Supply type:</b> Paper goods
<b>Critical supply type? (Y/N)</b> Y
<b>Supplier:</b> interboro packing corp
<b>Address:</b> 114 bracken rd Montgomery NY 12549
<b>Phone / fax:</b>
<b>Primary or alternative?</b> Primary

<b>Supply type:</b> Nursing / medical / surgical
<b>Critical supply type? (Y/N)</b> Y
<b>Supplier:</b> Mckesson Medical
<b>Address:</b> PO Box 936279 Atlanta, Ga. 31193
<b>Phone / fax:</b> 855-571-2100
<b>Primary or alternative?</b> Alternative

<b>Supply type:</b> Medical / Surgical
<b>Critical supply type? (Y/N)</b> Y
<b>Supplier:</b> Medi-fair
<b>Address:</b> 25 Jefferson St. Monticello, NY 12701
<b>Phone / fax:</b> 845-794-2323
<b>Primary or alternative?</b> Alternative

9.3 Other primary and alternative service vendors (e.g., healthcare professionals, transporters, equipment rental businesses, waste removal and transport services, utility services, banking institutions, insurance agents, medical services) include:

Supply type:
Critical supply type? (Y/N)
Supplier:
Address:
Phone / fax:
Primary or alternative?

9.4 Once a pandemic outbreak occurs at our facility or once supplies and services are affected by a pandemic outbreak elsewhere, The Administrator/ Director of Nursing or designee will rely on our facility assessment and our critical supply and services lists to identify our supply and service needs. Once a supply or service need is identified, The Administrator/Director of Nursing or designee will notify Supply and inventory Coordinator, Dietary Services Supervisor or Purchasing so that he/she may order it. Should supplies or

services become depleted unexpectedly, employees are to notify The Administrator/Director of Nursing or designee immediately.

9.5 We have selected the following alternative site (s), in the event it is needed: Sullivan County Emergency Services Training Center, 615 Old White Lake Turnpike Rd., Swan Lake NY. We estimate that in a worst-case scenario, we should occupy this site for an undermined amount of time. The Administrator / designee and the Sullivan County Commissioner of Public Safety shall decide when it may be necessary to move to the alternative site (s).

## **10.0 Technology**

- 10.1 All critical database and data infrastructure surrounding the support of the Care Center at Sunset Lake is part of the Infinite Care's Server and backup solution serviced by MYIT Crew. All information is located and backed up on one desk top computer per unit to ensure that access is available to needed information and medical records in the event of power outages or other utilities disruptions at all times.
- 10.2 All current MY IT Crew and Infinite care infrastructure supports employee telecommuting and remote technical support as necessary. These telecommute protocols will be implemented as determined by the Administrator/ Designee in conjunction with Sullivan County Emergency Management and public health.

## **IV. Preventative Measures**

### **11.0 Air Circulation**

11.1 Sullivan County Department of Public Works (DPW) shall ensure that heating, ventilation, and air conditioning filters are cleaned and/or changes regularly. This will assure optimal air circulation and filtration. Merv 13 filters will be changed quarterly as per CDC guidelines where practical. All others will be cleaned and disinfected.

### **12.0 Hygiene and Housekeeping**

12.1 The role of hygiene is key to reducing the spread of a pandemic virus. Frequent hand washing with soap and water will be necessary. Alcohol-based hand rubs and sanitizing wipe stations will be available throughout the facility and on the patio. Housekeeping is responsible for maintaining soap, paper toweling and disposal container inventories. Central Supply is responsible to maintain alcohol-based hand rub and sanitizing wipe inventories.

12.2 DPW is responsible for general facility housekeeping, including the use of suitable cleaning solutions disinfecting the following but not limited to: toilets, sinks, water dispensing machines, tables, door knobs, hand rails, light switches, common areas, elevators. Suitable cleaning solutions are listed

below: \* appropriate MSDS sheets will be maintained on file for all cleaning products\*

Cleaning Solution: Simo-Tab Disinfectant Tablets EPA # 71847-6-18305

SDS #0160

Recommended for: Disinfection/ kill virucidal of non- porous. Used on cleaning resident's bed frame, walls counter tops or any hard surface. Using a Mist Spray Solution to terminally clean covid-19 areas that have been exposed to virus

Safety precautions: NFPA Health: 2 Fire: 0 Reactivity: 0

Cleaning Solution: Pure Bright Germicidal Ultra Bleach EPA # 70271-13

Recommended for: Cleaning and Decontamination against virus on surfaces or objects soiled with blood or bodily fluids used in mopping floors solution

Safety precautions: Health:2 Flammability: 0 Instability: 1

Cleaning Solution: Simoniz Antimicrobial All-purpose Disinfectant EPA # 1839-83-18305 Cleaner

Recommended for: Cleaner and Disinfectant for nonporous, inanimate surfaces such as walls, tables, shower stalls, toilet bowls counter tops, sinks etc.

Safety precautions: Health: 2 Flammability: 0 Reactivity: 0

Cleaning Solution NABC Non acid disinfectant cleaner EPA 5741-18

Recommended Cleaner for bathrooms SDS Sheet is available on file.

12.3 DPW Housekeeping Supervisor / designee, in consultation with the facility administrator and/or DOH, will determine the need for changing areas for their respective staff and decontamination of wastes. Because appropriate hygiene and housekeeping practices may lower potential risk of pandemic infection and prevent the spread, we encourage, and often require, employees to take the following precautions before and during a pandemic outbreak:

- Wash hands often with plain/antibacterial soap and water or use an alcohol-based hand rub if hands are not visibly soiled
- Wash hands after coughing / sneezing
- Wear gloves and wash hands after removing gloves
- Keep hand away from the eyes, nose, mouth and face
- Cough / sneeze into a tissue, sleeve or elbow
- Dispose of used facial tissue in proper waste receptacles
- Notify The Administrator/Director of Nursing or designee or DPW Housekeeping Supervisor immediately when infection control supplies are depleted

### **13.0 Personal Protective Equipment (PPE)**

13.1 The Administrator/Director of Nursing or designee is responsible for ensuring that all necessary protective equipment, including personal protective equipment (PPE), used at the facility will be provided without cost to employees. The Director of Nursing/designee/ Infection Preventionist will determine when to provide and require the use of the following protective equipment:

- N95 Respirators
- Gloves
- Eye protection (goggles)
- Face Shields
- Boots or protective foot covers
- Protective clothing / gowns

- Caps

Universal precautions are used. Proper donning and doffing of PPE is part of in-service training. Just-in-time training may be required for those staff that often times may not use PPE or need refresher training to reduce the potential spread.

Conservation and reusing of traditional disposable PPE in a pandemic may be necessary because of lack of supply chain. This is not the normal operations, but conservation during emergencies may be necessary.

13.2 The Director of Nursing / designee / Infection Preventionist will choose protective equipment based on existing exposure levels to a pandemic virus. However, we will ensure that protective equipment is provided for the following tasks, should a pandemic outbreak occur at our facility:

<b>Task:</b>	<b>Protective Equipment provided:</b>
Direct resident personal care	Gloves /gowns / face / eye protection / N95 respirator /foot cover / cap(hair cover)
Medication administration	Gloves /gowns / face / eye protection / N95 respirator /foot cover / cap(hair cover)
Rendering treatments	Gloves /gowns / face / eye protection / N95 respirator /foot cover / cap(hair cover)
Housekeeping	Gloves /gowns / face / eye protection / N95 respirator /foot cover / cap(hair cover)
Therapy encounters	Gowns / face / eye protection / N95 respirator /foot cover / cap(hair cover)
Secretarial activities	Gowns / face / eye protection / N95 respirator
Social Services activities with residents	Gowns / face / eye protection / N95 respirator /gloves – if coming into direct contact with residents
Dietary	N95 respirators – gloves when handling used dining items – otherwise they are not permitted on the nursing units during a pandemic
Activities	Gloves – if coming into direct resident contact /gowns / face / eye protection / N95 respirator

13.3 Protective equipment will be provided to employees with stocks of supplies outside of the nursing units on tables. N95 respirators will be provided once employees have been fit tested and can tolerate – these are replaced as needed and requested by the employee. The Director of Nursing / designee or Inventory and Supply Supervisor will ensure adequate supplies are available for staff use.

13.4 All protective equipment will be cleaned, laundered and/or disposed of by the facility at no cost to the employees. Protective equipment is cleansed and disinfected at the following intervals:

<b>Protective equipment type:</b>	<b>Cleaned and disinfected at the following interval:</b>
Gowns (disposable)	Disposed of in proper receptacle following use
Cloth Clothing covering	In appropriate linen bin following use for laundering
Hair / foot covering	Disposed of in proper receptacle when leaving area of isolation
N95 respirator	Replace when soiled or integrity is compromised – remove when leaving area of isolation and place in labeled paper bag and don surgical mask



Eye protection / face shields	Cleansed with disinfecting product when leaving area of isolation – these items are individually labeled for employee use and are stored outside of isolation area for reuse – replace if integrity is compromised
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13.5 In order to assure the continued reliability of protective equipment, it must be inspected on a regular basis. The frequency of inspection is related to the frequency of use. Here is our frequencies for inspection:

Protective equipment type:	Inspection:	Frequency:
Eye / face protection	Cleaning/integrity	Daily
N95 respirator	Integrity	Daily

\*\*it is the individual employee’s responsibility to maintain and inspect their own equipment and request replacements as needed. Additional training will be provided as necessary.

13.6 Protective equipment that fails an inspection or is otherwise found to be defective is removed from service, and is discarded and replaced. All replacements will be made by the facility at no cost to the employees.

## 14.0 Social Distancing

14.1 Social distancing is taking measures to keep employees away from other people, including other employees and the public in order to prevent exposure. The Administrator / designee will be responsible for determining with one or more of the following social distancing measures will be taken, the specifics of each measure, and the affected of the determination based on the most current NYSDOH/CDC guidelines:

- Adjustments to face-to-face meetings and gatherings based on Core Infection Control Practices.
- Adjustments to social events based on Core Infection Control Practices.
- Adjustments to public events and gatherings based on Core Infection Control Practices.
- Adjustments to group activities based on Core Infection Control Practices.
- Adjustments group training based on Core Infection Control Practices.
- Adjustments to communal dining based on Core Infection Control Practices.
- Encouraging people to meet in a large room where they can spread out
- Ensuring proper cleaning of high touch areas and any shared or common work areas.
- Arranging workplace layouts to prevent crowding
- Adjusting seating requirements in break and lounge areas to allow for staff to social distance.
- Allowing and requiring staggered lunch / break periods
- Encouraging employees to bring their own lunches, adjusting lunch service at the facility to ensure the following of core principles of infection control.
- Allowing or requiring telecommuting where able when deemed necessary
- Implementing a quarantine or isolating those who are or may be infected

## V. Travel and off-site work restrictions

### 15.0 Identification

15.1 To be ready for a pandemic we have determined that some areas individuals choose to go on vacation to may cause a great risk to the facility population upon their return. Employees should be aware that they will be asked of their travel / vacation plans and any necessary precautions that need to be taken upon their return PRIOR to being approved for vacation and leaving. Some vacation requests may be denied to meet the needs of the facility. Guidance from NYSDOH will be followed.

The facility administrator and/or the DON will educate employees based on the most recent information about the importance of making smart decisions while off-duty to include social gatherings, shopping, and other interaction with family, friends, and the public. The goal of the education is to reduce the potential spread of any virus amongst other employees and residents.

15.2 The Facility Administrator / designee will confer with the County Personnel / Human Resources Commissioner and Infinite Care Consultants with regards to off-site work for “non-essential” facility staff to deem if appropriate and acceptable.

## VI. Medical Surveillance

### 16.0 Symptoms

16.1 The Director of Nursing / designee / Infection Preventionist will ensure that:

- Supervisors know the signs and symptoms of the pandemic virus / disease and the latest procedures for handling a potentially infected or infected employee. These procedures are communicated via policy / reinforcing memos.
- Employees know the signs and symptoms of the pandemic virus / disease. This information is communicated by memo / postings.

16.2 All employees must abide by the following procedure during the pandemic containment stage and The Administrator / designee will update the following procedures as necessary:

- If a person is sick at home just before his / her shift or becomes ill at work, or another person detects that a person has signs and symptoms of the pandemic virus / disease, the person must call the Nursing Supervisor who will in turn notify The Director of Nursing / designee.
- The Director of Nursing/ designee will ask the ill person questions to see if he / she has symptoms of a pandemic virus / disease.
- If the ill person is determined not to currently have any symptoms of a pandemic virus / disease, the Director of Nursing / designee will inform the person of this fact and instruct the ill person to call again or contact their physician if he/she is concerned. The ill person may contact his/her supervisor to notify him/her that the ill person is staying or going home for a personal illness that is not a pandemic virus / disease.
- If the ill person is determined to have any symptoms of the pandemic virus / disease, the Director of Nursing / designee will:

- Record the case as “suspect” for tracking purposes.
- Ask the ill person which co-workers he/she has had face-to-face contact with for the last 14 days.
- Instruct the ill person to obtain and wear a N95 respirator if recommended and the person is able to tolerate, go home immediately, not to use public transportation if possible, and contact a physician by telephone. Instruct the ill person that he/she will not be able to return to work until a physician has declared him/her well and the Director of Nursing / designee gives the ill person permission to return to work.
- Notify the ill person’s supervisor that the ill person has gone home sick.
- Notify Sullivan County Public Health Services that a person suspected of having a pandemic virus / disease was sent home from work. Provide a list of any contacts if available.
  - Notify DPW / the cleaning crew to disinfect the ill person and recent contacts work area / surfaces.
  - Contact the ill person regularly to see if a physician has declared him/her well. If so, the Director of Nursing / designee may instruct the formerly ill person to report to work. If not, the Director of Nursing / designee will contact the ill person regularly until a physician has declared him / her well.
  - **Facility will initiated contact tracing as required in conjunction with participation from Public Health of Sullivan County and NYS DOH**
- All staff entering the facility will be screened upon arrival to include temperature monitoring and query of symptomology.

## 17.0 Sick Leave and Time Off

17.1 During a “declared” pandemic containment period, employees are eligible for:

- Paid sick leave due to a community quarantine
- Paid sick leave, under the following conditions, MD documentation and appropriate paperwork (time off request / LOA paperwork) has been filed
- Paid time off to care for sick family members or children whose school or daycare has closed under the following conditions: MD documentation (if applicable) and appropriate paperwork (time off request) has been filed
- Family Medical Leave Act benefits, if qualified
- Overtime pay, in accordance with the law, for all overtime hours worked
- Final determination will be made by the Commissioner of Human Resources

## 18.0 Stress Management

18.1 Fear, stress, frustration, anxiety, and loss are to be expected during a pandemic outbreak. Rumors and misinformation may abound. This may cause increased absenteeism, distress, and lowered productivity. For these reasons, the Administrator / designee will ensure the following measures in hopes that stress will be reduced and / or eliminated:

- Employees are informed of the status of the pandemic and the contents of our Pandemic Plan
- Employees are informed of necessary changes as time allows

- Employees are informed what the facility is doing about the current situation
- An employee assistance program is available
- Employees are informed of the location and counseling capabilities of the County's Employee Assistance Program
- Employees are informed of sick leave, time off and compensation protocols implemented during a pandemic and containment period
- Employees are encouraged to stay at home if sick
- The Administrator / designee will be available to answer questions about our plan, the status of the pandemic, the status of the facility, changes, what the facility / County is doing, sick leave, time off and compensation policies.

## VII. Security

### 19.0 Protecting People and Assets

19.1 To protect the facility, property and employees, certain security measures will be in place during a pandemic outbreak: securing PPE, locking doors / areas of the facility / changing door codes if necessary / posting memos to refrain from discussion with the media and refraining from Social Media posts.

### 20.0 Coordination/collaboration with outside entities

20.1 The Pandemic Plan Administrator / designee will coordinate/collaborate with the following outside entities before and during a pandemic. The Financial office will collaborate with health insurance plans. The Administrator / designee will collaborate with County Risk Management / insurers, local healthcare facilities, County Public Health Nursing, emergency responders (Mobile Medic) and County Emergency Management and Infinite Care Management to share our plans, Understand capabilities , and discuss how our facility could contribute to the community.

Outside Entity: Sullivan County Office of Emergency Management, Commissioner

Address: 100 North Street Monticello, NY 12701

Phone / Fax: 845-807-0508

Description of collaboration: on hand / needed supplies / resources

Outside Entity: Sullivan County Public Health Services, Director

Address: 50 Community Lane Liberty, NY 12754

Phone / Fax: 845-292-5910 / fax. 845-292-5912

Description of collaboration: current status of staff resident illness

Outside Entity: Sullivan County Risk Management, Director

Address: 100 North Street Monticello, NY 12701

Phone / Fax: 845-807-0475 / fax. 845-807-0480

Description of collaboration: notification to liability insurance carrier

Outside Entity: Garnet Health Medical Center – Catskill

Address: 68 Harris Bushville Rd. Harris, NY 12742

Phone / Fax: 845-794-3300

Description of collaboration: resources / bed availability / supply availability

Outside Entity: Mobile Medic  
 Address: 266 Main Street Hurleyville, NY  
 Phone / Fax: 845-436-9111  
 Description of collaboration: resources / potential number of ill individuals

**VIII. Post-Pandemic Measures**

**21.0 Returning to normal**

21.1 Once it appears that a wave of pandemic has passed, operations will return to “normal” in accordance with the guidance provided by NYSDOH

21.2 The Administrator / designee is responsible for determining when it is appropriate to move forward in accordance with the provided guidance. Employees will be notified prior to additional “reopening” plans.

**22.0 Plan Evaluation**

22.1 This plan will be reviewed as needed with other facility plans and updated accordingly. All persons in supervisory positions within the facility will become familiar with this and other emergency plans.

<b>Employee sign-off sheet</b>	
I acknowledge I have been informed and have reviewed a copy of the Sullivan County Adult Care Center’s (Care Center at Sunset Lake) Pandemic Plan. I have read and understand the procedures contained therein, and I accept the plan as a working document that I will support and follow in my daily work.	
<b>Administrator’s Signature:</b>	<b>Date</b>
<b>Signature:</b>	<b>Date:</b>
<b>Signature:</b>	<b>Date:</b>
<b>Signature:</b>	<b>Date:</b>
<b>Signature:</b>	<b>Date:</b>