



# **Peconic Landing Pandemic Emergency Plan**

## Introduction

The circumstances of infectious disease emergencies, including ones that rise to the level of a pandemic, vary due to multiple factors, including type of biological agent, scale of exposure, and mode of transmission. Infectious disease emergencies can include outbreaks, endemics, epidemics and pandemics. Peconic Landing plans effective strategies for responding to all types of infectious diseases, including those that rise to the higher level of pandemic.

The following Pandemic Emergency Plan (PEP) outlines the hazard-specific preparedness, response and recovery activities that Peconic Landing will take during an incident involving infectious disease, including those incidents that rise to the occasion of a pandemic emergency.

The PEP includes all elements required by subsection 12 of Section 2803, Chapter 114 of the Laws of 2020, for infectious events that rise to the level of a pandemic including:

- A pandemic communication plan
- A protection plan against infection for team members, residents and families
- A plan to maintain a 2-month (60 day) supply of infection control personal protective equipment and supplies, including consideration of space for storage
- A plan for preserving a resident's place in and/or being readmitted to a residential health care facility or alternate care site if such resident is hospitalized, in accordance with all applicable laws and regulations

# **Protocols for all Infectious Disease Events**

## **1. Infection Prevention**

### **Infection Prevention and Control program**

Peconic Landing maintains a robust infection prevention and control program with established guidelines to investigate, control, prevent and report infections in the Health Center. Health Center team member members are educated on infection control procedures and the program is monitored through the quality assurance (QAPI) committee. The program is overseen by the Infection Preventionist/Director of Nursing and Medical Director. As needed and as applicable, infection control prevention training is provided to team members outside of the Health Center. Infection Prevention and Control policies and procedures are reviewed annually and updated as needed.

### **Surveillance**

As part of the Infection Prevention and Control program, Peconic Landing conducts routine/ongoing infectious disease surveillance that is adequate to track background rates of infectious diseases and detect significant increases above those rates. This allows for immediate identification when rates increase above these usual baseline levels.

### **Reporting**

Peconic Landing reports infectious disease outbreaks as required by law. During an infectious disease incident, Peconic Landing will report updates and required information to all appropriate entities, including but not limited to:

- Residents, family members and team members
- Peconic Landing Board of Directors
- Infection Control Preventionist
- Peconic Landing Medical Director
- Local and state health departments
- Local hospitals and emergency response personnel
- Centers for Disease Control (CDC)
- Insurance companies
- NYS Department of Financial Services

Peconic Landing will assure it meets all reporting requirements for suspected or confirmed communicable diseases as mandated under the New York State Sanitary Code (10 NYCRR 2.10 Part 2).

Appropriate personnel have access to communicable reporting tools and other outbreak specific reporting requirements on the Health Commerce System (e.g. Nosocomial Outbreak Reporting Application (NORA), HERDS surveys). Peconic Landing will meet all reporting requirements of the Health Commerce System by dedicating individual(s) who are responsible for the reports. The following individuals have Health Commerce accounts for reporting purposes:

- Administrator
- Assistant Administrator
- Director of Nursing
- Administrative Manager

### **Cohorting**

Cohorting refers to the grouping of individuals with the same condition in the same location. The goal of cohorting is to minimize interaction of infectious individuals with non-infected individuals as much as possible. During an infectious disease incident, Peconic Landing may utilize cohorting to mitigate the spread of the disease.

In the Health Center, an infected individual will be placed in a private room with a private bathroom when available. Team member entry and exit into the room will be minimized as much and possible, and the resident will be asked to stay in his/her room. If a resident must leave his or her room, appropriate personal protective equipment must be worn. If a private room is not available, residents may be cohorted in the same neighborhood, hallway or part of a hallway. Team member crossover will be minimized as much as possible to minimize the risk of transmission to a non-infected resident.

### **Communal Dining**

During an outbreak, Peconic Landing will evaluate the need to amend protocols relating to communal dining or to suspend communal dining altogether. The Health Center Administrator will make the determination to amend or suspend communal dining. In making a decision to suspend communal dining, Peconic Landing will:

- Assess the level of spread of the infection in the facility/neighborhood
- Assess the risks and benefits of communal dining. Peconic Landing recognizes the important role that mealtimes play in a resident's life, including opportunities for socialization, routine and consistency. Canceling social interaction may increase the risk of adverse mental health outcomes, particularly during a stressful event of a disease outbreak.

If Peconic Landing chooses to suspend communal dining, the follow protocols will be followed:

- Dining rooms will be closed for dining purposes.
- Residents will receive room service. Residents who require assistance with eating will receive assistance in their rooms.
- Paper products may be utilized
- Peconic Landing will offer special treats to encourage appetites (i.e. milkshakes, root beer floats, etc.)

If communal dining is not suspended, Peconic Landing may choose to amend dining protocols in the following ways:

- Opening the dining rooms with reduced seating capacity
- Offering two seating times
- Utilizing the dining room a couple of days per week
- Hosting special theme dinners
- Utilizing other common areas as dining space
- Spacing tables a distance apart to allow for proper social distancing
- Seating one resident per table

### **Group Activities**

During an infectious disease outbreak, Peconic Landing will evaluate the need to amend or suspend group activities in the following ways:

- Limiting/suspending social gatherings
- Limiting the number of individuals participating in an activity to allow for social distancing; reducing capacity of gathering spaces
- Offering in-room activities; 1:1 engagement with recreation team members
- Offering virtual programming on in-house television channel

### **Social Distancing**

During an infectious disease incident, Peconic Landing will encourage residents, team members and visitors to practice social distancing to mitigate the risk of spread of the disease, in addition to making changes to communal dining and communal activities as necessary. Methods in which social distancing will be encouraged include:

- Posting signage with reminders to practice social distancing
- Using tape on the floor to mark appropriate distances
- Limiting number of people in elevator at one time
- Transitioning meetings to Zoom or videoconference to avoid large gatherings

## 2. Education

### Team Member Education

Peconic Landing provides education on infectious diseases, exposure risks, symptoms, prevention and infection control, correct use of personal protective equipment and applicable regulations. The type of training provided will depend on the individual's job duties and their level of interaction with members and residents. Training topics will include, but will not be limited to:

- Signs and symptoms of the disease
- Preventative measures
- How the disease spreads
- Hand washing techniques and other infection prevention protocols
- What to do if you are feeling ill/when you should not come to work
- Employee leave policies
- Utilizing personal protective equipment (PPE)
- Changes in operations or policies and procedures
- Training is a continuing endeavor

### Resident, Family Member and Visitor Education

Peconic Landing will also provide education for residents, family members and visitors regarding the disease and Peconic Landing's response strategy utilizing a number of methods. Education topics may include but are not limited to:

- The affected or potentially affected population
- Factors that might place a person at risk
- Behaviors/actions that can help mitigate the spread of infection such as:
  - Staying home and self-isolating as appropriate
  - Practicing proper hand hygiene and cough etiquette
  - Utilizing masks as appropriate
  - Practicing social distancing
- Signs and symptoms of the infection/what to do if you are experiencing symptoms
- Actions Peconic Landing is taking to mitigate the spread
- Updates on how the outbreak is affecting the Peconic Landing community
- Changes in operations

Peconic Landing will utilize a variety of methods to communicate this information with residents, family members and visitors such as:

- Letters
- Emails

- Phone calls/text messages
- Updates via the in-house television channel
- Website updates
- Posters/signage

### **3. Team Member Protocols**

#### **Sick Leave**

Peconic Landing is a health care community offering continuous 24/7 care to its residents. As such, Peconic Landing team members are deemed essential workers by the Department of Health and therefore, as per DOH guidelines, must report to work during a pandemic. Should a team member contract the pandemic illness or come in contact with someone who has, Peconic Landing will follow quarantine regulations provided by the Department of Health and the CDC, and provide sick pay determined accordingly and updated regularly. Similarly, Peconic Landing will follow the DOH guidelines with regard to extending Disability, Family Medical Leave and Paid Family Medical Leave accordingly.

Apart from sick leave taken as a result of a quarantine, Peconic Landing's Sick Leave Policy under standard circumstances is as follows:

- Peconic Landing provides paid Sick Days to full-time and regular part-time team members who work twenty (20) or more hours per pay period and are too ill to come to work, have received an injury serious enough to prevent attendance or must schedule a medical appointment. The amount of Sick Days that team members accrue each pay period is based on Full-time or Part-time status and length of continuous, regular employment with Peconic Landing. Sick time begins to accrue at the beginning of the pay period following the day each team member commences employment with Peconic Landing.
- Team members must be employed with Peconic Landing for three (3) months before using accrued sick days. Only accrued sick time can be used. Team members may not borrow from time that might accrue in the future.
- If a team member is out sick and does not have any accumulated Sick Days, Peconic Landing will use the team member's accumulated Annual Vacation Leave. If a team member becomes sick and has no sick time accrual, short term disability may be utilized. The Benefits Coordinator assists team members with applications for short-term disability.

#### **Support Services**

To support the emotional health and wellbeing of team members during the trying times of a pandemic, Peconic Landing has partnered with a number of third party

providers to offer programs through which team members can find counseling and emotional support. Providers include but are not limited to National Employee Assistance Program (National EAP), New York State Office of Mental Health, and East End Hospice. A variety of virtual support programs, both individual and group via live webinar and recorded video, offer coping skills and stress management to frontline and health care workers experiencing heightened stress, anxiety and grief. They also offer information webinars and resources for managers. Some examples of programming are:

For Individuals:

- Coping with Stress during Infectious Disease Outbreaks
- Practicing Self Care and Managing Stress during Disease Outbreaks
- Maintaining Mental Strength during Disease Outbreaks
- Virtual Group Meditation

For Leadership:

- A Guide for HR and Management: Responding to Employee Fear and Concerns
- Driving Business Success in Uncertain Times
- Motivating Employees during a Time of Crisis
- Empathetic Leadership

**Staffing Plans**

During an infectious disease incident, it is critical that team members experiencing illness or symptoms do not report to work. Peconic Landing recognizes that there will be a need to replace those team members who become ill or who are absent for illness related reasons. It is essential that the appropriate number of team members with the necessary skills are available to ensure that resident needs are met and critical operations continue.

In association with each department, the Human Resources Director will identify essential and critical care team members for all areas, to ascertain necessary staffing levels to ensure a continuation of operations. Critical care team members are those individuals whose absence could cause interruption in essential operations. Priority will be placed on monitoring and maintaining appropriate levels of critical team members.

Staffing levels will be reviewed and monitored daily during an emergency, and adjusted as needed. Staffing challenges will be reported to the supervisor of each department and Human Resources as needed, so that emergency protocols can be put in place. Tactics used to ensure appropriate staffing levels may include, but are not limited to:

- Calling upon the Leadership Team to support and augment staffing levels in areas identified as having need
- Job duties may be temporarily reassigned to fill vacancies and perform tasks that may be outside of an individual's scope of work, but for which they are qualified and capable to perform
- Utilization of team members who have been cross-trained to work in different departments
- Contracting agency staff; utilization of employment agencies
- Offering overtime to current team members
- Offering Extraordinary Circumstances Pay
- Re-hiring team members who left the company in good standing
- Posting open job positions via Indeed, local newspapers, Peconic Landing website, etc.
- Utilizing staffing portals established by the Department of Health and other agencies
- Contacting the local health department for aid

### **Screening**

Peconic Landing may implement screening protocols during an infectious disease incident to ensure that team members are not working while sick. Peconic Landing will monitor the CDC website and utilize Department of Health guidance to identify symptoms associated with the infectious disease. Screening protocols may change periodically as guidance changes.

Peconic Landing will identify a location to conduct screening. Access to the building may be limited to certain entrances to ensure that team members are directed to the screening location. Safety measures will be put in place to ensure the safety of the screener such as:

- Plexiglas barriers to separate the screener from team members
- Availability of hand sanitizer, hand washing supplies
- Appropriate PPE such as gloves, masks, etc.
- Utilizing no-touch thermometers
- Utilizing kiosks instead of in-person screeners

Team members will be asked certain questions developed based on available guidance. An example of a screening questionnaire may be:

- Do you have signs or symptoms of illness such as fever, cough, shortness of breath or sore throat?
- Have you been in contact with someone with a confirmed diagnosis in the past 14 days?

- In the last 14 days, have you traveled to a location with sustained transmission of the disease?
- Temperature checks may be implemented as part of the screening protocol.

Based on the answers to the screening, it will be determined whether the team member should be permitted to work or not. Peconic Landing will following Department of Health and CDC guidance when determining whether a team member is permitted to work or when they should return to work following exposure.

### **Testing**

If a test is available to identify the presence of the infectious disease, testing may be conducted. Testing protocols will be based on CDC recommendations, Department of Health directives and the availability of testing kits. Peconic Landing may provide testing on-site or may require that employees be tested by their primary care physician.

## **4. Visitation**

During a pandemic, visitation to Peconic Landing may be amended or restricted. Based on the characteristics of the population served at Peconic Landing, protocols may be stricter than those followed in the greater community. Decisions about visitation will be made based on the risk that visitation poses to residents, visitors and team members. Peconic Landing will consider the level of transmission of the virus within the surrounding community when making decisions about visitation. Such protocols may include:

- Allowing normal visitation but encouraging individuals to defer visitation until further notice, to reduce exposure risk to residents and team members
- Limiting visitation to compassionate care situations, such as when a resident is at the end of life or situations where a visitor is essential to the resident's emotional wellbeing and care
- Prohibiting visitors if they are exhibiting signs or symptoms of the disease
- Prohibiting visitors if they have traveled to or from certain areas
- Prohibiting visitors if they have come in contact with someone ill
- Limiting access to the inside of the building; permitting outdoor visits only
- Suspending visitation completely

Peconic Landing will follow guidance from the Department of Health and the CDC and will adhere to all Executive Orders executed during an outbreak or pandemic. Executive Orders and/or Department of Health directives may supersede any of the above protocols.

Peconic Landing recognizes the effect that isolation can have on a resident when visitation is restricted. To ensure resident engagement with their loved ones, Peconic Landing may facilitate or assist with the following:

- Telephone calls
- Skype, Facetime or other video chats, provided at no cost
- Writing emails, letters
- Window visits
- Family members may be permitted to drop off care packages

### **Screening of Visitors**

If visitation is permitted, vendors, contractors, family members and other visitors may be required to undergo screening upon arrival. Screening questions will be developed based on industry guidance, but an example of a screening questionnaire may be:

- Do you have signs or symptoms of illness such as fever, cough, shortness of breath or sore throat?
- Have you been in contact with someone with a confirmed diagnosis in the past 14 days?
- In the last 14 days, have you traveled to a location with sustained transmission of the disease?
- Temperature checks may be implemented as part of the screening protocol.

### **Admissions**

During an outbreak, Peconic Landing may consider reducing admissions to the Health Center. The Administrator will assess whether an individual can be safely admitted and if his or her needs can be met. If the individual is coming from a hospital, Peconic Landing will require that the individual is stabilized prior to admission. Peconic Landing will not accept an individual for admission whose needs cannot be met. During an outbreak of COVID-19, a negative test will be required prior to admission to the Health Center.

If a Health Center resident is sent to the hospital, Peconic Landing will preserve that resident's place in the facility as per Public Health Law Section 2803, Subdivision 12. The resident will be re-admitted when the hospital deems the resident safe for discharge and when Peconic Landing has confirmed the ability to meet his or her care needs.

## **5. Environmental Considerations**

### **Cleaning and Disinfection**

During an outbreak, increased disinfection will be implemented for the following high touch areas and locations:

- Door knobs/handles
- Push bars/buttons
- Handrails/stairwell rails
- Elevator buttons/rails
- ATM machine
- Phones, computers and electronics
- Remote controls
- Public chairs
- Drinking fountains (consider shutting down)
- Light switches
- Thermostats
- Time clocks
- Restrooms
- Vans and cars
- Wheelchairs
- Resident care equipment
- Fitness equipment

### **Environmental Modifications**

Peconic Landing will consider environmental modifications to promote the health and safety of residents, team members and visitors. Some strategies that can be utilized include:

- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible
- Ensure that all water systems, water-using devices and water features are safe to use after a prolonged shutdown or reduced operations
- Modify room layouts to promote social distancing
- Arrange chairs, tables and desks appropriate distances apart
- Minimize traffic in enclosed spaces
- Install physical barriers such as sneeze guards and partitions
- Provide physical guides, such as tape on floors and signs on walls to promote social distancing
- Ensure proper maintenance, operation and disinfection of pool
- Ensure trash cans are emptied regularly

## 6. Supplies

Peconic Landing will work with vendors and suppliers to ensure an appropriate level of critical supplies during an infectious disease incident. These supplies include: medications, cleaning and disinfection supplies, personal protective equipment and food and water.

## 7. Other Considerations

### Signage

Peconic Landing will develop signage and/or use signage from the CDC, DOH, etc. to educate residents, visitors and team members. Signs will remind individuals about:

- Cough etiquette
- Hand washing and other hygiene measures
- Visitation changes/protocols
- Mask wearing
- Social distancing

### Monitoring of the Incident

Peconic Landing will assign a team member to be responsible for monitoring and maintaining knowledge and documentation of current guidance, signage and advisories from the NYSDOH and US Centers for Disease Control and Prevention (CDC) on disease-specific response actions, including management of residents and team members suspected or confirmed to have disease

### Recovery for Infectious Disease Events

Peconic Landing will maintain, review and implement procedures provided in NYSDOH and CDC recovery guidance that is issued at the time of each specific infectious disease or pandemic event, regarding how, when, which activities/procedures/restrictions may be eliminated, restored and the timing of when those changes may be executed.

Peconic Landing will communicate any relevant activities regarding recovery/return to normal operations with team members, families and other relevant stakeholders.

## **Additional protocols for Pandemic Events**

In addition to the above protocols for all infectious disease events, Peconic Landing will adhere to the following emergency protocols during a pandemic.

### **1. Pandemic Communication Plan**

During a pandemic, regular communication with residents, team members, family members and the greater community will be necessary. A pandemic can cause fear and concern for stakeholders. Accurate, honest and regular communication is important to mitigate these concerns. Peconic Landing will provide information that includes, but is not limited to, the following:

- The affected or potentially affected population
- Factors that might place a person at risk
- Behaviors/actions that can help mitigate the spread of infection
- Signs and symptoms of the infection
- What do you if you are experiencing symptoms
- Actions Peconic Landing is taking to mitigate the infection
- Updates on how the outbreak is affecting Peconic Landing
- Changes in operations

Executive Orders or directives from the Department of Health may dictate the type of information that must be communicated to stakeholders. Peconic Landing will follow all directives as they relate to communication during an outbreak of COVID-19.

#### **Media Communication**

Peconic Landing maintains a Media Management Plan that outlines the roles, responsibilities and protocols for team members when communicating with members of the media, including broadcast, photo and print journalists. The objective of this plan is to allow for a respectful and transparent dialog with news media outlets while keeping the safety, security, and privacy of residents as the number one priority. The plan outlines protocols for two types of onsite media interactions - non-emergency and emergency. During a pandemic, the emergency protocols will be followed.

Team members are trained on media management protocols to ensure proper procedures are followed. The organization spokesperson (or his/her designee) should be the only individual communicating information to the media via the assistance of a Public Relations representative. Peconic Landing team members are not permitted to provide any kind of information to media outlets without the expressed permission of the spokesperson. The organization spokesperson the President/CEO of Peconic Landing.

Peconic Landing may utilize a number of methods to communicate with the media including:

- Press Conferences
- Written statements
- Social media posts: Facebook, Twitter, Instagram
- Website messaging
- Phone calls with the Public Relations representative

### **Resident Communication**

Peconic Landing will utilize a number of methods to communicate with residents of the Health Center. Such methods may include:

- Updates via the in-house television channel
- Letters
- Emails
- Phone Calls
- Posters/flyers
- Website updates

Peconic Landing will adhere to all directives issued by government officials, public health law, the Center for Medicare and Medicaid Services (CMS) and the Department of Health, as they relate to communication. The following directives will be followed during an outbreak of COVID-19:

#### Section 2803, Subdivision 12, of the Public Health Law:

- Provide updates to all residents once per week on the number of infections and deaths at the facility, by electronic or such other means

#### Centers for Medicare and Medicaid Services:

- Inform nursing home residents within 12 hours of the occurrence of a single confirmed infection of COVID-19
- Inform nursing home residents within 12 hours of the occurrence of 3 or more residents or team member with new onset of respiratory symptoms that occur within 72 hours of each other
- Provide weekly update to nursing home residents that includes info on mitigating actions implemented to prevent the risk of COVID-19 and any alternations to normal operations

## Family Member Communication

Peconic Landing will utilize a number of methods to communicate with family members of residents in the health center. Such methods may include:

- Emails via a listserv
- Phone calls from the charge nurse, social worker, department supervisor
- Website updates

Peconic Landing will adhere to all directives issued by government officials, public health law, the Center for Medicare and Medicaid Services (CMS) and the Department of Health, as they relate to communication. The following directives will be followed during an outbreak of COVID-19:

### Section 2803, Subdivision 12, of the Public Health Law:

- Provide updates to authorized family members and guardians of infected residents at least once per day and upon a change in the resident's condition
- Provide updates to all authorized families and guardians once per week on the number of infections and deaths at the facility, by electronic or such other means

### Centers for Medicare and Medicaid Services:

- Inform nursing home resident representatives within 12 hours of the occurrence of a single confirmed infection of COVID-19
- Inform nursing home resident representatives within 12 hours of the occurrence of 3 or more residents or team member with new onset of respiratory symptoms that occur within 72 hours of each other
- Provide weekly update to nursing home resident representatives that includes info on mitigating actions implemented to prevent the risk of COVID-19 and any alternations to normal operations

### Executive Order 202.18

- Notify nursing home and assisted living family members or next of kin within 24 hours of a resident testing positive for COVID-19 or suffering a COVID-19 related death

## **2. Availability of Pandemic Emergency Plan (PEP)**

Peconic Landing will post a copy of the PEP on the company's public website and will make it available upon request. As the PEP is updated annually, the version on the website will be amended.

### **3. Family Member Notification during a Pandemic**

In addition to the communication protocols outlined in the Pandemic Communication Plan, Peconic Landing will ensure that authorized family members and guardians of infected residents will be updated at least once per day and upon any change in the resident's condition. The family member may be contacted by the Charge Nurse, Director of Nursing, Social Worker or another designee. The family member will be contacted in a method suitable to him/her (e.g. phone call, email).

All residents and authorized families and guardians will be updated at least once per week on the number of pandemic-related infections and deaths at the community, including residents with a pandemic-related infection who pass away for reasons other than such infection. The primary method of communication for weekly updates will be via email Listserv. However, Peconic Landing will explore additional options if that method is not suitable to an individual family member.

### **4. Visitation during a Pandemic**

In the event that Peconic Landing must suspend in-person visitation during a pandemic, Peconic Landing will utilize alternate methods of visitation to ensure residents have access to their loved ones. These methods include but are not limited to:

- Videoconferencing (e.g. Skype, Facetime) provided to all residents at no cost and available daily
- Telephone calls
- Writing letters, emails
- Window visits
- Vestibule visits
- Family members may be permitted to drop off care packages
- Outdoor visitation, if permitted

### **5. Admissions/Readmissions**

Peconic Landing will assure that hospitalized residents will be admitted or readmitted to the community after treatment provided that Peconic Landing can meet the needs of the resident. If Peconic Landing is unable to meet the needs of the resident, an alternate care site will be arranged. Peconic Landing will follow all applicable laws and regulations including but not limited to 10 NYCRR 415.3 (i)(3)(iii), 415.19 and 415.26(i) and 42 CFR 483.15(e).

Peconic Landing will preserve a resident's place in the community if such resident is hospitalized in accordance with all applicable laws and regulations including but not limited to 18 NYCRR 505.9(d)(6) and 42 CFR 483.15(e).

## 6. Personal Protective Equipment (PPE)

During a pandemic, Peconic Landing will ensure that all personnel have access to appropriate personal protective equipment (PPE). All team members will be trained on the proper use of PPE (e.g. appropriate fit, donning/doffing, appropriate choice of PPE per procedures) and will be assessed for competency in these areas.

To ensure sufficient supply of PPE during a pandemic, Peconic Landing will maintain a two month (60 day) supply of personal protective equipment or any superseding requirements under New York State Executive Orders and/or NYSDOH regulations governing PPE supply requirements expected during a specific disease outbreak or pandemic. The supply will be maintained onsite and will be immediately available during an emergency. As a minimum, all types of PPE found to be necessary in the COVID pandemic should be included in the 60 day stockpile. This includes:

- N95 respirators
- Face shields
- Eye protection
- Gowns/isolation gowns
- Gloves
- Masks
- Sanitizer and disinfectant meeting EPA guidance current at the time of the pandemic