

# BROADWAY HOUSE FOR CONTINUING CARE

## Management Plan for the Control of Respiratory Outbreak

Broadway House is committed to ensure that our facility is prepared to respond to the threat of any respiratory outbreak including COVID-19. Upon notification that there is a potential or actual airborne disease outbreak in the community, the management plan for Respiratory Outbreak Control will be initiated. The President/CEO authorizes implementation of the plan. Within the overall facility plan, each department has specific interventions which they will put into place. Each department shall ensure that all infection prevention and control practices are performed to meet CDC and New Jersey Department of Health requirements.

For the COVID-19 Outbreak, Herbert Belisle and Lois Beatty are the Response Coordinators. The Broadway House Plan includes coordination with a minimum, the contact information of the Newark Department of Health, New Jersey Department of Health and coordination with local extended care facilities who are a part of our memorandum of understanding.

Respiratory Outbreak Definition: A sudden increase in occurrences of a disease in a particular time or place. One laboratory confirmed positive case in a resident along with other cases of respiratory illness on the unit. Or, there is a sudden increase over the normal rate of acute respiratory illnesses in the facility:

- Several residents exhibiting similar respiratory symptoms in the same room, unit or common place within the facility.
- Two or more residents develop respiratory illness within 72 hours of each other.
- Increase of employee absences reporting similar respiratory symptoms.
- Two or more staff members testing positive for COVID-19 within a one-month period.

### Preparedness Committee: COVID-19

This is a multidisciplinary committee to address planning for COVID-19 within the facility. The committee conducts meetings with residents and staff, disseminates information regarding the current or changing status of the respiratory disease outbreak and reviews federal and state regulatory updates to ensure facility compliance. James Gonzalez, CEO will oversee any required communications with public health authorities and the community. Herbert Belisle, Director of Plant Operations will oversee inter-facility communication/planning during an outbreak.

James Gonzalez	President & CEO	Ext. 1004
Dr.R.Munera,	Medical Director	Ext. 1011
L. Rocha, NP	Nurse Practitioner	Ext. 1098
Lois Beatty	Director of Resident Affairs & Quality COVID-19 Coordinator	Ext. 1005
Reza Goco	Director of Nursing	Ext. 1007
Herbert Belisle	Director of Plant Operations & COVID-19 Coordinator	Ext. 1285
Marie Kassai	Infection Prevention & Control Consultant	201-406-1430
Donnamarie Lynch	Director Human Resources	Ext. 1265
Dr. Harrison-Madu	Infection Preventionist/Staff Educator	Ext.
Carolyn Barker	Environmental Services Consultant	732-539-7215
Angela Moroney-Cymbaluk	Assistant Director of Finance	Ext. 1036
Gloria Horton	Director of Social Services	Ext. 1115
Korvette Hinton	Director of Activities	Ext.1010

Zwardie Nelson	Food Service Director	Ext. 1042
Debra Schimpf	Provider Pharmacist	973-299-2500
Facility Staff Representative	Mary Lugo & Robert Hardwick	Ext.1020 Ext. 2214
Resident Representative	Isaiah Brown	Unit 2 West

## Facility Protocol

1. Laboratory testing will be done as soon as a respiratory outbreak is suspected, (i.e. influenza A&B testing, SARS-COV-2- to determine the etiology of the outbreak. If an influenza outbreak is confirmed, antiviral for prophylaxis for residents shall be initiated for residents and staff. For a COVID-19 outbreak, testing will also be done for both staff and residents. Medical treatment & Management will be initiated.

References: Policy – Medical Management & Treatment of COVID-19,

2. The infection Preventionist/designee will monitor the CDC website for information updates and resources.
3. All residents/staff will be monitored for potential symptoms of respiratory infection. Symptoms will include fever, cough, cough, headache, chills, loss of smell or taste, diarrhea and difficulty breathing. Residents are assessed on every shift and staff/visitors prior to entry into the facility.
4. Provide communication for residents, their representatives and staff via for mailings, newsletters, telephone, zoom, face time etc. and website updates.
5. Surveillance will be maintained on all residents and staff. If an increase is noted, regardless of suspected etiology among residents and/or staff the Newark Health Department and the New Jersey Health Department will be notified by the Infection Preventionist (Lois Beatty)
6. Reinforcement of Infection Prevention practices with staff on hand hygiene, social distancing, respiratory etiquette, isolation types, PPE use and the cleaning of workplace areas is continuous overseen by members of the Infection Prevention & Control Committee.
7. Routine cleaning and disinfection of frequently touched surfaces with EPA-registered disinfectant will be performed in addition to internal environmental cleaning throughout the facility.
8. Rapid COVID-19 testing is required for all visitors entering the facility. Anyone is does not pass the COVID-19 screening protocol will not be allowed access to the facility
9. Confirmed positive or suspected residents will be placed in single rooms on the designated 2 East area while medical management is underway and finally confirms that isolation is no longer required.

## Cohorting Plan-Residents

To control and prevent the spread of COVID-19 within the facility, we have designated a section of the 2East nursing Unit for residents with suspected or confirmed diagnosis of COVID-19. Rooms 206-211 will be used for isolation cases identified from our current resident population. 1 resident per room Dedicated nursing staff are assigned specifically to the unit.

## Personal Protective Equipment (PPE)

All staff are required to wear the appropriate PPE while in the facility.

- Medical masks are required to be worn by all while in the facility.

- Gowns are to be worn when there is the possibility that spills, splashes may occur during care or exposure to non-intact mucous membranes etc. of the resident.
- Gloves are to be worn when coming in contact with body fluids, blood, stool, urine. When cleaning and disinfecting the resident area such as over bed table bed rails and lavatory sinks
- While working/visiting the COVID-19 designated rooms on 2 East (206-211) You Must wear:
  1. Gown
  2. N95 (only if it is not available can you wear a medical facemask)
  3. Eye goggles or Face Shield
  4. Gloves

All staff are always to wear medical masks in the clinical and non-clinical areas. Cloth mask are not to be used unless authorized by facility management. Residents may wear cloth mask only unless a medical mask has been determined as necessary by the medical team.

Symptomatic residents should be masked during direct care. If the resident cannot tolerate a mask, use of a tissue to cover the nose and mouth is appropriate.

### **Essential Employees; Access to Work**

All employees, (contracted staff included) of Broadway House are considered essential employees. Please have your ID badges readily available to show law enforcement if necessary. The Stay at Home Order from the governor excludes health facilities that provide medically necessary or therapeutic services.

A letter from our facility president/CEO has been provided for you to keep in your possession in case you are stopped by law enforcement personnel. (If you need another copy it can be obtained at the security desk.)

### **Visitation Protocol**

- The facility follows the guidance of CDC, state and local health regulations. Exceptions will be made in circumstances related to end-of-life situations and emergency services are required for the physical plant.

Visitors and staff will be screened for the following:

- a. Signs and symptoms of a respiratory infection such as fever, cough, sore throat, difficulty breathing, chills, shivering, headache, muscle pain, loss of smell or taste and diarrhea
- b. Having direct contact with someone who has a confirmed diagnosis of COVID-19 or is under investigation for COVID-19.
- c. Antigen testing of visitors and staff is based on New Jersey Department of Health Regulations. Currently all visitors have to be tested prior to each visit which takes place in the facility, Staff are tested based on CALI reports. Currently this is twice a week.

Any staff or visitor not meeting the above noted criteria will be restricted from entering the facility. Note: per law, a facility may restrict or limit visitation rights for reasonable clinical and safety reasons. This includes restrictions placed to prevent community-associated infection or communicable disease transmission to resident

## **Facility Admissions**

Admissions/readmissions to the facility are screened by the medical director, nursing director and the director of admissions. All potential admissions should be tested for COVID-19 before the admission to Broadway House whenever possible. Even if they are tested, new admissions and/or readmissions will be placed on quarantine for 14 days regardless of test results.

## **Infection Prevention Measures for Staff**

- Health care providers will be monitored for signs and symptoms of a respiratory infection. If noted they will not be permitted to work and shall follow the facility sick call policy. (Fever 100.4 or higher, cough, difficulty breathing, sore throat, chills, shivering, muscle pain, loss of smell or taste, headache or diarrhea.) Follow-up with the primary physician is to be done for further recommendations for care. When medically cleared, they may return to work.  
References: Policy- Exclusion from Work, Policy – Staff Protocol for having symptoms of a Respiratory Outbreak Disease
- If a staff member is identified as having a potential exposure to COVID-19 and is asymptomatic he/she can work as long as proper PPE is utilized (mask) throughout their shift for at least 14 days from their last known exposure to a COVID-19 case. This decision is based on staffing needs and exposure risk. Also, this person will be tested for COVID-19
- Any staff member that develops signs and symptoms while on the job should:
  - a. Stop work immediately, put on a facemask and self-isolate at home.
  - b. The employee shall report this to the department supervisor and or the infection Preventionist/designee.
  - c. The staff is also to provide information on individuals, equipment, and locations which he/she met prior to leaving the facility.
  - d. Staff should notify their physician immediately, continue to self-isolate and follow physician instructions.
  - e. The infection Preventionist/designee will contact the Newark Health Department and the New Jersey Health Department. Staff should follow-up with their physician. Testing for our facility can be done at St. James 322 So. 8<sup>th</sup> Street, Newark, New Jersey. Hours of operation Are Tuesday-Friday 8:00am -6:00pm. (973) 245-0060  
Testing is also now available at our facility, please contact Lauro Rocha ext. 1098

If you feel that you may have come in contact with COVID-19 outside of Broadway House, please notify Lois Beatty ext.1005. You will be referred to your medical physician or St. James Clinic for COVID antibody testing and medical management if necessary.

## **Work Adjustments**

- Due to school closing, daycare issues etc. if employees need to take off, the current time usage policy is available for you (vacation, sick, personal days). Please contact Donnamarie Lynch, Director of Human Resources. Ext 1265
- Department Heads may in circumstances specific to their departments speak with staff regarding alternative work schedules to adjust to the needs of our residents and facility operations

## **Infection Prevention Measures-Residents**

1. Active screening of resident and staff. Resident vital sign screening (TPR, pain, and pulse oximetry) is to be done at each shift change and must be recorded in the residents' medical record. Staff upon arrival to work will have temperature checks and asked whether they have any respiratory infection signs or symptoms. (elevated temperatures 100.4 or >, difficulty breathing, loss of smell or taste, headache, muscle pain, shivering or chills) In addition, staff will be asked about exposure to persons with confirmed COVID-19 diagnosis or persons being investigated for COVID-19.

\*(Any person with either of the previously noted circumstances are not allowed into the facility).

2. Communal dining and group activities will cease when the facility is in an investigation stage or active outbreak stage.
3. Activities will be modified to resident rooms. (Movies, board games, pads, TV, radio, cd use, card games, mask making etc.)
4. Resident Education on PPE, Isolation types, hand washing, distancing, coughing hygiene, proper use of cloth masks and how to care for them will be provided
5. Visitor restriction will be in place except in compassionate care situations or physical plant emergencies
6. The Newark Department of Health will be notified of any resident or staff person diagnosed or under investigation for COVID-19. This is done by the infection preventionist. The following reports are electronically submitted daily to the mentioned agencies. The Line Report, Rapid Assessment Report and the Outbreak Report, and NSHN.
7. If a diagnosed resident with COVID-19 is to be transferred out of the facility, we will inform the receiving facility, transport agency so that proper precautions can take place. Prior to the discharge, the resident would have been placed on isolation with the door closed and a facemask placed on the resident. Current family contact information, POLST forms, copies of MARS/TAR and progress notes will be provided.

8. In the event that one of our resident's is transferred out of the facility for admission to another health care facility for reasons not related to COVID-19, upon return they would be placed on isolation for 14 days before returning to their original room to ensure that they do not have COVID-19 or any other respiratory contagious disease.

### **Communication**

Our website is updated daily to inform the public of our COVID cases (residents & staff)  
Residents communicate with their families via skype, facetime and telephone. Telephones were purchased for each of the COVID designated rooms. Staff are kept inform via email, teleconferences and mailings. In the main lobby of the facility, an information station is set-up which keeps residents and staff informed of our COVID-19 status and educational information related to COVID-19 disease.

- **Social Distancing**

Maintain space between yourself and others at least 6 feet apart

At lunch time when in the cafeteria distance seating, the resident area may be utilized if necessary.

Meetings should be only if necessary. Utilize emails and teleconferencing as much as possible. In break rooms and at workstations, social distancing is required

- **Psychosocial Support for Residents and Staff**

Our counselors meet with residents on a regular basis having one-to-one sessions so that they may express their feelings. We encourage family and residents to reach out to each other via facetime, skype etc. and will assist the residents in doing this so that family contact is maintained.

Human Resources has set-up sessions with outside agencies which offer healthcare provider support sessions for times such as these.

- **In-service Education for Residents and Staff**

- Hand Hygiene
- Proper Use of PPE
- Isolation Types
- Sick Call Protocol
- Signs and Symptoms of Respiratory Infections (Influenza, COVID-19, common cold)
  - COVID-19 Update
  - Social distancing
  - Respiratory Hygiene
  - COVID Testing

### **Testing of Residents, Staff and Visitors (refusal)**

Testing for residents, staff and visitors are based on state department of health guidelines, federal and the Newark Department of Health. Refusal of testing will be considered as the person being positive and the following will occur:

Residents: residents will be considered positive and placed on quarantine until testing is performed and the test outcome indicates that he/she is negative.

Staff: staff who refuse to test as required will not be allowed to work or enter the facility

Visitors: visitors who refuse testing will not be allowed entry into the facility

### **Isolation Room Location**

2 East has been identified as the location in which a resident will be placed with a suspected/confirmed case of a respiratory disease outbreak case until a determination by the medical staff has been made. Rooms 206-211. Additional rooms will be added as the need presents.

Dedicated staffing will be put into place for residents (s) suspected or confirmed to have the diagnosis related to the respiratory outbreak.

Standard, Contact and Droplet Isolation Precautions will be used.

Full PPE is required by all who enter this area which includes N95, face shield/eye goggles, gown and gloves.

Social distancing, hand hygiene

Transportation to a more appropriate setting if indicated (i.e. Acute care) will be determined by the medical staff in addition to the local/state health department guidances.

### **Confirmed/Suspected Cases**

- **Residents**

The resident shall be placed on isolation using contact, droplet and standard precautions

The door to the room shall always remain closed

Staff will wear the appropriate PPE (N95 mask, gowns, gloves, face shield or eye goggles)

If the resident can tolerate, a mask shall be placed on, if they cannot tolerate this a tissue may be used to cover their mouth while providing care.

Medical staff will make the determination as to whether the resident shall be transferred to acute care based on our ability to provide the necessary care. This is in part determined by the symptoms the resident is presenting.

Medical treatment protocols have been identified and once treatment is completed and symptoms

- **Staff**

If a staff member feels that he/she was in contact with a person confirmed or suspected of having COVID-19 they should:

1. not report to work
  2. Call your doctor for treatment/ follow-up
  3. report to the facility, St. James Clinic or their private physician for testing and medical management
  4. Self- isolate yourself and monitor for signs and symptoms of COVID-19
- **Visitors**  
Visitor shall notify the facility if they have been in contact with anyone suspected or confirmed with COVID-19 and monitor for signs and symptoms of respiratory disease in addition to self-isolation. Follow-up for medical management by their private physician or their local health department

### **Confirmed Cases of Airborne Diseases Within the Facility: COVID-19**

Notification to residents, residents' families, staff and visitors will be made if we have a confirmed case of a contagious disease (COVID-19). Timeframe within 24 hours by the medical team. This information is updated daily and is posted on our website.

Staff will not be allowed to work until medically cleared by a physician and have had 2 negative results which were done greater than 24 hours apart. Residents will be treated using facility medical protocol.

### **Outbreak Status: Phase 0**

During this phase, all visitation, communal dining, group activities are placed on hold. Contact tracing within the facility takes place to determine the risk level others may have been faced with. Resident testing will be done weekly until the state determines that the outbreak is over. Any resident determined to be at risk will be placed on quarantine until cleared by the medical team. Staff identified as positive will not be allowed to work until medically cleared for return. Staff will continue to be tested based on CALI levels. Currently that would be twice a week.

### **Deliveries into The Facility**

#### **Food Service Department**

The Food Service staff will meet the vendors at the loading area and transfer the supplies onto a flatbed and bring into the building.

#### **Parcel Post, UPS, US Mail**

The delivery process will be the same. They will leave packages at the front desk and follow previous signage protocol

#### **Pharmacy**

The driver will bring the medications to the front desk and the nursing staff will pick-up and sign off at that point.

## **Reporting/Contact Numbers**

Staff should reach out to their immediate supervisor and/or the Director of Quality & Regulatory Affairs (ext. 1005) if it is suspected that you may have been exposed or have symptoms of the airborne disease.

The facility IP will contact the Newark Health Department and the New Jersey Health Department. The Rapid Assessment Form, Outbreak Survey and the Line List will be sent daily to each agency.

Newark Department of Health Contact is:

Berlyne Vilcant-Etienne, COVID Lead Coordinator  
110 Williams Street Room 200  
Newark, New Jersey 07102

Office # 973-424-1951

Cell # 973-388-0979

## **Staffing**

Dedicated staff will care for resident (s) with a diagnosis of COVID-19 and those residents only.

If we have insufficient staffing adjustment in schedules will be made to ensure the safest possible care for our residents.

## **Equipment and Supplies**

Plant Operations is responsible for the inventory, distribution and storage of supplies. The plan for obtaining supplies from the Essex County OEM in emergent cases is overseen by the Plant Services Director.

A daily record of the quantity of PPE is maintained materials management and submitted to the Director of Quality/Resident Affairs.

Rapid tests for Influenza A&B are in-house

Reporting to the Healthcare Association of New Jersey on our usage per case is to be done on a weekly basis starting 3/23/2020 by the Plant Service Director.

## **Identification Required as an Essential Employee**

Please always wear your facility identification badge. If you are questioned by the police regarding why you are traveling during city/state restricted times present it and the letter which was given to you which indicates that you are an essential worker of Broadway House.

## **SUPPORTIVE AGENCIES**

New Jersey Hospital Association  
New Jersey Healthcare Association  
Newark Department of Health  
University Hospital, Newark New Jersey  
Office of Emergency Services

