

Hallsworth House Personal Care Home

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Monessen PA 15062

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*Changes are indicated in red

August 4, 2020

COVID Policies as it related to Hallsworth House Personal Care Home Plan to Reopen

1a. Testing Plan

- a. Hallsworth House Personal Care Home has contracted with Med Health Services to provide baseline COVID-19 testing to all residents and team members. **Testing will be performed for all team members and residents monthly thereafter until no longer indicated due to resolved community spread, to maintain negative baseline result and to isolate asymptomatic carriers prior to transmission.**
- b. All residents that reside in Hallsworth House Personal Care Home will be tested within 24 hours when symptoms of COVID-19 are present. Extra testing kits have been made available by MHS labs and courier services are available to transport specimens as they are needed.
- c. If Hallsworth House Personal Care Home experiences incidence of COVID-19 infection, MHS lab will provide additional universal testing of all residents and team members, including asymptomatic team members and residents; then weekly serial testing thereafter until no positive tests result for 14 days from most recent positive result.
- d. All new hires will be required to obtain a negative COVID-19 test result before orientation can be scheduled. During the interview process, candidates must be screened and adhere to social distancing similar to those policies as they relate to visitation. COVID-19 testing can be dated up to 14 days in advance of the hire date and negative result must be on file prior to scheduling orientation that would permit access to the common areas of the building.
- e. Residents have the right to decline testing. If a resident declines testing, the resident must be isolated to bedroom for fourteen days from the date of universal testing.
- f. Due to the danger COVID-19 presents and the nature of the work that is performed at Hallsworth House Personal Care Home, it is necessary to require that all staff be tested for COVID-19 per testing recommendations by PA DOH. Team members that refuse COVID-19 testing will not be permitted to perform job duties on site. In the event that a particular testing route is deemed medically inadvisable (such as a nasopharyngeal swab), an alternative route will be sought (such as an anterior nares sample).
- g. All nonessential staff and volunteers are required to receive baseline testing prior to re-entry and performing prior duties. In the event retesting is required, all volunteers and non-essential staff must comply with recommending testing needs to continue to serve in Hallsworth House Personal Care Home. In the event that a particular testing route is deemed medically inadvisable (such as a nasopharyngeal swab), an alternative route will be sought (such as an anterior nares sample).
- h. All essential personnel that are contracted to provide care inside the facility **more than three times per week**, should provide one baseline COVID-19 test. Should an essential provider refuse testing, they can still present to Hallsworth House, but

must follow visitation guidelines by appointment and will not have access to residents without social distancing.

- 1b. Team member infection policy
 - a. Facility will refer to 2020-PAHAN-501-05-01 UPD regarding return to work criteria based on suspected or confirmed COVID infection.
 - b. A team member is not permitted to report to work should COVID-19 symptoms or fever develop.
 - c. If a team member develops a fever or signs and symptoms of COVID-19 during their shift, they will report this to their supervisor immediately and leave the facility
 - d. A team member that has had exposure to a confirmed case of COVID-19 in the community must report this to their supervisor immediately and await further instruction prior to entering the facility.
2. Plan to isolate or cohort Residents diagnosed with COVID-19
 - a. Upon the incidence of COVID-19 at Hallsworth House Personal Care Home, bedrooms and/or hallways will be designated as RED, YELLOW OR GREEN areas. Once universal testing is performed and a negative result is received for each resident and employee, each bedroom and hallway would be considered a green zone. If COVID is suspected, the affected resident's bedroom will be designated as YELLOW (potentially exposed). Upon COVID+ lab result, the affected resident's bedroom is designated RED and the rest of the hallway or any resident's that the infected resident came into contact with will be considered "potentially exposed" areas or yellow zones until weekly serial testing is performed from 14 days from the most recent positive. A hallway will be considered green if no COVID is suspected or all residents could not have been exposed. A hallway would only be labelled a red zone should all residents in a hallway have a positive COVID test result.
 - b. During an incidence of COVID infection(s), all residents will be isolated to their bedroom with the door closed. Bedside toileting will be provided to all residents without a bathroom in areas designated as yellow or red. Any essentials such as meals, care needs, etc. will be provided to the bedroom.
 - c. All team members have been trained in "Donning/Doffing" PPE. Full PPE will be required prior to entry to a bedroom of a COVID+ resident (red) or COVID potentially exposed (yellow). A "donning" and a "Doffing" station will be designated in each hallway of a red or yellow zone. Any resident that resides in a semi-private room in a red or yellow hallway when possible, will be asked to move into an empty unoccupied single bedroom.
3. Plan to actively screen visitors, employees, and residents
 - a. All visitors, volunteers, non-essential personnel, and essential personnel will be screened for fever prior to entry to the building. Using hand hygiene, signing in and out, and answering basic screening questions upon arrival is required. A mask is required for all team members, visitors, non-essential personnel, and essential personnel when an outbreak of COVID is not suspected. When an outbreak of COVID is confirmed, visitation will be restricted, and PPE protocols will be in effect.
 - b. All residents will be screened for signs and symptoms of COVID-19 daily. Temperature checks and symptoms screening is documented and kept for facility record.
4. Plan to maintain PPE supply and train direct care staff on use
 - a. Knowledge and education regarding how to don and Doff PPE in full (N-95 mask, gloves, gown, and eye shield) per CDC guidance is a requirement of employment at Hallsworth House Personal Care Home. Receiving education via instructional videos and demonstrating competency is required before training period is completed.
 - b. A current and adequate supply of PPE is in place. Should incidence of COVID-19 develop, whereas increased PPE needs are required, Jeff Naden, Administrator or

Michael Loukas, facility grounds director will do a weekly inventory and order from existing suppliers contracted with the facility. Our facility is in also in contact with Michele Whiting Zona with Westmoreland County Department of Safety for any critical supply needs should we develop a need based on the supply chain shortage.

5. Plan to maintain adequate staffing

- a. Should facility develop an outbreak of COVID-19, staffing shortages are expected. Hallsworth House exceeds staffing levels based on Department of Health requirements. Should staffing contingencies be in place, Hallsworth House may reduce staff hours to *meet* Department of Health requirements, as an alternative to exceeding the hours. Hallsworth House is also contracted with Dedicated Nursing Associates, a Pittsburgh staffing agency which will be contracted as needed to support staffing needs should they develop.

6. Dining Services

- a. Communal Dining is limited to residents unexposed to COVID-19. Residents may eat in the same room with social distancing in place.
- b. **If a resident is coughing during mealtimes due to dysphagia**, eye shields and gowns will be utilized for the staff members assisting those residents. If a team member is assisting more than one resident, the staff member will perform hand hygiene each time the staff member switches between residents.

7. Plan to resume visitation

- a. During reopening phases we are required to establish a schedule of visitation. Visitation must only be in areas designated as neutral. **Visitation is limited to one hour scheduled intervals. Appointments must be made 24 hours in advance. There are three designated neutral zones, two outdoor and one indoor.**
- b. For the outdoor neutral zone on the deck, outdoor umbrellas will be provided. **All visitors will be screened at the very front entrance. Those with mobility needs can request a team member to meet the visitor at the back door. Visitors scheduled on the back deck are encouraged to stop in the front entrance to check-in and screen, and drive to the back for convenience purposes. Each outdoor zone can accommodate up to six visitors.** Assigned team members will anticipate your arrival, however, call in advance if you will be late or if you are here and a staff member has not yet greeted you.
- c. For indoor neutral zones, designated staff members will screen visitors at the very front entrance and four visitors are permitted. Assigned team members will anticipate your arrival, however call in advance if you will be late, or if you are here and a team member has not yet greeted you.
- d. Before and after visitation for both outdoor and indoor visitation, areas will be wiped down with an EPA-registered disinfectant. Social distancing must be maintained. The neutral zones will have a clearly defined 6 feet distanced seating areas. Visitors must comply with a face mask for the entire visit and wear it properly. If visitor does not pass screening, we are required to refuse visitation. Visitors must perform hand hygiene before and after visit, sign in and out, and stay in neutral areas designated for visitation. Visitation is not permitted during mealtimes. Children are permitted when accompanied by an adult visitor. Adult visitors must be able to manage children, and children older than 2 years old must wear a facemask during the entire visit. Children must also maintain strict social distancing.

8. Plan to halt reopening process

- a. If Westmoreland County reverts to the Red Phase of the Governor's reopening plan, all visitation will cease with exception of medically necessary services such as hospice care and home health nursing.
- b. Telehealth will be encouraged when applicable
- c. Outings from the facility will only be permitted in the event of medically necessary medical treatments/appointments

d. Compassionate care visits will be allotted for those residents whose terminal condition has further deteriorated

1.) Visitation for compassionate care visits must be scheduled

2.) Any visitors that do not pass screening such as fever or symptoms of COVID, will not be allotted visitation despite circumstance

9. Activities

a. Upon entering step three of the reopening plan per Department of Health, activities may be conducted with residents unexposed to COVID-19. Social distancing, hand hygiene, and universal masking is required.

10. Non-essential Personnel

a. Upon entering step three of the reopening plan per Department of Health, non-essential services and persons are permitted.

1.) Universal masks must be in place, equipment and seating areas wiped down with EPA-registered disinfectant before and after services are performed, social distance must be maintained when services are not being performed.

11. Volunteers

a. Upon entering step three of the reopening plan per Department of Health, volunteers are permitted.

1.) Volunteer activities must be limited to those residents unexposed to COVID-19. Screening, social distancing, and universal masking is required.