



Pandemic Emergency Plan

Fox Run at Orchard Park has completed a full assessment of infection control policies, emergency management measures, human resources and facilities services policies. The information contained in this Pandemic Emergency Plan references many existing and/or revised policies to address any pandemic that may occur.

Fox Run at Orchard Park has utilized Annex E from the New York State Department of Health (NYSDOH) Comprehensive Emergency Management Plan template.

Annex E: Infectious Disease & Pandemic Emergency

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, mode of transmission and intentionality. Infectious disease emergencies can include outbreaks, epidemics and pandemics. Fox Run must plan effective strategies for responding to all types of infectious diseases, including those that rise to the higher level of pandemic.

The following Infectious Disease & Pandemic Emergency checklist outlines the hazard-specific preparedness, response, and recovery activities that Fox Run plans for that are unique to an incident involving infectious disease as well as those incidents that rise to the occasion of a pandemic emergency. Fox Run will indicate for each checklist item, how they plan to address that task.

The Erie County Department of Health (ECDOH), maintains prevention agenda priorities compiled from community health assessments. The checklist items noted in this Annex include the identified ECDOH priorities and focus areas. Fox Run uses this information in conjunction with an internal risk assessment to create their plan and to set priorities, policies and procedures.

This checklist also includes all elements required for inclusion in Fox Run’s Pandemic Emergency Plan (PEP), as specified within the new subsection 12 of Section 2803, Chapter 114 of the Laws of 2020, for infectious disease events that rise to the level of a pandemic.

To assure an effective, comprehensive and compliant plan, Fox Run refers to information in Annex K of the CEMP toolkit, to fully understand elements in the checklist including the detailed requirements for the PEP.

A summary of the key components of the PEP requirements for pandemic situations is as follows:

- development of a Communication Plan,
- development of protection plans against infection for staff, residents, and families, including the maintenance of a two-month supply of infection control personal protective equipment and supplies (including consideration of space for storage), and
- 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.

Infectious Disease/Pandemic Emergency Checklist

Preparedness Tasks for All Infectious Disease Events

Required	<p>Provide staff education on infectious diseases (e.g., reporting requirements (see Annex K of the CEMP toolkit), exposure risks, symptoms, prevention, and infection control, correct use of personal protective equipment, regulations, including 10 NYCRR 415.3(i)(3)(iii), 415.19, and 415.26(i); 42 CFR 483.15(e) and 42 CFR § 483.80), and Federal and State guidance/requirements</p> <p>Facility provides regular education on infectious disease to all staff. Infection control policies cover all elements listed above.</p>
-----------------	--

Required	<p>Develop/Review/Revise and Enforce existing infection prevention, control, and reporting policies.</p> <p>Facility has policies on infection prevention, control, and reporting on infectious disease. These policies are reviewed and updated as necessary.</p>
Recommended	<p>Conduct routine/ongoing, infectious disease surveillance that is adequate to identify background rates of infectious diseases and detect significant increases above those rates. This will allow for immediate identification when rates increase above these usual baseline levels</p> <p>Facility conducts routine surveillance as directed by Executive Order and/or other regulatory guidelines.</p>
Recommended	<p>Develop/Review/Revise plan for staff testing/laboratory services</p> <p>Facility has plan for staff COVID testing as required by NYS Executive Order and/or CMS requirements.</p>
Required	<p>Review and assure that there is, adequate facility staff access to communicable disease reporting tools and other outbreak specific reporting requirements on the Health Commerce System (e.g., Nosocomial Outbreak Reporting Application (NORA), HERDS surveys</p> <p>Facility has adequate access and training to report outbreak details. The Administrator and Director of Nursing have access to the Health Commerce System and are cross-trained to download all pertinent data in time of need or absence.</p>
Required	<p>Develop/Review/Revise internal policies and procedures, to stock up on medications, environmental cleaning agents, and personal protective equipment as necessary. (Include facility's medical director, Director of Nursing, Infection Control Practitioner, safety officer, human resource director, local and state public health authorities, and others as appropriate in the process)</p> <p>Facility has disaster policies which include assessment of at risk supply chains, and collaborating with procurement to obtain increased supplies of all necessary equipment, which may include medications, food, water, cleaning agents, and PPE. At the time of a disaster/pandemic, a command center is established with key members of Administration and Leadership to determine action items depending on the nature of the situation.</p>
Recommended	<p>Develop/Review/Revise administrative controls (e.g., visitor policies, employee absentee plans, staff wellness/symptoms monitoring, human resource issues for employee leave).</p> <p>Facility has administrative controls that exist in a variety of policies, which address visitation, human resources and employee relations activities, as well as employee wellness.</p>
Required	<p>Develop/Review/Revise environmental controls (e.g., areas for contaminated waste) Facility has environmental controls in place. See policies for infection control cleaning and contaminated waste policy.</p>
Required	<p>Develop/Review/Revise vendor supply plan for re-supply of food, water, medications, other supplies, and sanitizing agents.</p> <p>Facility has disaster policies which include assessment of at risk supply chains, and collaborating with procurement to obtain increased supplies of all necessary equipment, which may include medications, food, water, cleaning agents and PPE. At the time of a disaster/pandemic, a command center is established with key members of Administration and Leadership to determine action items depending on the nature of the situation.</p>
Required	<p>Develop/Review/Revise facility plan to ensure that residents are isolated/cohorted and or transferred based on their infection status in accordance with applicable NYSDOH and Centers for Disease Control and Prevention (CDC) guidance</p> <p>Facility has isolation and cohorting plans for residents that are Persons Under Investigation (PU) or found to be COVID positive. See Resident Quarantine Policy.</p>

Recommended	<p>Develop plans for cohorting, including using of a part of a unit, dedicated floor, or wing in the facility or a group of rooms at the end of the unit, and discontinuing any sharing of a bathroom with residents outside the cohort.</p> <p>Facility has isolation and cohorting plans for residents that are Persons Under Investigation (PUI) or found to be COVID positive.</p>
Recommended	<p>Develop/Review/Revise a plan to ensure social distancing measures can be put into place where indicated</p> <p>Facility has plans for ensuring social distancing where indicated, as well as masking of all staff when unable to maintain social distancing.</p>
Recommended	<p>Develop/Review/Revise a plan to recover/return to normal operations when, and as specified by, State and CDC guidance at the time of each specific infectious disease or pandemic event e.g., regarding how, when, which activities /procedures /restrictions may be eliminated, restored and the timing of when those changes may be executed.</p> <p>Facility will follow all guidance as provided by NYS DOH, CDC and other governing agencies regarding recovery/return to normal operations, after the pandemic is deemed no longer a threat to the population the Facility cares for. Removal of pandemic precautions will be planned in collaboration with the command center and also at the direction of governing agencies. Normalizing campus activities will be phased into the facility with close monitoring.</p>
Additional Preparedness Planning Tasks for <u>Pandemic Events</u>	
Required	<p><i>In accordance with PEP requirements,</i> Develop/Review/Revise a Pandemic Communication Plan that includes all required elements of the PEP</p> <p>Facility sends electronic and/or posted by mail updates to families. Alternate communication offering includes phone calls.</p>
Required	<p><i>In accordance with PEP requirements,</i> Development/Review/Revise plans for protection of staff, residents and families against infection that includes all required elements of the PEP.</p> <p>Facility has policies procedures, and equipment for protecting residents, families as well as staff, including adequate Personal Protective Equipment (PPE).</p>
Response Tasks for <u>all Infectious Disease Events:</u>	
Recommended	<p>The facility will implement the following procedures to obtain and maintain current guidance, signage, advisories from the NYSDOH and the U.S. Centers for Disease Control and Prevention (CDC) on disease-specific response actions, e.g., including management of residents and staff suspected or confirmed to have disease:</p> <p>Facility will obtain and maintain current guidance from all regulatory and governing agencies, post guidance, signage, and advisories as directed by the following: NYS DOH, U.S. Centers for Disease Control and Prevention (CDC), or any other governing entity related to disaster or pandemic.</p>
Required	<p>The facility 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), as well as by 10 NYCRR 415.19. (see Annex K of the CEMP toolkit for reporting requirements).</p> <p>Facility meets all reporting requirements listed in Annex K of the CEMP toolkit, as well as additional COVID-19 reporting on a daily and weekly basis. This information is communicated through the NYSDOH.</p>
Required	<p>The facility will assure it meets all reporting requirements of the Health Commerce System, e.g. HERDS survey reporting</p> <p>Facility meets all reporting requirements for COVID-19 reporting on a daily and weekly basis. This information is communicated by the Administrator or Director of Nursing.</p>

Recommended	<p>The Infection Control Practitioner will clearly post signs for cough etiquette, hand washing, and other hygiene measures in high visibility areas. Consider providing hand sanitizer and face/nose masks, if practical.</p> <p>Facility has signage posted regarding cough etiquette, hand hygiene, and adequate supply of hand sanitizer as well as PPE.</p>
Recommended	<p>The facility will implement the following procedures to limit exposure between infected and non-infected persons and consider segregation of ill persons, in accordance with any applicable NYSDOH and CDC guidance, as well as with facility infection control and prevention program policies list facility-specific procedures</p> <p>Facility has isolation and cohorting plans for residents who are Persons Under Investigation (PUI) or found to be COVID positive.</p>
Recommended	<p>The facility will implement the following procedures to ensure that as much as is possible, separate staffing is provided to care for each infection status cohort, including surge staffing strategies:</p> <p>Facility has protocols to dedicate health care personnel to consistent work assignments, and minimizing floating whenever possible, in order to limit the risk of transmission.</p>
Recommended	<p>The facility will conduct cleaning/decontamination in response to the infectious disease in accordance with any applicable NYSDOH, EPA and CDC guidance, as well as with facility policy for cleaning and disinfecting of isolation rooms.</p> <p>Facility has protocols in place to increase cleaning and sanitizing in situations where infectious disease is prevalent, or a risk due to community illness.</p>
Required	<p>The facility will implement the following procedures to provide residents, relatives, and friends with education about the disease and the facility's response strategy at a level appropriate to their interests and need for information</p> <p>Facility has active Resident Council representatives. Facility Administration as well as Nursing Leadership and Social Work departments have regular contact with residents and families to educate on disease management, including influenza, COVID-19, and other outbreaks that may occur.</p>
Recommended	<p>The facility will contact all staff, vendors, other relevant stakeholders on the facility's policies and procedures related to minimizing exposure risks to residents</p> <p>Facility has internal and external communication plans in place to disclose exposure risks to residents, visitors and vendors alike. Any vendor with resident care responsibilities will be approved by Administration only after the vendors proposed infection prevention plans have been assessed.</p>
Required	<p>Subject to any superseding New York State Executive Orders and/or NYSDOH guidance that may otherwise temporarily prohibit visitors, the facility will advise visitors to limit visits to reduce exposure risk to residents and staff.</p> <p>If necessary, and in accordance with applicable New York State Executive Orders and/or NYSDOH guidance, the facility will implement the following procedures to close the facility to new admissions, limit visitors when there are confirmed cases in the community and/or to screen all permitted visitors for signs of infection:</p> <p>Facility will follow NYS DOH guidance regarding closing to admissions based on local and state infection rates, or if an outbreak occurs in the facility. Limitations on visitors are guided by NYS Executive Order and/or NYS DOH.</p>
Additional Response Tasks for Pandemic Events:	
Recommended	<p>Ensure staff are using PPE properly (appropriate fit, don/doff, appropriate choice of PPE per procedures)</p> <p>Competency for PPE usage, donning and doffing will be completed as deemed necessary.</p>

Required	<p><i>In accordance with PEP requirements</i>, the facility will follow the following procedures to post a copy of the facility’s PEP, in a form acceptable to the commissioner, on the facility’s public website, and make available immediately upon request:</p> <p>Annex E of the Comprehensive Emergency Management Plan (CEMP) will be completed fully and posting will be facilitated to the public website. Annex E of the CEMP will also be made available to any part upon request of the Administrator’s Office.</p>
Required	<p><i>In accordance with PEP requirements</i>, the facility will utilize the following methods to update authorized family members and guardians of infected residents (i.e., those infected with a pandemic-related infection) at least once per day and upon a change in a resident’s condition:</p> <p>Facility Director of Nursing or authorized designee will place phone call to family members and responsible parties of infected residents to provide an update to his/her condition daily.</p>
Required	<p><i>In accordance with PEP requirements</i>, the facility will implement the following procedures/methods to ensure that all residents and authorized families and guardians are updated at least once a week on the number of pandemic-related infections and deaths at the facility, including residents with a pandemic-related infection who pass away for reasons other than such infection:</p> <p>The company website will be utilized to communicate the number of pandemic –related infections and deaths at the facility. The website is updated every 48-72 hours. The facility also intends to utilize electronic communication via e-mail as preferred method to communicate with family members and responsible parties. Alternatives to be offered will be posted mail or phone calls.</p>
Required	<p><i>In accordance with PEP requirements</i>, the facility will implement the following mechanisms to provide all residents with no cost daily access to remote videoconference or equivalent communication methods with family members and guardians:</p> <p>Facility has ipads available for resident use upon request, as not cost to the resident. The ipads are equipped with the ability to accommodate virtual visits in a variety of applications.</p>
Required	<p><i>In accordance with PEP requirements</i>, the facility will implement the following process/procedures to assure hospitalized residents will be admitted or readmitted to such residential health care facility or alternate care site after treatment, in accordance with 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):</p> <p>Facility admissions department will facilitate admissions/readmissions for any resident hospitalized, following treatment of acute conditions, provided the facility is able to safely care for the needs of the resident.</p>
Required	<p><i>In accordance with PEP requirements</i>, the facility will implement the following process to preserve a resident's place in a residential health care facility 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):</p> <p>Facility admissions department will preserve a resident’s bed in accordance with bed hold policy and regulations – we will facilitate readmission for any resident hospitalized, following treatment of acute conditions, provided the facility is able to safely care for the needs of the residents.</p>

Required	<p><i>In accordance with PEP requirements</i>, the facility will implement the following planned procedures to maintain or contract to have at least a two-month (60-day) supply of personal protective equipment (including consideration of space for storage) <u>or any superseding requirements under New York State Executive Orders and/or NYSDOH regulations governing PPE supply requirements executed during a specific disease outbreak or pandemic</u>. As a minimum, all types of PPE found to be necessary in the COVID pandemic should be included in the 60-day stockpile.</p> <p>This includes, but is not limited to:</p> <ul style="list-style-type: none"> - N95 respirators - Face shield - Eye protection - Gowns/isolation gowns - Gloves - Masks - Sanitizer and disinfectants (meeting EPA Guidance current at the time of the pandemic) <p>Facility has a 60-day supply of all PPE. All supplies are maintained on-site.</p>
----------	---

Recovery for all Infectious Disease Events

Required	<p>The facility will maintain review of, 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.</p> <p>Facility will begin return to normal operations at the direction of NYSDOH and CDC as guidance is provided to the industry. Upon receiving guidance, reopening plans will begin slowly and be closely monitored.</p>
Required	<p>The facility will communicate any relevant activities regarding recovery/return to normal operations, with staff, families/guardians and other relevant stakeholders</p> <p>Facility will begin return to normal operations at the direction of NYSDOH and CDC as guidance is provided to the industry. Upon receiving guidance, reopening plans will begin slowly and be closely monitored.</p>