

**OUTBREAK PLAN IN RESPONSE TO EXECUTIVE DIRECTIVE 20-026
AUGUST 2020**



SECURING STAFF:

1. The clinical departments will identify the minimum number of nursing staff and the positions required to safely operate and provide resident care.
2. Relationships with agency staffing companies will be developed with points of contact.
 - a. The points of contact will be contacted immediately by the CEO/COVID-19 Response Coordinator/or other designee.
 - b. Agency staffing contracts will be established.
 - c. Agency staff will be provided access to the electronic health record.

LESSONS LEARNED:

1. Housekeeping
 - a. Implemented Terminal Cleaning Procedures
2. Staff Education
 - a. Handwashing
 - b. Cough Etiquette
 - c. Mask Etiquette
 - d. Source Control
 - e. PPE Usage/Storage
 - f. Donning and Doffing
 - g. Symptoms of COVID-19
 - h. How to Report Symptoms
 - i. Social Distancing Practices
3. Implemented COVID-19 Task Force
4. Implemented Weekly COVID-19 Testing
5. Formed Alliances & Relationships with Supply and Staffing Vendors
6. Alteration of Dining Services and Activities to Accommodate Social Distancing
7. Weekly LTC/Inspira Network Roundtable

VIRTUAL COMMUNICATION:

1. Coordinator: Social Work Department
2. Please see attached procedures.

METHODS TO UPDATE RESIDENTS AND FAMILIES:

1. Marketing
 - a. Created COVID-19 specific communications plan. Items addressed in the plan are:
 - i. Designated spokesperson
 - ii. Defined audience (Staff, residents, families, etc.)
 - iii. Approval process for messaging
 - iv. Communication distribution channels (social media, website, email, etc.)
 - v. Timing of communications
 1. Weekly communication via letter with residents, staff and families
 2. Daily website updates, www.friendsvillage.org/covid-19
 - b. Communications to date:
 - i. 73 letters created and distributed
 - ii. E-mails to staff as needed
 - iii. Daily website updates
 - iv. 50 Facebook posts

PROCEDURES FOR THE SHARED USE OF RECREATIONAL ELECTRONIC DEVICES:

DISINFECTING PROCEDURES

The cleanliness of any healthcare environment is important for infection prevention and control and resident well-being. Friends Village at Woodstown is dedicated to minimizing the risk of infectious transmission through adherence to established procedures for the cleaning and disinfecting of all shared recreational electronic devices.

The disinfecting procedure for all shared recreational electronic devices (includes iPads, iPods, headphones, and earbuds) is:

1. Electronic devices are stored in sealed containers. Each container is accompanied by a supply of EPA-approved disinfecting wipes. Containers are kept in the Life Enrichment Department Office at Friends Village at Woodstown.
2. The Friends Village Staff Member must wear a new pair of gloves while disinfecting a device.
3. The Friends Village Staff Member disinfects each device with EPA-approved disinfecting wipes by wiping the entire surface of each device prior to allowing a resident to utilize the device.
4. Once a resident has completed his/her session with the device, the Friends Village Staff Member wears a new pair of gloves and repeats Step #3.
5. Electronic devices are not placed back into their sealed containers until they are once again disinfecting (Step #3) by a Friends Village Staff Member who is wearing a new pair of gloves.

SAGE PROCEDURES

Friends Village at Woodstown offers residents use of recreational electronic devices (iPods, iPads, headphones, earbuds). Usage is based upon availability. Any family member or resident may request the use of an electronic device.

The procedure for usage of shared recreational electronic devices is:

1. The family member and/or resident requests usage of an electronic device from a member of the Social Work, Life Enrichment, or Nursing Departments. Verbal or written requests are honored.
2. The resident may use the device for at least 15 minutes per session. Length of use is based upon demand and availability. Some sessions are brief in nature (15 minutes) due to the resident's preference and ability to communicate. Other sessions are 30 minutes or beyond if availability allows.
3. A member of the Social Work, Nursing or Life Enrichment Department assists each resident
4. with the use of the device during each session.
5. Disinfecting procedures must be followed by Friends Village Staff Members.

*****Note: Shared recreational electronic devices cannot be used by any resident who is isolated or quarantined due to the COVID-19 Corona Virus.***

CHECKLIST FOR THE DISINFECTION OF RECREATIONAL ELECTRONIC DEVICES:

- ___ Staff Member wears a new pair of gloves prior to opening the electronic device sealed container.
- ___ Staff Member uses the EPA-Approved disinfecting wipes to disinfect the entire surface of the electronic device.
- ___ Staff Member assists resident with the use of the electronic device for the appropriate amount of time (at least 15 minutes if requested).
- ___ Staff Member wears a new pair of gloves prior to disinfecting the device in between resident usage.
- ___ Staff Member uses the EPA-Approved disinfecting wipes to disinfect the entire surface of the electronic device after the resident uses the device.
- ___ Once each resident has completed their session with the electronic devices, each device is once again disinfected with EPA-approved disinfecting wipes prior to placing the device back into the sealed container.