

Community Services Group Reopening Implementation Plan Hans Herr and Watsontown ICF's

General Statement on Administrative Oversight

CSG's Medical Advisor Team comprised of the CEO, Medical Directors, Health Services Coordinators (RN) and program Vice Presidents are responsible to advise the ICF program on necessary protocols related to COVID testing, staffing, resident concerns, implementation of CDC and DOH guidance, and to ensure PPE purchasing needs are met. The Medical Advisory Team reviews red, yellow and green phase decisions and the reopening plans for IDD services. CSG has an Intranet with tools resources and updates on COVID-19, that are regularly posted, and staff have full access to read, review and complete video trainings at any time.

Community Services Group has been successful in maintaining protocols that have promoted the health and safety of the individuals in both the Hans Herr and Watsontown ICF's. There have been no instances of COVID-19 outbreaks in either of these locations.

COVID-19 Testing Plan

1. All employees who are assigned to work at an ICF with responsibility for direct care, or who will have direct contact with individuals when working at the ICF, are required to have a baseline test completed for COVID.
 2. Testing will occur either at the ICF location as arranged by CSG or through testing locations in the community.
 3. Current employees, if not symptomatic of COVID, may continue to work while waiting for test results.
 4. Applicants for the ICF will be told in their interview that COVID testing is required and will be given background information about the DOH requirements and the testing protocols.
 5. A new hire will not be assigned to work direct care and/or have contact with the individuals or co-workers at the site until testing is completed and the results are received.
 6. The QIDP and/or Nurse at the ICF will be responsible to arrange for the testing of the new hire.
- In the event a new hire then decides to refuse testing, the following steps will be followed:
 - The employee's supervisor and a CSG Nurse will meet with the employee to discuss their concerns and answer any questions.
 - If, after receiving additional information and education, the employee still refuses to be tested, they will not be permitted to work at the site. Further course of action will be determined by the Program Director in consultation with the senior manager.
 - Employees who refuse to be tested will be given the opportunity to transfer to another CSG location. CSG may temporarily reassign employees to other locations immediately upon the refusal to be tested, while final decisions about a transfer are being made.

Cohorting Individuals

1. At the Hans Herr home there is currently only one individual residing in the home. Isolation in his room and other locations of the home are able to be maintained.
2. At the Watson town home, each bedroom has two individuals that share the space. Their beds are more than 6 feet apart and there is a natural division within the room although there is not a true barrier. If one individual is confirmed to have COVID-19, they would be isolated in their bedroom with the other individual that resides in that room as that individual would also be considered to have been exposed to COVID-19. A heavy grade shower curtain will be hung in the room as a divider.

Screening Protocol for Staff

All employees will be screened at the front entrance of the home each time they arrive for their shift.

1. Employees will be asked screening questions.
 - Do you have a fever, sore throat, a new or unexplained cough or shortness of breath? If the employee answers yes to any of the symptoms, they will not be permitted to enter the home. They will be advised to go home and to monitor themselves as per CDC guidelines and to contact their Primary Care Physician.
 - Have you had contact with someone with COVID-19 or someone who is under investigation for COVID-19? (Under investigation means that a COVID-19 test has been administered but waiting for results.) If the employee answers yes to this questions, they will not be permitted to enter the home. They will be advised to go home and to monitor themselves as per CDC guidelines and to contact their Primary Care Physician.
 - All employee's will have their temperature taken at the front entrance of the home. If their temperature is 100.0 or higher, the employee will not be permitted in the home. They will be advised to go home and to monitor themselves as per CDC guidelines and to contact their Primary Care Physician.
 - If the employee passes all screening questions, they will immediately go and wash their hands before starting their shift.

Screening Protocol for Individuals

1. Individuals will be screened for any symptoms of COVID-19 on a daily basis
2. Individuals will have their temperature taken each day. The temperature will be recorded in the electronic record under the vitals section.
 - Nursing staff will monitor Individuals daily for any symptoms of COVID-19.
 - If an individual has a temperature of 100.0 or more or presents with a sore throat, new or unexplained cough or shortness of breath, they will be isolated to the best extent possible at the home, their PCP will be notified, and staff will follow guidance for testing.

Screening for all other persons entering the home

1. All persons entering the home will be screened at the front entrance of the home. (Visitors, Volunteers, Non-essential Personnel, Contractors/repair persons).
2. All persons entering the home will be asked screening questions by a designated staff person.
 - Do you have a fever, sore throat, a new or unexplained cough or shortness of breath? If the employee answers yes to any of the symptoms, they will not be permitted to enter the home. They will be advised to go home and to monitor themselves as per CDC guidelines and to contact their Primary Care Physician.
 - Have you had contact with someone with COVID-19 or someone who is under investigation for COVID-19? (Under investigation means that a COVID-19 test has been administered but waiting for results.) If the person answers yes to this questions, they will not be permitted to enter the home. They will be advised to go home and to monitor themselves as per CDC guidelines and to contact their Primary Care Physician.
 - All persons will have their temperature taken at the front entrance of the home. If their temperature is 100.0 or higher, the person will not be permitted in the home. They will be advised to go home and to monitor themselves as per CDC guidelines and to contact their Primary Care Physician.
 - If the person passes all screening questions, they will immediately go and wash their hands before proceeding in the home. Hand sanitizing stations are also available in the home.

Maintaining a Supply of Personal Protective Equipment (PPE)

1. Community Services Group has a purchasing department that works closely with the ICF's to determine need for PPE.
2. The purchasing team works to maintain an ongoing supply of PPE for all Community Services Group programs.
3. The ICF's maintain PPE on site and notify the purchasing team of any additional PPE needs via a helpdesk ticket. This ticket site is monitored on an ongoing basis and responds to needs for PPE quickly. The needed PPE is then delivered to the ICF within the requested time frame.

Maintaining adequate staffing

1. Staffing schedules are maintained at the ICF
2. Staff are made aware of their schedules or changes to them in person or via a messaging system agreed upon between the staff and ICF. This is to ensure there are no errors in understanding the correct scheduling.
3. Staff go through screening at the start of each shift.

4. Staff are encouraged to stay home as much as possible and follow all recommendations from the CDC and DOH in order to stay healthy and able to work.
5. Staff are asked to provide a minimum of four hours of notice if they will not be able to report to work in order to allow time to find replacement coverage.
6. The ICF's maintain a list of PRN workers who will be called in as replacement coverage. If necessary, supervisor and management level staff will cover open shifts.

Communal Dining

1. Communal dining is permitted for individuals unexposed to COVID-19.
2. Up to three individuals may be in the communal dining area at one time. Physical distancing must be maintained (6 feet of distance). One individual at each end of table, one individual may also be at the furthest corner of the dining area near the kitchen.
(Watson town only)
3. Currently there is only one individual at Hans Herr so there are no communal dining concerns. Staff will be present during meals and will maintain the appropriate physical distance from the individual while eating.
4. Meal times may be staggered in order to accommodate for physical distancing needs. (Watson town only)
5. There are no individuals in these two homes that do not require some level of assistance with eating.

Visitation Requirements to be implemented no later than 28 days after the county where the home is located moved into the green phase and all prerequisites is met. (Permitted under STEP 2 and STEP 3 only)

1. Visitation hours will be permitted at both Hans Herr and Watson town between the hours of 2pm and 5pm each day and visits are to be scheduled in advance with the QIDP.
2. Prior to any visitation, it will be determined which individuals are at risk and should not have visitors, and which individuals may have visitors while following all required guidelines.
 - Visits for individuals with progressive decline and individuals expressing loneliness will be prioritized in the visitation schedule.
3. Visitation is permitted in neutral zones of the home which are identified as the dining room and the living room. All visitors will enter and exit through the front door.
4. Only one individual will be able to have up to two visitors inside the home at one time. Additionally, there could be one individual having an outdoor visit at the same time with up to two visitors.
5. Indoor visits may last for up to 60 minutes. Outdoor visits may last up to two hours if the individual can withstand that long of a visit.
6. All visitors will be screened as identified above for **screening for all persons entering the home.**
7. Physical distancing, universal masking and hand hygiene are required for all visits. Visitors must wear a face mask during the entire visit. If at any time a visitor is not in

- compliance with requirements they will be asked to leave the home immediately. Individuals should wear a face mask during the visit if they are able to tolerate this.
8. Staff will assist with physical distancing by having the visitation area set up with 6 feet of spacing between visitors and individuals
 9. Upon completion of the visit, staff will clean the visitation area with a EPA-registered disinfectant.

Requirements for Initial Reopening

1. To enter the reopening process at STEP 1, the ICF must meet all of the prerequisites outlined in the Interim Guidance for Personal Care Homes and Assisted Living Residences and Private Intermediate Care Facilities During COVID-19.
2. To enter the reopening process at STEP 2, the ICF must meet all of the prerequisites outlined in the Interim Guidance for Personal Care Homes and Assisted Living Residences and Private Intermediate Care Facilities During COVID-19 and have the absence of any new facility onset of COVID-19 cases (individuals or staff) for 14 consecutive days since baseline COVID-19 testing.
3. Each time the ICF moves through one step to another, they must notify ODP through RA-PWODPEMRGNCYSPRO@pa.gov

