

WELLSBORO SHARED HOMES, INC.

The attached Re-opening Plan is being submitted to the Pennsylvania Department of Human Services – Bureau of Human Services Licensing on behalf of the Wellsboro Shared Homes, Inc. Personal Care Home #237110.

Testing:

A. Baseline Universal Testing

- a. Here at the Wellsboro Shared Home we have conducted universal asymptomatic testing of residents and staff in conjunction with Solaris Diagnostic Laboratory. The Home completed residents and employee testing on July 24, 2020. Our testing procedure involves a nasopharyngeal swab collection and laboratory analysis to detect COVID-19 (SARS-CoV-2).

B. Symptomatic Resident Testing or Outbreak

- a. Should a resident become symptomatic, a staff member contacts the administrator who contacts the resident's doctor for review of symptoms and recommendations.
- b. The resident is placed in droplet precautions and isolated pending outcome of evaluation and/or testing.
- c. If testing for COVID-19 is warranted, administration will complete and submit the COVID-19 Test Request and the COVID-19 Test Requisition forms for the lab.
- d. Administration will perform the test in the resident's room within 24 hours using aerosol precautions (N95 mask, face shield, gloves and gown). Entry to the room will be limited for one hour after the test. Droplet precautions will remain in place while awaiting test results. The test will be then be overnighted to Solaris Diagnostic for testing. Results will be received via online portal within 24-48 hours of lab receiving test. Test kits are kept on site at the home at all times.
- e. Administration will complete contact tracing to determine if possible where the virus originated and potential exposure to others.

C. Staff Testing

- a. Asymptomatic testing will occur onsite at the home as described in section A.
- b. A positive test requires the employee to be off work for 14 days unless otherwise directed by the employee's doctor.
- c. Administration will complete contact tracing to determine if possible where the virus originated and potential exposure to others.

D. Nonessential Staff and Volunteer Testing – at this time we do not have the capacity to test these individuals.

E. Testing Refusal – Employees and residents will be re-educated on the importance of testing to

encourage participation.

If an employee refuses to be tested they will be off work for 14 days without pay, administration reserves the right to decide on a case by case basis.

If a resident refuses testing it will result in them being quarantined for 14 days in their private room as they are monitored for symptoms. We will revisit testing requirements/recommendations with the resident and their responsible party.

F. Isolating Residents that Test Positive - In the event a resident test positive for COVID-19 the resident and the responsible party will be notified by the administrator.

The following steps will be started immediately:

- I. The resident and responsible party will be notified
- II. The resident's primary care provider will be notified.
- III. Staff members will be assigned to care for the resident and if possible not care for other resident's
- IV. Resident will remain in their room and door closed with droplet precautions.
- V. Staff will use PPE appropriate for droplet precautions upon entering the resident's room including an N95 mask, face shield, gown and gloves.
- VI. Resident will be monitored with vital signs including temperature and pulse ox reading daily.
- VII. Meals, drinks, mail, etc. will be delivered to the resident's room by employee wearing appropriate PPE and care will be done in a timely fashion to limit exposure.

Screening:

A. Resident Screening – For any admissions/readmission, COVID-19 screening is done within 24 hours prior to admission. This is completed remotely to identify potential COVID-19 symptoms and must be negative to approve admission.

The COVID-19 screening questions for residents are:

1. Do you have a fever greater than 99 degrees Fahrenheit?
2. Do you have any symptoms of the following sore throat, cough or SOB?
3. In the past 14 days:
 - a. Have you been in close contact with a person diagnosed with COVID-19?
 - b. Have you resided in a location or facility that has known positive COVID-19 cases?
 - c. Have you been in close contact with a person who was exposed to someone suspected to have COVID-19?
 - d. Have you been tested for COVID-19?

Residents who have tested positive for COVID-19 or answered yes to the screening questions will be

quarantined as appropriate to their room for a period of 14 days to monitor symptoms.

Residents moving into the home and those returning from a minimum of an overnight stay outside of the home will be quarantine as appropriate to their room for a period of 7 days to monitor symptoms.

All resident's will have their temperature taken daily and monitored for new symptoms.

B. Essential Employee and Visitor Screening – All employees', visitor and essential personal will be made to fill out a screen tool with questions and temperature checks. The following will be our screening protocol:

- a. Body temperature scan via forehead: anyone with a fever greater than or equal to 99.0 degrees Fahrenheit is prohibited from entering.
- b. All persons (employees, visitors and essential personal) entering the building will be asked the following questions:
 - i. Have you traveled outside of PA?
 - ii. Do you have any respiratory symptoms such as cough or shortness of breath?
 - iii. Have you had contact with anyone exposed or in question of having COVID-19?

C. Non-essential employees and volunteers – At this time all employees are essential and there will be no volunteers permitted into the building.

Everyone entering the building is required to wear a mask and use hand sanitizer. Employees are issued a surgical mask at the start of their shift. Hand hygiene reminders are posted, social distancing reminders are also posted and hand sanitizer is available throughout the home.

Staffing: The home is current operating with the required staffing ratio of 1 hour/mobile resident and 2 hours/immobile resident. In the event we require more staff we will be start using 12 hour shifts and have administration available during day hours to assist with personal care needs of the residents.

Personal Protective Equipment (PPE): The home is currently equipped with a minimum of a week's worth of supply of PPE including surgical masks and gloves. We also have available gowns, face shields and N95 masks which will be used when appropriate. We have ordering of supplies through our vender weekly.

Socialization:

- A. **Communal Dining:** Suspended if Tioga County in Red Phase
 - a. Residents are physically distanced at least 6 feet apart
 - b. Residents have assigned seats
 - c. Residents wear a mask when traveling to/from dining room
 - d. Hand sanitizer will be available on tables.
 - e. Dining location will be dining room or in rooms. There will be a schedule for those eating in the dining room and the rest will be served in residents rooms.
 - f. No guests are permitted for meals.

B. Activities:

- a. Residents will be physically distanced at least 6 feet apart.
 - b. Residents are required if appropriate to wear a mask when attending activities. We will provide reminders to residents as needed.
 - c. Only residents who are symptom free, no exposure to COVID, not tested positive for COVID within in the last 14 days and not waiting test results will be permitted to participate in group activities.
 - d. Capacity to participate:
 - i. STEP 1: No more than five residents to gather at one time
 - ii. STEP 2: No more than ten residents to gather at one time
 - iii. STEP 3: No capacity limit to attend activities: No outings scheduled at this time.
- C. **Visitation:** Suspended if Tioga County in Red Phase
- a. Hours for visitation will be between 10am – 4pm on weekday and 1pm – 7pm weekends by appointment only.
 - b. Visitors must wear a mask and use hand sanitizer.
 - c. Visits are voluntary participation and not mandatory.
 - d. Zoom and virtual visits are still encouraged.
 - e. Only residents who are symptom free, no exposure to COVID, not tested positive for COVID within the last 14 days and not waiting test results are permitted to participate in visitation.
 - f. Visitation will not be allowed during mealtimes; no eating or drinking during visits.
 - g. Only 2 visitors at one time per resident.
 - h. Children are permitted when accompanied and managed by an adult. Only 2 children at a time and children over 2 years of age must wear a mask and maintain social distancing.
 - i. Designation Visitation Space: neutral zone only, 6 feet distancing
 - i. STEP 2- Visitation permitted outside only – Our visitation will occur on the porch off the activity room under a tent. Visitors will meet administration at the main entrance and then be escorted to the meeting spot. Designated seating spots are placed on porch to maintain social distancing. If severe weather the visit will be held in the dining room with same procedure minus walking around the building.
 - ii. STEP 3 – Visitation is permitted indoor and will occur in the dining room as listed above for severe weather.
 - j. Screening of Visitors: Refer to Screening section A. They are told in advance if they are experiencing any symptoms of illness to not come to the home.
 - k. Hand Sanitizer will be available at the main entrance and at designated visitation spot. All participates of the visit are encouraged/offered to use it before and after the visit.
 - l. Infection control procedures between visits: Once the visit is over the space will be cleaned with a EPA-registered disinfectant.
 - m. Mask – required for resident and visitors. Each resident has been provided with a cloth mask and will be reminded to wear it. Visitors are notified in advance to bring their own

mask or the visit will be cancelled.

- n. The administrator will keep a written schedule of visits should the information be needed for contact tracing.

D. Services:

- a. Beauty Shop – Permitted in STEP 3
 - i. Beautician is screened upon entry to home as outlined in SCREENING section A of this plan.
 - ii. All services are by appointment only.
 - iii. Only residents in good health and not waiting COVID test results will be permitted to schedule an appointment in the salon.
 - iv. Beautician is required to wear a mask at all times and practice proper hand hygiene.
 - v. Residents are required to wear a cloth mask at all times.
 - vi. Only one resident and one Beautician is allowed in the Beauty shop area at a time. Resident will stay in their room until appointment time.
 - vii. Surfaces and styling tools will be sanitized between each customer.

Non-Essential Personnel: Permitted in STEPs 2 & 3

- a. All non-essential personnel will be screening upon entry to the home as outlined in SCREENING section A of this plan.
- b. All non-essential personnel are required to be masked when on the grounds and in the building.
- c. Non-essential personnel will not have direct resident contact when possible or maintain a minimum of 6 feet social distancing.

The Wellsboro Shared Homes, Inc. is submitting our Re-opening Plan Dated August 3, 2020. We reserve the right to make changes to this plan to preserve the health and safety of our residents and employees. If we have a resident or employee test positive for COVID-19 we are required to step back and temporarily limit communal dining, activities and visitation. If you have any questions, please contact Barbara Cleveland, Administrator at 570-724-2300.