

Greenwood House

MANUAL: NURSING- COVID-19 Plan
FACILITY: Greenwood House
DATE: Revised October 5, 2020 (Original May 8, 2020)
POLICY: Reporting and Notification Guidelines during the COVID-19 Pandemic

DEFINITION

All confirmed or suspected cases of COVID-19, in addition to other required data, must be reported to CDC's National Healthcare Safety Network (NHSN) at least weekly, and to county/state health departments according to their guidelines.

POLICY

It is Greenwood House policy to notify residents, staff and all resident's family members and/or significant others of all confirmed cases of COVID-19 as well as notification of new respiratory symptoms and the outcomes for reported cases.

Information of efforts taken to mitigate the virus and any changes to normal facility operations will also be included in the notification.

Notifications must be done in accordance with existing privacy regulations and statute and must not include Personally Identifiable Information (PII), such as names or specific medical information.

PURPOSE

To remain as transparent as possible to residents, staff and family members and to keep all informed of Greenwood House's current status with regard to the COVID-19 pandemic.

PROCESS

For every confirmed positive COVID case or if a group of three or more residents or staff have new onset respiratory symptoms within a 72-hour period (referred to as a "cluster") the following must occur:

- Notify residents, representatives, and families **by 5 p.m. the next calendar day** after the occurrence.
- If there are not any new confirmed cases or new clusters of 3 or more residents/staff with new onset respiratory symptoms within a given week, a **weekly** update must be provided.
- Each update must include mitigation actions that Greenwood House is taking.

When COVID-19 is suspected or confirmed (whether resident or staff) at Greenwood House, several notifications must occur.

For each resident in the nursing home who has a COVID-19 positive test (including each additional case after initial cases):

- Notify the resident, their representative, and family when they have a positive COVID-19 test.
- Notify the primary physician for the resident who has a confirmed case.
- Notify the local and state health departments with information per local/state reporting requirements.
- Notify all residents in the facility, as well as their representatives and family members **by 5 p.m. the next calendar day**.
 - This will be done by letter, blast email or telephone call, and any other means that gets the information out.
 - The information reported must be cumulative: Report the total number of confirmed cases (residents/patients and staff) that have occurred in the building **since May 8, 2020** (the effective date of CMS' new reporting requirements) at the time of the notification. This number will increase each time a new case is confirmed or remain the same if no new cases have occurred since the last reporting period. In other words, you should not remove an individual from this total if they recover or leave the facility.

For each staff member of the nursing home with a COVID-19 positive test (including each additional case after initial cases):

- Notify the local and state health departments with information per NJ reporting requirements.
- Notify all residents in the facility, as well as their representatives and family members **by 5 p.m. the next calendar day.**
- This will be done by letter, blast email or telephone call, and any other means that gets the information out.
- The information reported must be cumulative: Report the total number of confirmed cases (residents/patients and staff) that have occurred in the building **since May 8, 2020** (the effective date of CMS' new reporting requirements) at the time of the notification. This number will increase each time a new case is confirmed or remain the same if no new cases have occurred since the last reporting period. In other words, you should not remove an individual from this total if they recover or leave the facility.

When three or more residents or staff has new onset respiratory symptoms within 72 hours of each other:

- Notify the resident representative for each resident with new onset respiratory symptoms (resident already knows as this is the person experiencing the symptoms).
- Notify the primary physician for each resident who has new onset respiratory symptoms.
- Notify all residents in the facility, as well as their representatives and family members, **by 5 p.m. the next calendar day.**
- This will be done by letter, blast email or telephone call, and any other means that gets the information out.

This policy will be reviewed frequently as changes occur rapidly with the current guidelines