

**THE BROOK RETIREMENT COMMUNITIES, INC.**

**POLICIES AND PROCEDURES: Resident Care**

**Specific Policy:** COVID - 19

**Date of Policy:** March 2020 – Updated 3.12.20

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**POLICY:**

It is the policy of The Brook Retirement Communities, Inc. to ensure that staff, residents and visitors receive education on the prevention of the spread of COVID-19 and control measures are implemented in the event of a confirmed diagnosis of COVID-19 by staff, residents, or visitors.

**PROCEDURE:**

Many of the residents of The Brook Retirement Communities will be more susceptible than the general population to complications if diagnosed with COVID-19. It is currently believed that COVID-19 can be introduced by touching an object that has the virus on it and then touching your eyes, nose or mouth. It is also possible that there can be airborne introduction of the virus. Health experts are still learning the details on how this virus is spread.

Signs and Symptoms of respiratory infection including COVID – 19:

- Fever
- Cough
- Shortness of Breath

**PREVENTION**

**Brook Staff**

1. Staff will be educated regarding signs and symptoms of COVID-19 and the prevention/spreading of COVID-19.
2. Staff are encouraged to avoid large group gatherings, air travel and cruise ships.
3. Staff will use proper hand hygiene at all times per the CDC handout.
4. Hand sanitizer will be maintained on all med carts and other appropriate facility locations. Staff will sanitize hands upon entering and leaving a resident’s apartment.
5. Staff will use respiratory etiquette. Staff will cover mouth and nose with tissue or upper sleeve when coughing or sneezing and then use hand hygiene.

6. Staff will monitor residents for fever, cough and shortness of breath, and notify the manager or building nurse immediately if a resident presents with symptoms.
7. Staff will avoid touching eyes, nose or mouth with unwashed hands.
8. Staff will use standard precautions when providing care. Standard precaution protocol shall be disseminated by the Brook to all staff as well as being conspicuously posted in the facility.
9. If a staff member is symptomatic (fever above 100.4, shortness of breath along with cough), he/she will stay home and avoid contact with others, and notify the manager immediately. Staff will contact his/her primary care provider if symptomatic.
10. If a resident is symptomatic, the building manager or building nurse will immediately notify the resident's primary contact, family or medical care provider.
11. Upon the request of the resident, resident's family or resident's medical care provider, a resident may be required to present at a hospital for further evaluation.

#### Residents

1. Residents are encouraged to avoid socializing with large groups of people.
2. Frequent handwashing is encouraged for a minimum of 20 seconds per wash.
3. Respiratory etiquette is encouraged – cover your mouth and nose with tissue or upper sleeve when coughing or sneezing. Use hand hygiene
4. All residents are encouraged to notify staff if they have a fever, cough and shortness of breath.
5. If residents present symptoms, they will need to remain in their apartments
6. A resident may be transported via family or ambulance to an appropriate medical care facility should circumstances require same.

#### Visitors

1. **As of 3/12/20 The Brook will not be accepting visitors.**
2. Activities that encourage outside groups or individuals entering the building will likely be cancelled or rescheduled. Residents and family will be notified of the cancellation policy.
3. Visual alerts will be posted at the entrance to The Brook restricting entry by persons who have been exposed to, have symptoms of COVID-19, or have recently travelled to contagion regions of the world.
4. Visual alerts will be posted in strategic places providing instruction on hand hygiene, respiratory hygiene, and cough etiquette.
5. Hand sanitizer to be available at the front desk of The Brook and hand sanitization may be required for entry. Body temperature monitoring may be required.
6. All side doors will remain locked from outside entry until a corporate officer deems this practice unnecessary.

#### Management

1. Increase daily resident surveillance by RN/LPN for COVID-19 like symptoms.

2. Notify Vendors/Third Party Providers that visits will be limited to resident care visits only. Vendors/Third Party Providers may be required to sanitize and monitor body temperature as a condition of entry to the building.
3. Advise staff to check for any signs of illness prior to reporting to work each day. Staff will complete a written survey at the start of each day of work verifying that they do not have symptoms, have knowingly come into contact with someone having symptoms, have traveled outside of the country or been exposed to someone traveling outside of the country. Survey will be turned into the building administrator/nurse at the start of each shift by each worker. If staff responds positively to any of the survey questions, they will be asked to leave the building immediately and report to their primary care provider or emergency room.

### **SYMPTOMS PRESENT**

1. If a resident presents with COVID-19 symptoms the resident will be immediately referred for further medical evaluation. The Manager will notify EMS and the emergency department prior to transport that the resident has symptoms of COVID-19.
2. If staff present to work with symptoms, they will be sent home immediately and required to see their primary care provider.
3. Symptomatic personnel will be placed on administrative leave until they are released to come back to work by their primary care provider.

### **POSITIVE DIAGNOSES of COVID-19**

#### Residents

1. If a resident is positively diagnosed with COVID-19 and has been deemed appropriate by a physician to return to the building,
  - a. Resident must remain within their apartment until medical personnel authorize otherwise.
  - b. Employees shall wear gloves, gown, masks, eye and face protection (PPE) when entering an apartment with the resident presenting suspected symptoms, and when handling soiled patient care equipment, including resident linen and laundry.
  - c. Resident will be required to have their own equipment, such as blood pressure cuff, thermometer, stethoscope and scale, and it must remain inside the apartment at all times.
  - d. All refuse will be contained within the resident's apartment and only disposed of safely.
  - e. Food trays, using disposable dishes/cutlery will be used to serve meals and disposed of safely.
  - f. Housekeeping will clean and disinfect the apartment daily using EPA approved disinfectant product. All cleaners and supplies that are used in the apartment cannot be used or transported in unaffected apartments or areas.

- g. Per CDC recommendation, wash clothes using normal laundry detergent and dry thoroughly. Clean/disinfect the washing machine after each load of laundry per Laundry Policy and recommend CDC policy.
- h. Resident will remain in their apartment until Personal Care Provider gives written orders for resident to return to community living.
- i. Resident visitors will be restricted to immediate family only and they will be required to use PPE when entering the apartment.
- j. If resident has a pet, the family will be required to make arrangements for care of the pet outside of The Brook.
- k. The Brook will notify all staff, residents, and families of potential exposure to COVID – 19.
- l. Recommendations of the Public Health Department and CDC will be followed.

#### Brook Staff:

1. All Brook employees who are diagnosed with COVID-19 will not be allowed to enter the premises until their primary care provider has given written authorization to management that the employee is no longer a threat to spreading the virus.
2. With documentation of a positive diagnosis from a staff person's primary care provider, that staff person will be paid at their current wage for their time away from work related to the virus, based on the average hours of work per week for the last 26 weeks.
3. All resident apartments that the employee has been in contact of will have all high touch surfaces disinfected using EPA approved disinfectant product.
4. All residents who have had contact with diagnosed staff will be closely monitored for any signs or symptoms of the virus.
5. The primary contact agent, family member or Third Party Provider of a resident who has had contact with a diagnosed member will be notified that the staff person has been positively diagnosed with the virus.
6. Recommendations of the Public Health Department and CDC will be followed.

#### Visitor

1. If The Brook receives information of a visitor testing positive for COVID -19, that person must present a statement from their primary care provider to management that they are no longer a threat to spreading the virus before they will be allowed to reenter the building.
2. All resident apartments that the visitor has been in contact of will have all high touch surfaces disinfected using EPA approved disinfectant product.
3. All residents that a diagnosed visitor has had contact with will be closely monitored for any signs or symptoms of the virus.
4. The primary contact agent or family member of a resident who has had contact with a diagnosed visitor will be notified that the visitor has been positively diagnosed with the virus.
5. Recommendations of the Public Health Department and CDC will be followed.

