

The attached Re-opening Plan is being submitted to the Pennsylvania Department of Human Services – Bureau of Human Services Licensing on behalf of Sherwood Oaks Personal Care license # 457760.

Testing:

A. Baseline Universal Testing

As part of UPMC Senior Communities, our Personal Care & Assisted Living buildings are conducting universal asymptomatic testing of residents & employees in conjunction with the UPMC WOLFF Center, UPMC Clinical Laboratory Building (CLB) and Quest Diagnostic Laboratories. Sherwood Oaks PC completed resident and employee testing on July 1, 2020. Our testing procedure involves a nasopharyngeal swab collection and laboratory analysis to detect COVID-19 (SARS-CoV-2) using reverse transcription polymerase chain reaction (RT-PCR).

B. Symptomatic Resident Testing or Outbreak

- i. Should a resident become symptomatic, a staff member contacts our UPMC Senior Communities' medical director for review of symptoms and recommendations.
- ii. The resident is placed in droplet precautions and isolated pending outcome of evaluation and/or testing.
- iii. If testing for COVID-19 is warranted, the staff person completes and submits the COVID-19 Test Request and the COVID-19 Test Requisition forms.
- iv. The medical director will forward the completed forms onto the UPMC Pre-Hospital team or whomever is responsible for onsite sample collection. • The Pre-Hospital team arranges an EMS/SWAT team or an internal tester will be requested to come to the building to perform the test in the resident's room within 24 hours using aerosol precautions (N 95 mask, PAPRs or face shield/goggles, mask, gloves, 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 Pre-Hospital team then takes the specimen either to the Clinical

Laboratory Building (CLB), the closest UPMC hospital to be delivered to the CLB via courier or Quest Laboratory.

- v. We will complete contact tracing to determine if possible where the virus originated and potential exposure to others.

C. Staff Testing

- i. Asymptomatic testing occurs onsite at the facility as described in section A.
- ii. A symptomatic employee contacts UPMC Employee Health Department and their supervisor provides notification to the UPMC Senior Communities Command Center. The employee does not report to work until cleared by employee health.
- iii. Symptomatic testing is scheduled at a UPMC lab or Quest location within 24 hours of symptoms.
- iv. A positive test requires the employee to be off work for 14 days unless otherwise directed by Employee Health.
- v. We will complete contact tracing to determine if possible where the virus originated and potential exposure to others.

D. Nonessential Staff & Volunteer Testing – We have the testing capacity for these individuals same as outlined in Section C.

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

UPMC Senior Communities has a policy addressing employee refusal to be tested. Employee circumstances will be reviewed case by case to determine course of action up to and including furlough from work.

Resident refusal to be tested will result in at least a 14-day quarantine 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 result is positive, the resident and responsible party will be notified by the administrator or designee.

The following steps will be implemented immediately:

- i. The UPMC Senior Communities Command Center will be notified.
- ii. The resident's primary care physician will be notified.
- iii. Staff members will be assigned to care for the resident and if possible, not care for other residents.
- iv. Resident will be moved to a private room and door closed with droplet precautions.
- v. Other licensed facilities within UPMC Senior Communities (skilled nursing, assisted living, personal care) are an alternative to move a resident if necessary.
- vi. Staff will use PPE appropriate for droplet precautions upon entering the resident's room including an N95 mask, gown, face shield and gloves.
- vii. Resident will be monitored with vital signs including temperature and pulse ox each shift.
- viii. Droplet precautions will be lifted once the resident has two negative test results at least 24 hours apart or per any subsequently issued federal or state guidance.
- ix. Meals, drinks, mail, etc. will be delivered to the resident's room by employees wearing appropriate PPE while droplet precautions are in place.

Screening:

A. Entrance Screening – Our personal care buildings are located on a gated CCRC campus with one point of entry for residents, employees, other healthcare providers, vendors and visitors.

Screening Protocol:

- Body temperature scan: anyone with a fever greater than or equal to 99.0 degrees Fahrenheit is prohibited from entering
- All persons (employees, healthcare providers, approved visitors, vendors, etc.) entering the building will be asked the following questions:

1. Do you have a new onset of cough or shortness of breath?
2. Have you had close contact with a person diagnosed with COVID-19?
3. Have you had contact with a COVID-19 patient without wearing proper the PPE?

- Everyone entering the building is required to wear a mask. Employees are issued a surgical mask at the onset of their shift. Hand hygiene reminders are posted, and hand sanitizer is available.

B. Resident Screening – For any admissions/readmissions, 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. This information will be retained in the resident’s admission packet.

The COVID 19 screening questions are:

1. Do you have a fever greater than 99 degrees Fahrenheit?
2. Do you have new onset of sore throat, or symptoms of lower respiratory illness (cough, shortness of breath)
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?
Review local listing of facilities with COVID 19 infections
 - 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; any “yes” responses to screening questions and residents receiving dialysis will be reviewed by the Senior Communities Command Center.

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

All residents have their temperature taken daily and monitored for any symptoms.

Staffing: The building is currently operating with the required staffing ratio of 1 hour/ mobile resident and 2 hours/ immobile resident. In the event we require supplemental staffing we have contacts within the UPMC organization to assist with essential staffing needs. Additionally, we have an existing relationship with an external staffing agency. Confirming - we are not currently operating with a contingency staffing plan.

Personal Protective Equipment (PPE): The building is currently equipped with a minimum of a week's supply of PPE including surgical masks and gloves. We also have available in the building gowns, face shields and N95 masks. We receive a weekly delivery of surgical masks. We do routine ordering and special requests through UPMC Supply Chain.

Socialization:

Masking not required by resident if contraindicated and documented on RASP.

A. Communal Dining: Suspended if Butler County is in the Red Phase

- i. Residents are physically distanced at least 6 feet apart
- ii. Residents have assigned seats
- iii. One-time use paper menus or pre-ordering are used for resident meal selections
- iv. Residents wear a mask traveling to/from dining room
- v. Hand sanitizer wipes are available on the tables in the main dining room and trays delivered to resident rooms on our non-secure personal care. The secure unit engages residents in handwashing and/or hand sanitizer use with staff supervision.
- vi. Dining times are typically 7:45 am breakfast, 11:45am lunch and 4:45pm dinner.
- vii. Dining locations include the two dining areas on our secure dementia units and the main dining room in our community center. The dining room on our non-secure personal care unit is not currently open so meals will be served in individual resident rooms.
- viii. We have individually packaged snacks & drinks available 24/7.
- ix. No guests are permitted for meals.

B. Activities:

- i. Activities take place on each of our personal care units including their outdoor patios.
- ii. Residents are physically distanced at least 6 feet apart.
- iii. Residents are required if appropriate to wear a mask when attending activities. We will provide reminders to residents as needed.
- iv. Only residents who are symptom free, no exposure to COVID, not tested positive for COVID within the last 14 days and not awaiting COVID test results will be permitted to participate in group activities.
- v. Capacity to participate:

STEP 1: No more than five residents to gather at one time

STEP 2: No more than ten residents to gather at one time

STEP 3: No capacity limit to attend activities;

Outings scheduled where social distancing can be maintained

C. Visitation - Suspended if Butler County is in the Red Phase

- i. Hours for Visitation: By appointment only
- ii. Visits are voluntary participation and not mandatory.
- iii. Only residents who are symptom free, no exposure to COVID, not tested positive for COVID within the last 14 days and not awaiting COVID test results will be permitted to participate in visitation.
- iv. Visitation is prohibited during mealtimes; No eating & drinking during visits
- v. Allowable number of visitors at one time: 2
- vi. Children are permitted when accompanied and managed by adult visitor. Children over 2 years of age wear a mask and maintain strict social distancing.
- vii. Designation Visitation Space: neutral zone only, 6 feet distancing
 - a) STEP 2 – Visitation permitted outside only – Our visitation will occur on the covered patio outside the Oak Grove Center building. If the weather is not conducive to outside visits, we can utilize the lobby or lower level of the same building both of which are neutral zones.

There is only one entrance to the building and visitors will be escorted to/from the designated visitation area.

b) STEP 3 – Visitation permitted indoors will occur in the same locations as listed stated above.

- viii. Screening of Visitors: Please refer to *Screening section A*. They are told in advance if they are experiencing any symptoms of illness to not come to campus.
- ix. Hand Sanitizer will be available at designated visitation space and all participants will be educated to use before and after the visit.
- x. Infection control procedures between visits: Visitation locations will be cleaned with an EPA-registered disinfectant between visits. When visitation occurs inside, individuals will be escorted to and from the designated area.
- xi. Mask – required for resident and visitors. We will provide a cloth mask for the resident. Visitors are notified in advance requiring they bring their own mask, or the visit will be cancelled.
- xii. The administrator or designee will keep a written schedule of visits should the information be needed for contact tracing.
- xiii. We will continue offering virtual visits with the use of FaceTime, Zoom and Google Duo.

D. Services:

1. Salon (Hairdresser & Barber) – Permitted in STEP 3

- i. Operator/stylist/barber are screened upon entry to the campus as outlined in *SCREENING section A* of this plan.
- ii. All services are by appointment only.
- iii. Only residents in good health and not awaiting COVID test results will be permitted to schedule an appointment in the salon.
- iv. Operator/stylist/barber are required to wear a mask and gloves at all times and practice proper hand hygiene.
- v. Residents in the salon are required to wear a cloth mask at all times.
- vi. With 6 feet social distancing, two residents are permitted at one time in the salon.
- vii. Resident waiting will be outside of the salon and socially distanced.
- viii. Surfaces and styling tools will be sanitized between each customer.

2. Non-Essential Personnel – Permitted in STEPs 2 & 3

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

Sherwood Oaks Personal Care is submitting our Re-opening Plan dated July 20, 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 Lori Greer, Administrator, @ # 724-742-4651 or greerL4@upmc.edu