

Reopening Implementation Plan for the Pennsylvania Department of Human Services’s Interim Guidance for Personal Care Homes, Assisted Living Residences and Private Intermediate Care Facilities During COVID-19

This template is provided as a suggested tool for Personal Care Homes, Assisted Living Residences and private Intermediate Care Facilities to use in developing their Implementation Plan for reopening in accordance with the Pennsylvania Department of Human Service’s *Interim Guidance for Personal Care Homes, Assisted Living Residences and Private Intermediate Care Facilities During COVID-19*. This (or another version of an Implementation Plan) is to be posted on the facility’s website (if the facility has a website) or available to all residents, families, advocates such as the Ombudsman and the Department upon request. This is NOT to be submitted to the Department. The facility will progress to the next step of reopening only when the criteria are met as described in the *Interim Guidance for Personal Care Homes, Assisted Living Residences and Intermediate Care Facilities During COVID-19*. If at any point during reopening the facility fails to meet the criteria for reopening or is operating under a contingency staffing plan, the facility will cease reopening immediately.

| FACILITY INFORMATION | |
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| This section contains the name and location of the facility along with contact information for an individual designated by the facility. That individual does not have to be the Administrator but should be someone available to respond to questions regarding the Implementation Plan. | |
| 1. FACILITY NAME | |
| Valley View Retirement Community-Personal Care | |
| 2. STREET ADDRESS | |
| 4702 E. Main Street | |
| 3. CITY | 4. ZIP CODE |
| Belleville | 17004 |
| 5. NAME OF FACILITY CONTACT PERSON | 6. PHONE NUMBER OF CONTACT PERSON |
| Angelica Losch | 717.935.2105 ext. 1850 |

| DATE AND STEP OF REOPENING |
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| The facility will identify the date upon which all prerequisites will be met to begin the reopening process and the Step at which the facility will enter reopening. Those facilities that experienced a significant COVID-19 outbreak will identify the date the Department of Health survey was conducted (that is required prior to reopening). |
| 7. DATE THE FACILITY WILL ENTER THE REOPENING PROCESS |
| 7/20/2020 |

DATE AND STEP OF REOPENING

8. SELECT THE STEP AT WHICH THE FACILITY WILL ENTER THE REOPENING PROCESS – EITHER STEP 1 OR STEP 2 (CHECK ONLY ONE)

Step 1

The facility must meet all the Prerequisites included in the Interim Guidance for Personal Care Homes, Assisted Living Residences and private Intermediate Care Facilities During COVID-19

Step 2

The facility must meet all the Prerequisites, including the baseline universal test for COVID-19 administered to staff and residents (in accordance with the [June 26, 2020, Order of the Secretary of Health](#))

AND

Have the absence of any new facility onset of COVID-19 cases for 14 consecutive days since baseline COVID-19 testing

9. HAS THE FACILITY EXPERIENCED A SIGNIFICANT COVID-19 OUTBREAK? (IF NO, SKIP TO #11)

NO

STRATEGY FOR TESTING, COHORTING, PERSONAL PROTECTIVE EQUIPMENT, AND STAFFING

To ensure the facility has taken appropriate measures to protect residents and staff, descriptions of those strategies are required in this section (prerequisites to enter the reopening process).

10. DATE RANGE FOR THE BASELINE UNIVERSAL TEST ADMINISTERED TO STAFF AND RESIDENTS (BETWEEN JUNE 14, 2020 AND AUGUST 31, 2020) IN ACCORDANCE WITH THE [JUNE 26, 2020, ORDER OF THE SECRETARY OF HEALTH](#)
6/25/2020 to 7/3/2020

11. DESCRIBE THE ABILITY TO HAVE COVID-19 DIAGNOSTIC TESTS ADMINISTERED TO ALL RESIDENTS SHOWING SYMPTOMS OF COVID-19 AND TO DO SO WITHIN 24 HOURS

Valley View Retirement Community is utilizing Aegis laboratories to complete all COVID-19 diagnostic testing of residents showing symptoms of COVID-19 within 24 hours. A regular pickup with FedEx has been established for timely transport of the samples.

12. DESCRIBE THE ABILITY TO HAVE COVID-19 DIAGNOSTIC TESTS ADMINISTERED TO ALL RESIDENTS AND STAFF IF THE FACILITY EXPERIENCES AN OUTBREAK, INCLUDING ASYMPTOMATIC STAFF

Aegis laboratories is able to provide supplies and testing for all residents and team members should our facility experience an outbreak. Additional tests and supplies are available to us through additional sources as well.

13. DESCRIBE THE PROCEDURE FOR TESTING OF NON-ESSENTIAL STAFF AND VOLUNTEERS

Volunteers and non-essential staff (Ex. Therapy provider) are being tested in the same manner as Valley View team members.

14. DESCRIBE THE PROCEDURE FOR ADDRESSING RESIDENTS OR STAFF THAT DECLINE OR ARE UNABLE TO BE TESTED
Personal care residents are not required to be tested for COVID-19 but to date, all residents have agreed to both baseline and ongoing testing. Education has been provided to residents and team members as to the benefits of testing as well as how testing is conducted to help to alleviate fears and concerns. Additional precautionary measures may be implemented in the event that a resident refuses to be tested. Valley View currently requires all team members to comply with testing. Any team members who choose not to comply will not be scheduled to work until testing is completed.

15. DESCRIBE THE PLAN TO COHORT OR ISOLATE RESIDENTS DIAGNOSED WITH COVID-19 IN ACCORDANCE WITH [PA-HAN-509](#) PURSUANT TO SECTION 1 OF THE *INTERIM GUIDANCE FOR Personal Care Homes, Assisted Living Residences and Intermediate Care Facilities DURING COVID-19*.

Residents diagnosed with COVID-19 would be isolated in a “red zone” which would include residents who have had a known recent exposure to COVID-19 or have had a positive test results to COVID-19 in the past 14 days. This “red zone” may be the resident’s personal private accommodation in personal care or a dedicated room within skilled nursing based upon the resident’s care needs.

STRATEGY FOR TESTING, COHORTING, PERSONAL PROTECTIVE EQUIPMENT, AND STAFFING

16. DESCRIBE THE CURRENT CACHE OF PERSONAL PROTECTIVE EQUIPMENT (PPE) AND THE PLAN TO ENSURE AN ADEQUATE SUPPLY OF PPE FOR STAFF (BASED ON THE TYPE OF CARE EXPECTED TO BE PROVIDED)

Our facility currently has an adequate supply of PPE that would be sufficient for all team members for a minimum time period of one week. Daily and weekly monitoring is taking place to ensure that our PPE inventory remains at this level or in excess should an outbreak take place.

17. DESCRIBE THE CURRENT STAFFING STATUS AND THE PLAN TO ENSURE NO STAFFING SHORTAGES

Current staffing status is adequate with a minimum surplus. Staffing is monitored on a daily basis by the Administrator and/or Assistant Director of Personal Care. Additional supports have been discussed and are able to be implemented if any staff shortages should occur (Ex. Cross training team members from other departments).

18. DESCRIBE THE PLAN TO HALT ALL REOPENING FACILITIES AND RETURN TO STEP 1 IF THE FACILITY HAS ANY NEW ONSET OF POSITIVE COVID-19 CASES

All reopening activities would halt should the facility experience a new onset positive COVID-19 case. The facility utilizes a mass communication software to assist with informing residents, families and team members immediately. Additional information would also be placed on the Valley View website. Dining room operations and visitation would all be shut down immediately.

SCREENING PROTOCOLS

In each block below, describe the screening protocol to be used including where screening occurs, method of determining symptoms and possible exposure, and action taken if screening reveals possible virus. Include how the data will be submitted to the Department.

19. RESIDENTS

Personal care residents are screened daily by personal care staff by having their temperature taken as well as observation of no symptoms associated with COVID-19 and no possible exposure conducted by Valley View personal care team leaders and resident assistants. If screening would reveal any potential for COVID-19, resident will be immediately isolated to his/her apartment and communication to the Administrator and/or Assistant Director for further testing to take place. Team members will immediately follow all isolation precautions including proper PPE. Resident will remain in his/her apartment until test results are received.

20. STAFF

Personal care team members are screened daily by recording their temperature and responding to a questionnaire that indicates no presence of COVID-19 symptoms as well as monitoring to ensure no exposure. If screening reveals possible virus, the supervisor is immediately contacted and follow up is completed in conjunction with Infection Preventionist that may include but is not limited to testing, isolation, contact tracing, communication with residents and team members, etc.

21. HEALTHCARE PERSONNEL WHO ARE NOT STAFF

Healthcare personnel are screened immediately upon entering the facility by taking their temperature and responding to a questionnaire that indicates no presence of COVID-19 symptoms as well as monitoring to ensure no exposure. If screening reveals possible virus, the Infection Preventionist or designee is immediately contacted and follow up is completed in conjunction with the Valley View COVID-19 team that may include but is not limited to testing, isolation, contact tracing, communication with residents, families and team members, etc.

22. NON-ESSENTIAL PERSONNEL

Non-essential personnel are screened immediately upon entering the facility via the Accushield which takes their temperature and prompts the team member to respond to a questionnaire that indicates no presence of COVID-19 symptoms as well as monitoring to ensure no exposure. If screening reveals possible virus, the Infection Preventionist or designee is immediately contacted and follow up is completed in conjunction with the Valley View COVID-19 team that may include but is not limited to testing, isolation, contact tracing, communication with residents, families and team members, etc.

SCREENING PROTOCOLS

23. VISITORS

Visitors are screened immediately upon entering the facility via Accushield by taking their temperature and responding to a questionnaire that indicates no presence of COVID-19 symptoms as well as monitoring to ensure no exposure. If screening reveals possible virus, entry to the facility is not permitted. In and prior to step 1, visitation is only permitted for end of life and compassionate care situations. In Step 2 and 3, the same screening is taking place with visits are occurring in a designated neutral zone at designated times while ensuring that visits are monitored and visitation areas are wiped down after each visit. All visitors are signing a copy of our visitation protocol which includes information about masking, social distancing, sanitizing, etc.

24. VOLUNTEERS

Volunteers (who are only being used on very limited basis in Step 2 and 3) are screened immediately upon entering the facility by taking their temperature and responding to a questionnaire that indicates no presence of COVID-19 symptoms as well as monitoring to ensure no exposure. If screening reveals possible virus, entry to the facility is not permitted. The Infection Preventionist or designee is immediately contacted and follow up is completed in conjunction with the Valley View COVID-19 team that may include but is not limited to testing, isolation, contact tracing, communication with residents, families and team members, etc.

COMMUNAL DINING FOR RESIDENTS UNEXPOSED TO COVID-19

Communal dining is the same for all steps of reopening so there is no need to differentiate among the three steps.

25. DESCRIBE COMMUNAL DINING MEAL SCHEDULE, INCLUDING STAGGERED HOURS (IF ANY)

Personal care residents are dining in the dining room at 50% capacity with two different dining seating times (Breakfast: 7:30 and 8:15, Lunch: 11:30 am and 12:30 pm and Dinner: 4:30 and 5:30 pm.)

26. DESCRIBE ARRANGEMENT OF TABLES AND CHAIRS TO ALLOW FOR SOCIAL DISTANCING

All residents are social distancing with no more than 4 people to a table. When spacing of at least six feet is not possible (except for two persons living in the same household), a clear plexiglass window is placed on the table to provide a physical barrier between residents.

27. DESCRIBE INFECTION CONTROL MEASURES, INCLUDING USE OF PPE BY STAFF

All team members are wearing masks and when assisting more than one resident at the same time, performing hand hygiene with at least hand sanitizer each time when switching assistance between residents. Between each seating, all surfaces (tables, chairs) are wiped down with disinfectant. Resident are strongly encouraged to wear masks to and from the dining room as they are able.

28. DESCRIBE ANY OTHER ASPECTS OF COMMUNAL DINING DURING REOPENING

All menus are disposable and single use only. All condiments are single use only. A separate entrance and exit to the dining room have been established. A team member provides snacks from the snack cart following the evening meal so residents are not handling food and drink items which could pose the risk for cross contamination.

ACTIVITIES AND OUTINGS

In each block below, describe the types of activities that will be planned at each step and the outings that will be planned at Step 3 (an all-inclusive list is not necessary). Include where they will be held and approximately how many residents will be involved. Describe how social distancing, hand hygiene, and universal masking will be ensured. Also include precautions that will be taken to prevent multiple touching of items such as game pieces.

ACTIVITIES AND OUTINGS

29. DESCRIBE ACTIVITIES PLANNED FOR STEP 1 (FIVE OR LESS RESIDENTS UNEXPOSED TO COVID-19)

All exercise programs and/or games are being played in groups of five or less and social distancing is being practiced as well as no shared game pieces. Special activities and individually wrapped snacks are provided by the activities team to residents in their apartments. Chairs and tables are spaced apart in common areas to assist with social distancing. Signs recommending hand hygiene are in place throughout the activity areas.

30. DESCRIBE ACTIVITIES PLANNED FOR STEP 2 (TEN OR LESS RESIDENTS UNEXPOSED TO COVID-19)

Same activities as in Step 1 with increasing the group size to 10 or less. Additional activities now being held on the patio (Ex. Lemonade on the patio). Activities team members are intentional with sanitizing all tables, chairs and equipment after each use.

31. DESCRIBE ACTIVITIES PLANNED FOR STEP 3

Same activities as in Step 2 with no limit on number of residents in attendance but social distancing, hand hygiene and universal masking are required.

32. DESCRIBE OUTINGS PLANNED FOR STEP 3

No outings are taking place at this time. There may be scenic rides planned with 50% capacity on the Valley View bus. Seating would be staggered with no more than 7 passengers on the bus at one time. Residents would be required to wear mask, practice hand hygiene and social distancing whenever possible. Residents would board the bus at Valley View and remain on the bus until the ride is complete back at our community.

NON-ESSENTIAL PERSONNEL

In Step 2, non-essential personnel deemed necessary by the facility are allowed (in addition to those already permitted in Section 4 of *Interim Guidance for Personal Care Homes, Assisted Living Residences and Intermediate Care Facilities During COVID-19*). In Step 3, all non-essential personnel are allowed. Screening and additional precautions including social distancing, hand hygiene, and universal masking are required for non-essential personnel.

33. DESCRIBE THE LIMITED NUMBER AND TYPES OF NON-ESSENTIAL PERSONNEL THAT HAVE BEEN DETERMINED NECESSARY AT STEP 2

In Step 2 and 3, beauty salon staff, hospice nurses, outpatient therapists and pastoral services have been determined necessary.

34. DESCRIBE HOW SOCIAL DISTANCING, HAND HYGIENE, AND UNIVERSAL MASKING WILL BE ENSURED FOR NON-ESSENTIAL PERSONNEL AT STEPS 2 AND 3

All non-essential personnel will receive the same education as all Valley View team members to ensure that social distancing, hand hygiene and universal masking take place while in our facility. If any of these personnel are observed not following these procedures, immediate education would occur with the potential for follow up precautionary measures being taken.

35. DESCRIBE MEASURES PLANNED TO ENSURE NON-ESSENTIAL PERSONNEL DO NOT COME INTO CONTACT WITH RESIDENTS EXPOSED TO COVID-19

Should a resident be exposed to COVID-19, non-essential personnel will be included in the communication and information that follows regarding that resident and isolation and testing measures that are being implemented.

VISITATION PLAN

For visitation to be permitted in Steps 2 and 3 of reopening (as described in Section 6 of *Interim Guidance for Personal Care Homes, Assisted Living Facilities and Intermediate Care Facilities During COVID-19*), the following requirements are established. Screening and additional precautions including social distancing, hand hygiene, and universal masking are required for visitors.

VISITATION PLAN

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| 36. DESCRIBE THE SCHEDULE OF VISITATION HOURS AND THE LENGTH OF EACH VISIT | |
| Visitation hours are available daily to families during both daytime and evening hours for approximately one hour. Residents who are fully vaccinated, not in quarantine or with any known exposure to COVID-19 are able to receive visits in their apartments. Unvaccinated residents not in quarantine and with no known exposure to COVID-19 are able to receive socially distanced visits in the Terrace Activity Room. | |
| 37. DESCRIBE HOW SCHEDULING VISITORS WILL OCCUR | |
| A single contact person has been established to schedule visits in order to ensure consistent communication and education with visitors. Visitors will be informed about their ability to visit via the following methods: mailings, phone calls, mass communication system and our website. | |
| 38. DESCRIBE HOW VISITATION AREA(S) WILL BE SANITIZED BETWEEN EACH VISIT | |
| Following each visit, the Valley View team member assigned to monitor the visit will disinfect and wipe down all surfaces. | |
| 39. WHAT IS THE ALLOWABLE NUMBER OF VISITORS PER RESIDENT BASED ON THE CAPABILITY TO MAINTAIN SOCIAL DISTANCING AND INFECTION CONTROL? | |
| Two visitors per resident at this time. | |
| 40. DESCRIBE THE ORDER IN WHICH SCHEDULED VISITS WILL BE PRIORITIZED | |
| All personal care residents will be given the opportunity for at least one visit. Once all residents have received the opportunity for a resident, residents and visitors are able to schedule visits on an ongoing basis as long as visitation is permitted. | |
| STEP 2 | 41. DESCRIBE HOW THE FACILITY WILL DETERMINE THOSE RESIDENTS WHO CAN SAFELY ACCEPT VISITORS AT STEP 2 (CONSIDERING SUCH SAFETY FACTORS AS EXPOSURE TO OUTDOOR WEATHER AND TRANSPORTING RESIDENT TO VISITOR LOCATION) |
| | Residents who have had no exposure to COVID-19 or do not have any signs or symptoms of COVID-19 will be able to accept visitors. If someone is not physically able to visit in the designated neutral zones, they would be offered the opportunity for a virtual visit or a visit through the glass. |
| | 42. DESCRIBE THE OUTDOOR VISITATION SPACE FOR STEP 2 TO INCLUDE THE COVERAGE FOR SEVERE WEATHER, THE ENTRANCE, AND THE ROUTE TO ACCESS THE SPACE |
| | A outside courtyard area with a concrete patio has been designated as outdoor visitation space. This area can be covered by a pop up tent with a 6 foot table and chairs placed under the tent. In the event of severe weather, the visit would be moved to the indoor neutral zone. Visitors do not need to enter any resident living areas to access this space. It is accessible from the outdoors once proper screening is complete. |
| | 43. DESCRIBE HOW A CLEARLY DEFINED SIX-FOOT DISTANCE WILL BE MAINTAINED BETWEEN THE RESIDENT AND THE VISITOR(S) DURING OUTDOOR VISITS |
| A 6 foot table is placed between the visitor and the resident. A Valley View team member assists with seating the resident and the visitor to ensure a six-foot distance is maintained at all times. The visit is monitored by a Valley View team member. | |
| 44. DESCRIBE THE INDOOR VISITATION SPACE THAT WILL BE USED IN THE EVENT OF EXCESSIVELY SEVERE WEATHER TO INCLUDE THE ENTRANCE AND THE ROUTE TO ACCESS THE SPACE | |
| During inclement weather, visitation will take place in the identified neutral zone (Terrace Activity Room) in the Terrace. To access this space, visitors do not need to enter any resident living areas and are screened immediately upon entering the building. | |
| 45. DESCRIBE HOW A CLEARLY DEFINED SIX-FOOT DISTANCE WILL BE MAINTAINED BETWEEN THE RESIDENT AND THE VISITOR(S) DURING INDOOR VISITS | |
| A 6 foot table is placed between the visitor and the resident. A Valley View team member assists with seating the resident and the visitor to ensure a six-foot distance is maintained at all times. The visit is monitored by a Valley View team member. | |
| STEP 3 | 46. DESCRIBE HOW THE FACILITY WILL DETERMINE THOSE RESIDENTS WHO CAN SAFELY ACCEPT VISITORS AT STEP 3 (CONSIDERING SUCH SAFETY FACTORS AS TRANSPORTING RESIDENT TO VISITOR LOCATION) |
| Residents who have had no exposure to COVID-19 or do not have any signs or symptoms of COVID-19 will be able to accept visitors. If someone is not physically able to visit in the | |

VISITATION PLAN

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| designated neutral zones, they would be offered the opportunity for a virtual visit or a visit through the glass. |
| 47. WILL OUTDOOR VISITATION BE UTILIZED AT STEP 3? IF NO, SKIP TO QUESTION #52 No |
| 48. DESCRIBE THE OUTDOOR VISITATION SPACE FOR STEP 3 TO INCLUDE THE COVERAGE FOR SEVERE WEATHER, THE ENTRANCE, AND THE ROUTE TO ACCESS THE SPACE (IF THE SAME AS STEP 2, ENTER "SAME") SAME |
| 49. DESCRIBE HOW A CLEARLY DEFINED SIX-FOOT DISTANCE WILL BE MAINTAINED BETWEEN THE RESIDENT AND THE VISITOR(S) DURING OUTDOOR VISITS (IF THE SAME AS STEP 2, ENTER "SAME") SAME |
| 50. DESCRIBE THE INDOOR VISITATION SPACE THAT WILL BE USED TO INCLUDE THE ENTRANCE AND THE ROUTE TO ACCESS THE SPACE (IF THE SAME AS STEP 2, ENTER "SAME") SAME |
| 51. DESCRIBE HOW A CLEARLY DEFINED SIX-FOOT DISTANCE WILL BE MAINTAINED BETWEEN THE RESIDENT AND THE VISITOR(S) DURING INDOOR VISITS (IF THE SAME AS STEP 2, ENTER "SAME") SAME |
| 52. FOR THOSE RESIDENTS UNABLE TO BE TRANSPORTED TO THE DESIGNATED VISITATION AREA, DESCRIBE THE INFECTION CONTROL PRECAUTIONS THAT WILL BE PUT IN PLACE TO ALLOW VISITATION IN THE RESIDENT'S ROOM In end of life or compassionate care situations, visitors would be permitted to visit in the resident's room. Prior to the visit, all visitors are screened immediately upon entering the facility by taking their temperature and responding to a questionnaire that indicates no presence of COVID-19 symptoms as well as monitoring to ensure no exposure. If screening reveals possible virus, entry to the facility is not permitted. Following the visit, the resident's apartment would be thoroughly cleaned and disinfected including but not limited to any surfaces that came in contact with the visitors. |

VOLUNTEERS

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| In Step 2, volunteers are allowed only for the purpose of assisting with outdoor visitation protocols and may only conduct volunteer duties with residents unexposed to COVID-19. In Step 3, all volunteer duties may be conducted, but only with residents unexposed to COVID-19. Screening, social distancing, and additional precautions including hand hygiene and universal masking are required for volunteers. |
| 53. DESCRIBE INFECTION CONTROL PRECAUTIONS ESTABLISHED FOR VOLUNTEERS, INCLUDING MEASURES PLANNED TO ENSURE VOLUNTEERS DO NOT COME INTO CONTACT WITH RESIDENTS EXPOSED TO COVID-19 No volunteers are being utilized at this time. |
| 54. DESCRIBE THE DUTIES TO BE PERFORMED BY VOLUNTEERS DURING STEP 2 N/A |

SIGNATURE OF ADMINISTRATOR

DATE