

# **Covid19 and Flu Prevention and Mitigation Plan**

## **Creekside Place / Creekside Cottage**

### **Lic 496803441 and 496803346**

**Updated: November 2023**

1. Kelly Sturgeon, Administrator, coordinates Covid19 and flu preparedness by integrating local, state, and national guidelines. Berkley Sturgeon, Manager, is designated to oversee supplies and staffing schedules. Two caregivers will be trained to act as Managers on Duty for overseeing Covid19, flu and other infection prevention needs to ensure a manager is on duty daily.
2. Visitors may wear a well fitted mask when recommended and be checked for temperature and symptoms, signed in by a staff member, and wash hands immediately upon entering and when leaving. Masks will be provided at the entrance. Staff will check and keep wash stations supplied with hand soap, hand sanitizer and paper towels.
3. Visitor precautions will be initiated at first signs of an outbreak. Phone, and video or zoom visits will be available daily and assistance provided to residents. SignUp Genius will be used to help with daily scheduling of video visits if needed. Letters and cards will be encouraged. Compassionate visits can always be arranged for in person visits during an outbreak. Visitors will be screened for symptoms and asked about history of travel or possible exposure to Covid19. PPE will be provided for compassionate visits. All staff and necessary visitors (nurses, doctors, etc) must wear a mask, wash

hands, have temperature checked and be signed in by a staff member.

4. Caregiver Screening during an outbreak: Caregivers must check temperature with other caregiver on duty and report any symptoms at start of shift. Call manager Berkley Sturgeon at first signs of illness - 707-241-6195. Staff: Do not come to work if you have any symptoms like fever, body aches, cough, sore throat, vomiting, or diarrhea and seek medical attention right away. We must follow all quarantine and isolation guidelines whenever required or needed as a precaution to prevent the spread of Covid19. Please follow when social distancing and shelter in place public health orders are initiated and report if a member of your household has signs of illness, and begin isolation, (and medical care if needed), of that family member.
5. Staffing needs: If we have staffing shortages we will temporarily increase the length of shifts for caregivers who are well, and will follow all overtime pay requirements. We are currently fully staffed and it is our priority to maintain staffing levels to meet resident needs, including resident needs during an outbreak.
6. Training of all staff will follow federal, state and local information and guidelines on Covid19 prevention and mitigation and is included in initial training, regular infection prevention meetings, and in the 20 hours of required annual training.
7. Cleaning the facility: Staff will clean all surfaces with approved cleaning solution throughout the facility to reduce risk of infection at the beginning and end of each shift, and more often whenever needed such as after morning oral hygiene. Enhanced cleaning will be initiated

by a suspected or confirmed case and includes enhanced cleaning steps for laundry, bathrooms and surfaces. Enhanced cleaning steps will be posted and included in staff training when initiated.

8. Resident Screening during an outbreak: checked daily on day shift for signs and symptoms: fever, cough, body aches, difficulty breathing. Signs and symptoms of Covid19 or flu will be monitored on each shift. Log in the daily log sheet and report by phone to Administrator Kelly Sturgeon immediately if a resident has signs or symptoms. An antigen test will be administered and the primary care doctor and responsible family member will be notified.
9. Covid19 positive resident: If the resident tests positive, we will follow all precautions and doctors orders for care of the resident. Isolate the resident, wear full PPE for airborne precautions, provide and assist the resident with a mask during care, follow hand hygiene protocols, donning and doffing PPE correctly prior to exiting the resident room. Supplies for care will be placed in the resident room that include bedside commode to prevent sharing bathrooms, gloves, hand sanitizer, wipes, incontinence supplies, and a medical grade Heppa air filtration unit.
10. Isolation for shared room: For isolation of a resident in a shared room we will temporarily move the resident to the private Balcony Room with separate entrance/exit, and move that resident (if they are healthy), to the shared room. Designated Isolation rooms will be thoroughly cleaned prior to moving a resident, and all equipment will be sanitized, such as bedside commode, tables, wheelchair, etc.

11. PPE: supplies will be kept in an organized manner by the caregiver station and include KN95 masks, surgical masks, N95 masks, gowns, and protective eye wear. PPE supplies will be checked weekly and ordered to maintain a minimum two week supply based on the 24hr burn rate. Staff will wash protective eye gear with warm soapy water or alcohol wipes after contamination and end of shift. Staff will be trained on and follow the correct donning and doffing steps posted by the PPE supply area. All staff will wear KN95 or N95 masks at all times and take meal breaks outside when possible. When weather does not permit outside meal breaks, a break area will be set up with ventilation/air purifier, away from residents. Breaks are staggered to avoid more than one caregiver in a break area. In the event of a suspected or confirmed case, staff will also wear face shields or goggles. Additionally, staff will wear a gown during personal care for any suspected or confirmed case of Covid19.
12. Hand Hygiene: Staff will wash hands at start of shift and wear gloves whenever personal care or other activity could bring them into contact with bodily fluids. Hand hygiene will be followed by washing hands after direct care and removal of gloves. Approved hand sanitizer may be used between glove changes if hands have not been contaminated by contact with bodily fluids.
13. Staff evaluation: The Administrator will routinely, and at least annually, evaluate staff compliance with correct hand hygiene, PPE donning and doffing, and other recommended prevention protocols. A plan will be developed to address any compliance issues.

14. Resident care for Covid 19 and flu symptoms: the primary care physicians will be notified by phone and fax report immediately, with requests for orders and instructions. All caregivers follow doctors instructions for care and monitor at least every 2 hours for needs, and worsening of symptoms. Call 911 if a resident is NOT on hospice, and they have difficulty breathing, or have bluish lips and face. Call hospice agency for residents on hospice services. Residents will return to us after a hospital discharge plan is in place. If 911 is called, notify Kelly Sturgeon 415-515-5111, if she is not already on site. Kelly will contact immediate family. If you can not reach Kelly, leave a phone message, then call the responsible family member listed on the resident's emergency sheet and text Kelly a report. We will proactively work with hospice agencies to evaluate and admit a resident to hospice services when that is appropriate.
15. Sonoma county public health will be notified via SPOT reporting online, and CCL will be notified of confirmed cases as soon as possible but no less than 48hrs, and we will follow instructions for testing, containment and mitigation.
16. Testing: Surveillance testing with approved testing kits will be initiated weekly for team members if there is a regional public health alert or a confirmed Covid19 case among staff or residents. Berkley Sturgeon will oversee testing schedules and results. Staff must report a positive result immediately, and if symptoms develop at work, take an antigen test from the Covid supplies shelf and self administer the test with a manager via video. Wear full PPE (N95 mask, gown, gloves, face shield), and wait

for your replacement. Follow isolation guidelines immediately and do not return to work until you have been cleared by a physician in writing and have provided that clearance to the Administrator.

17. Staffing shortage plan: an additional full time caregiver was hired to help with cold and flu season as well as needs around COVID19. In addition to our full team of 12, we have established a relationship with a staffing agency, Alegre Home Care, 800-598-4777, and will contact them as soon as we see a staffing shortage is imminent.
18. Ask questions and share information. It is important that we stay calm, and informed, and keep communication open.
19. Vaccine Clinic: vaccine clinics will be held according to public health recommendations for the flu and Covid19 at least annually, and more often when recommended. Resources and education about vaccines will be given to each caregiver and resident/family member. We encourage and support vaccinations and can implement a two group rotation to avoid staffing shortages due to side effects. We will follow all current and future regulations regarding vaccinations for staff and resident admissions to prevent the spread of flu and Covid19.