

Epidemic/ Pandemic Illness: Contingency Staffing Plan

Carolina Village will collaborate with local and regional planning and response groups to address widespread healthcare staffing shortage during a crisis.

During an epidemic/ pandemic illness outbreak all contracted staff, volunteers, students, and private duty care givers will be suspended from campus until pandemic resolution and Executive Director approval.

The staff Development Coordinator will be designated as the point person for staffing and will work closely with the staffing coordinator, Director of Nursing, and ILS nursing supervisor to assess campus staffing needs and the allocation of staff resources, to help with essential duties during an epidemic/ pandemic outbreak.

Nursing Department: nursing care has been identified as a critical essential task during an epidemic/ pandemic outbreak

Non-essential nursing roles:

- Restorative nursing services will be suspended; restorative CNA will help with essential resident care tasks during an epidemic/ pandemic outbreak

*staff members with CNA certification who are acting in roles to be considered non-essential and non-critical during an epidemic/ pandemic outbreak, such as transportation, medical records, staffing coordinator, unit clerks etc... will be assigned to help with CNA roles during the outbreak.

*in the event of an epidemic/ pandemic outbreak on campus high risk staff members, such as pregnant employees or staff members with immunosuppression will be placed on leave.

*Administrative nurses will help as needed to help ensure essential nursing care is completed

In the event a staffing shortage occurs due to epidemic/ pandemic illness, the Medical Center has identified the following as acceptable staffing ratios for nursing to ensure resident care needs are safely met. Nursing staff will transition to twelve-hour shifts.

Medical Center

Day shift

- RN/ LPN: 1 nurse per 30 patients
- CNA: 1 CNA per 15 patients

Night Shift

- RN/ LPN: 1 nurse per 30 patients
- CNA: 1 CNA per 30 patients

Care Center

Day shift

- RN/ LPN or Med- Tech: 1 per 30 patients
- CNA: 1 per 15 patients

Night Shift

- RN/ LPN or Med- Tech: 1 per 30 patients
- CNA: 1 per 30 patients

*if staff resources require the utilization of Med-Techs in place of nurses, a supervising nurse will be available.

Independent Living Support

Day Shift

- RN/LPN as available; may resource health care area RN/LPN as needed.
- Med-Tech: 2 for independent living area

Night Shift

- RN/LPN as available; may resource health care area RN/LPN as needed.
- Med-Tech: 2 for independent living area

Carolina Village will identify dedicated staff members to care for residents in cohort units/ areas on campus. These staff members will not be allowed to “float” to other resident care areas housing well residents. Whenever feasible staff members assigned to cohort units/ care areas will be encouraged to stay in temporary housing provided by Carolina Village, to decrease care giver burden and the possibility of community transmission/ exposure risk.

Business office personnel (Independent living area, Medical Center, and Care Center, *including activity directors*): routine business office tasks are considered to be a non-essential task during an epidemic/ pandemic outbreak. Business office personnel will be reallocated to help perform other essential tasks during an outbreak such as:

- Food preparations and clean up
- Meal delivery
- Housekeeping
- Passing ice/ snacks
- Other duties as assigned

Dietary Department: Meal preparation is considered an essential critical task during an epidemic/ pandemic outbreak. All main dining rooms and group dining activities will be suspended during an epidemic/ pandemic outbreak. Wait staff from independent living can help with meal delivery services.

- If there are staff shortages in dietary; staff members from administration and office personnel are available to help with dietary tasks.

Environmental Services: during an epidemic/ pandemic outbreak EVS tasks and cleaning/ disinfection of high contact surface areas and patient care areas is an essential critical task to help in the prevention and transmission of pathogens.

- If there are staff shortages in EVS due to epidemic/ pandemic illness among employees; staff members from administration and office personnel are available to help with dietary tasks

Maintenance: during an epidemic/ pandemic outbreak most maintenance tasks will be deferred and considered non-essential task. Routine maintenance of the facilities air circulation, ventilation, and filtration system during an epidemic/ pandemic outbreak is an essential critical task.

- Maintenance will focus on ensuring the facilities ventilation system is maintained and serviced more frequently during an epidemic/ pandemic outbreak.
- Maintenance will ensure the generators are maintained and functioning
- Maintenance will check facility entrances and assist with ensuring visitation restrictions are adhered to
- Transportation services will be suspended
- Assist with housekeeping duties

Security: during an epidemic/ pandemic outbreak facility security is of the up most importance. Security personnel will help ensure visitor restrictions and resident quarantine is maintained. Security may help with meal delivery and transportation of essential labs to and from laboratory or receiving facilities.

*Carolina Village recognizes that if epidemic/ pandemic illness spread occurs within the Western North Carolina community. Henderson county, along with neighboring border and adjacent counties may deem it necessary to close school systems and daycares, to help mitigate and contain the spread of epidemic/ pandemic illness in the region. Carolina Village will make efforts, if able to assist employees with child care for age appropriate children; for employees in “critical essential” roles needed to maintain campus functions and ensure resident care needs are met.

- Carolina Village has designated _____ to serve as a temporary child care site
- Staff members from non-essential critical task roles will be designated to provide child care supervision.