

# Infection Prevention and Control Manual

## Interim Pandemic Plan

### Pandemic Plan Policy and Procedure

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The World Health Organization defines a pandemic as “the worldwide spread of a new disease”<sup>1</sup>

Facilities will be responsible for protecting both residents and employees during a pandemic. The overall Pandemic Plan will include four phases: Mitigation, Preparedness, Response and Recovery. The facility Pandemic Plan will align with the facility Emergency Preparedness Plan and facility planning will include processes, including but not limited to: preparation for caring for ill residents while managing employee illness and absences; preparation of staff/volunteers/clinicians/vendors related to respective roles and responsibilities; ability to obtain necessary supplies and resources, equipment, medications and other necessary items for the safety, health and welfare of residents and employees.

### Policy

It is the policy of this facility to prepare and implement a pandemic plan in the event of a determined worldwide spread of a new disease.

### Procedure

#### Mitigation (prior and post)

- Facility leadership will identify members of the facility Pandemic Plan team
  - Governing Body
  - Administrator
  - DON
  - Medical Director
  - Infection Preventionist
  - Pharmacy Consultant
  - Interdisciplinary Department Leaders
  - Public health representative
- The pandemic plan will be coordinated and aligned with the facility Emergency Preparedness Plan:
- The facility leadership team will review the facility Emergency Preparedness Plan for effective plan implementation including:
  - Roles and responsibilities
  - Required tasks as outlined
  - Plan implementation phases
  - Business continuity
- Outbreak management plan and actions
- Identification of current risks and hazards in the community
- Identification and assessment of risk to the facility residents and employees
- Goals and priorities will be identified to meet the quality needs of the residents and employees:
  - Training
  - Supplies
  - Medications and Treatments
  - Equipment
  - Employee Management

#### Preparedness

- The Pandemic Plan will include:
  - Authority
    - Key Employees responsible for executing the Plan

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- Preparation of Emergency Contact List
- Preparation of Resident List and Contacts
- Preparation of Staff Lists and Contacts
- Communication Procedures
  - Collaboration with State/Local Health Department
  - Collaboration with acute care partners, other providers
  - Identify resources and partners (i.e. Healthcare Coalitions, Community Healthcare Facilities, etc.)
  - Communication procedures
    - Residents
    - Resident representatives
    - Employees
- Review Community and Facility Risk
  - Complete a risk assessment as outlined in Emergency Preparedness Plan to determine facility risk
    - Coordinate with Local and State Health Department
    - Communication with Local Healthcare Organizations
  - If risk is identified, initiate Pandemic Plan in collaboration with Public Health authorities
- Review Resident Advance Directives
- Emergency Operations Coordination
  - Follow Emergency Preparedness Plan
    - Command central – roles, responsibilities
    - Triage process
    - Resource allocation (supplies, vendors, services)
  - Employee Allocation
    - Identification of essential and non-essential Staff
    - Overall staffing needs
    - Contingency staffing plan
- Conduct an Infection and Prevention Control self assessment
  - Long term care facility – Infection control self-assessment worksheet: [https://qsep.cms.gov/data/252/A.\\_NursingHome\\_InfectionControl\\_Worksheet11-8-19508.pdf](https://qsep.cms.gov/data/252/A._NursingHome_InfectionControl_Worksheet11-8-19508.pdf)
- Re-educate employees on roles and responsibilities per Emergency Preparedness Plan, outbreak management and pandemic plan
- Determine essential and non-essential supplies, equipment, resources, clinical visits and operations in preparation for potential pandemic response
- Review and re-educate on Shelter in Place Plan per Emergency Preparedness Plan
- Review Business Interruption Plan as outlined in the Emergency Preparedness Plan

### Response

- Continue community surveillance
  - Infection Preventionist will monitor active cases in community including but not limited to:
    - Hospitals other healthcare facilities
    - Schools
    - Public Health surveillance
- Implement and continue facility surveillance system and process
  - Identification, tracking and monitoring of resident condition change
    - Ongoing surveillance
  - Identification, tracking and monitoring of employees for signs and symptoms
- Implement communication and reporting processes per Emergency Preparedness Plan
  - Prepare messaging and responses
  - Initiate communications plan

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- Collaboration with State/Local Health Department
- Collaboration with acute care partners
- Communicate with resources and partners (i.e. Healthcare Coalitions, community healthcare facilities, emergency responders, vendors, etc.)
- Post signage per Plan
- Review diagnostic evaluation services, availability and response per Plan
- Follow the response and facility management of ill residents per outbreak management plan
- Implement dissemination of information processes per Plan
  - Healthcare Providers
  - Media
  - Residents and Representatives
  - Employees and Families
  - Key Stakeholders
  - Vendors
  - Federal, State, Local officials
- Initiate supplies and equipment management plan (Essential and Non-Essential)
  - Inventory current supplies and equipment
  - Review contingency supplies and par levels
  - Implement Facility Inventory Management Plan
    - Communicate and educate employees on use of supplies and equipment
  - Review and communicate delivery and ordering processes
    - Supplies
    - Disinfectants
    - Equipment
    - Inventory Management
  - Review contingency supply areas, par levels, use by employees and provision needs
- Employee Management
  - Communication plan
  - Sick Leave Policies and Procedures
    - If symptomatic or potential exposure – following the Centers for Disease Control and Prevention guidance
  - Protocols for Human Resource Needs
  - Staffing Deployment
    - Determination of Essential and Non-Essential Employees
    - Consistent Assignment when possible
    - Review Staffing Contingency Plan
- Facility Response Measures
  - Follow Standard and Transmission-Based Precautions
  - Implement Outbreak Management Plan
- Plan for Resident medical care (acute, diagnostic, interim and routine)
  - Continuation of Clinician Visits
    - In-Person
    - Virtual
- Implement and communicate hospital coordination for potential influx of emergency room visits, admissions, testing and hospital triage process
- Implement coordination and communication with clinics and outpatient centers
  - Physician Offices
  - Dialysis Centers
  - Outpatient Centers
  - Consultant Offices
- Implement Visitor and Volunter Restriction protocols as well as other communicaiton options
  - Volunteer Management
  - Visitor Management
  - Vendor Management
  - Transport

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- Communication
- Review fcommunicaiton and follow up processes

### Recovery

- Implement Re-Entry Plan, in alignment with Public Health and Emergency Preparedness Plan for:
  - Residents and representatives
  - Employees
  - Volunteers
  - Clinicians
  - Physical plant – Disinfection protocols completed
  - Supplies
  - Human Resources
  - Vendors
  - State and local officials
  - Governing Body
  - Key stakeholders
- Review and implement continuity of operations plan and outcomes
- Business and clinical impact analysis
- Implement re-entry communication plan
  - Residents
  - Resident Representatives
  - Key Stakeholders
  - Media
  - Vendors
  - Clinicians
- Monitoring the effectiveness of plan implementation and outcomes
- Incorporate into the QAPI process

### Who Should Plan for a Pandemic

It would be pertinent for all businesses and organizations to begin planning for a pandemic now to prepare for the potential for lack of employees, supplies and other necessary resources. Important tools for pandemic planning for employers are located at <https://www.cdc.gov/flu/pandemic-resources/index.htm>

### References and Resources:

The Occupational Safety and Health Administration (OSHA) developed a Pandemic Influenza Preparedness and Response Guidance for Healthcare Workers and Healthcare Employers at:  
[https://www.osha.gov/Publications/OSHA\\_pandemic\\_health.pdf](https://www.osha.gov/Publications/OSHA_pandemic_health.pdf)

The U.S. Department of Health and Human Services have a 2017 Pandemic Influenza Plan Update at:  
<https://www.cdc.gov/flu/pandemic-resources/pdf/pan-flu-report-2017v2.pdf>

Infection Control and Prevention regulations and guidance: 42 CFR 483.80, Appendix PP of the State Operations Manual. See F-tag 880: <https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/GuidanceforLawsAndRegulations/Downloads/Appendix-PP-State-Operations-Manual.pdf>

Centers for Disease Control and Prevention. Hand Hygiene in Healthcare Settings.  
<https://www.cdc.gov/handhygiene/index.html>

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Centers for Disease Control and Prevention. Respiratory Hygiene/Cough Etiquette in Healthcare Settings. <https://www.cdc.gov/flu/professionals/infectioncontrol/resphygiene.htm>

Centers for Disease Control and Prevention. The National Institute for Occupational Safety and Health (NIOSH). Personal Protective Equipment. <https://www.cdc.gov/niosh/ppe/>

Centers for Disease Control and Prevention. Health Supply of Personal Protective Equipment. <https://www.cdc.gov/coronavirus/2019-ncov/hcp/healthcare-supply-ppe.html>

Centers for Disease Control and Prevention. Disinfection. <https://www.cdc.gov/coronavirus/2019-ncov/hcp/caring-for-patients.html>

### **Additional CDC resources:**

- <https://www.cdc.gov/nonpharmaceutical-interventions/tools-resources/planning-guidance-checklists.html>
- <https://www.cdc.gov/flu/pandemic-resources/national-strategy/severity-assessment-framework.html>