

ADMINISTRATIVE POLICY AND PROCEDURE MANUAL

SUBJECT: Communication/Notification of Infectious Disease/ Pandemic Illness Cases to the DOH, CDC, Residents, their Family Members or Representatives

POLICY: It is the policy of Gurwin Jewish Nursing & Rehabilitation Center to comply with notification of cases of Infectious Disease/ Pandemic Illness to the DOH, CDC, residents, their representatives and families of residents as per regulations.

PROCEDURE FOR NOTIFICATION TO INDIVIDUAL RESIDENTS, THEIR FAMILY MEMBER OR REPRESENTATIVES OF TESTING AND RESULTS OF INFECTIOUS DISEASE/PANDEMIC ILLNESS:

1. The Medical Staff/Designee will notify the family member or representative if the resident is being tested and document same in the medical record as soon as possible but within 24 hours.
2. The Medical Staff/Designee will notify the family member or representative of the test results and document same in the medical record as soon as possible but within 24 hours. If the resident tests positive, they will be informed that the resident will be isolated for at least 14 days.
3. The Medical Staff will notify the family member or representative of any death and document same in the medical record soon as possible, but within 24 hours.

PROCEDURE TO UPDATE AUTHORIZED FAMILY MEMBERS AND/OR GUARDIAN OF RESIDENTS INFECTED WITH A PANDEMIC-RELATED INFECTION:

1. The Medical Staff, Unit Nurse or assigned Social Worker will provide updates to the authorized family member and or guardian by telephone (or other preferred, specified communication method) at least once per day and upon change in the resident's condition.
2. The communication and method to the authorized family member/guardian will be documented in the medical record.

PROCEDURE FOR COMMUNICATION TO ALL RESIDENTS, THEIR FAMILY OR REPRESENTATIVES:

1. Residents, family members or representatives will be informed how to obtain information and notification from the facility by mail, resident council town hall meetings, 1:1 meetings, or included in the admission packet.
2. Family members or representatives for all residents will be notified if any resident tests positive for Infectious Disease/Pandemic Illness or if any resident suffers a related death by 5 p.m. the next calendar day.



3. Cumulative updates for residents, family members or representatives will occur at least weekly on the number of pandemic-related infections and deaths at the facility, including residents with a pandemic-related infection who pass away for reasons other than such infection
4. Family members or representatives are advised to check the Gurwin website at gurwin.org regularly for pandemic-related information and updates on the status of the disease within the facility that occur within a 24 hour period. They can also find information including mitigation actions taken by the facility to prevent or reduce the risk of transmission.
5. Family members or representatives will be sent an email through Constant Contact informing them of the updates. Anyone for whom we do not have an email address will be called to obtain one.
6. Family members or representatives for whom we do not have e-mail addresses will receive a call daily with the updated information.
7. On the facility closed circuit television, channel 31, the facility will post updated information as per requirements. A hard copy of updated information will be delivered to all residents weekly, and as necessary to any who request this form of communication.
8. Letters are mailed to family members or representatives and delivered to residents advising them of our efforts to protect the health and safety of our residents, visitor restrictions, changes in procedures, access to the Gurwin website and email updates as necessary

PROCEDURE FOR NOTIFICATION TO INDIVIDUAL RESIDENTS' FAMILY MEMBER OR GUARDIANS OF GURWIN'S PANDEMIC EMERGENCY PLAN:

1. Gurwin staff will update authorized family members and guardians of residents infected with a pandemic infectious disease at least once per day and upon a change in resident's condition via telephone
2. Gurwin will update all authorized family members and guardians once per week on the number of infections and deaths in the facility. Family members and guardians will be advised to check the Gurwin website at gurwin.org regularly for updated pandemic related information. Information will also be sent via email through Constant Contact informing them of the updates. Anyone for whom we do not have an email address will be called to obtain one. Anyone who does not wish to be contacted via email will receive a telephone call weekly.
3. Gurwin will make available to all residents daily access to free remote video-conferencing, or similar communication method, with authorized family members and guardians by an electronic means (i.e., Zoom, FaceTime, etc.) or other method selected by the family member or guardian

PROCEDURE FOR NOTIFICATION TO THE DOH:

1. The facility will assure it meets all requirements of the Health Commerce System reporting.
2. The facility maintains listing of all staff that has access to communicable disease reporting tools and other outbreak-specific reporting requirements.
3. Reporting to the NYSDOH Healthcare Epidemiology and Infection Control Program electronically through the Nosocomial Outbreak Report Application (NORA) on the Health Commerce System as required will be done by assigned staff.
4. The Supplemental HERDS Survey will be completed as required
5. Phone calls from DOH representatives will be responded to immediately

PROCEDURE FOR NOTIFICATION TO THE CDC REQUIREMENT:

1. Gurwin will provide information to the Centers for Disease Control via the National Healthcare Safety Network (NHSN) at least weekly as required during infectious disease/pandemic emergency.
2. This information will include the following:
 - a. Suspected and confirmed infections among residents and staff, including residents previously treated for infectious agent;
 - b. Total deaths and deaths among residents and staff related to infectious disease;
 - c. Personal protective equipment and hand hygiene supplies in the facility;
 - d. Ventilator capacity and supplies in the facility;
 - e. Resident beds and census;
 - f. Access to testing while the resident is in the facility;
 - g. Staffing shortages, and;
 - h. Other information specified by the Secretary.