

MEMO (3/13/20) Addendum 2 - Strategies to Prevent the Spread of Coronavirus (COVID-19) at Inspiration Ministries

Date: 4/2/20

Prepared: Erik Barber, President

- **Building Access/Entry – Pedersen Center EXCLUSIVELY**
 - Beginning April 1, entering the building – for any reason by any person – through the Administration entrance is prohibited. The Pedersen Center entrance is the only door to be used until further notice. **Please note: The Administration doors are to be used as needed for emergency entry or evacuation.** The doors will remain operable with door code.
- **Active Health Screening**
 - Beginning April 1, anyone entering the building will have their temperature taken by a door monitor once daily or if symptoms develop while in the building. **Please note: every IM employee will have their temperature taken at the beginning of their scheduled shift.** On the guest log, the door monitor will record temperatures by the individual's name. Anyone with a temperature of greater than 100.4 degrees must immediately exit the building.
- **Return to Work Criteria with Confirmed or Suspected COVID-19**
 - *Test-based strategy.* Exclude from work until:
 - Resolution of fever without the use of fever-reducing medications **and**
 - Improvement in respiratory symptoms (e.g., cough, shortness of breath), **and**
 - Negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from at least two consecutive nasopharyngeal swab specimens collected ≥ 24 hours apart (total of two negative specimens)[1]. See [Interim Guidelines for Collecting, Handling, and Testing Clinical Specimens for 2019 Novel Coronavirus \(2019-nCoV\)](#).
 - *Non-test-based strategy.* Exclude from work until:
 - At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,
 - At least 14 days have passed *since symptoms first appeared*
 - Additionally, exclude from work:
 - Anyone who has come in contact with a person **diagnosed with COVID-19** until the end of a 14 day self-quarantine at home.
 - Anyone who has come in contact with a person **exhibiting COVID-19 symptoms** until the end of a 14 day self-quarantine **or** until the person exhibiting COVID-19 symptoms has been tested and received negative results of an FDA Emergency Use Authorized molecular assay for COVID-19 from at least two consecutive nasopharyngeal swab specimens collected ≥ 24 hours apart (total of two negative specimens)[1]. See [Interim Guidelines for Collecting, Handling, and Testing Clinical Specimens for 2019 Novel Coronavirus \(2019-nCoV\)](#).

MEMO Addendum 1 - Strategies to Prevent the Spread of Coronavirus (COVID-19) at Inspiration Ministries (3/13/20)

Date: 3/17/20

Prepared: Erik Barber, President

- **Lockdown**
 - The definition of a lockdown is “**a state of isolation or restricted access instituted as a security measure.**” At Inspiration Ministries, we are making every effort to identify the weakest points of entry for COVID-19 and to minimize the chance of its entry. **Doing so will be a collective effort, and we realize this will be a major inconvenience to both residents and staff.**
- **Handwashing**
 - Remember, **each time** a person, including an employee, leaves and re-enters the residential buildings for any reason, they must wash their hands.
- **Visitor Access**
 - The Department of Health Services (DHS) has issued important recommendations regarding visitor access to facilities like Inspiration Ministries: *For the purpose of this guidance, limiting access means the individual should not be allowed to come into the facility, except for certain situations, such as end-of-life situations or when a visitor is essential for the resident’s emotional well-being and care.*
 - If there are any questions regarding visitor access, please consult a Registered Nurse (RN), preferably the Director of Nursing, or on-duty Licensed Practical Nurse (LPN) after normal business hours.
- **Resident comings and goings**
 - If a family member/guardian wishes to take a resident off campus for any amount of time, this should only be for extreme cases in which it is essential for the emotional well-being of the resident. If such a leave is absolutely needed, our recommendation is that it does not exceed 10 days. We will allow one extended leave every 30-day period (starting 3/13/20).
 - CBRF and RCAC residents are **not permitted** to leave the residential buildings (other than for a walk on-grounds; they may not enter the Meadows apartment buildings).*
 - Residents of the 2-story Independent Living apartments are **highly discouraged** from leaving the residential buildings for any reason (other than for a walk on-grounds; they may not enter the Meadows apartment buildings).* In the event a resident chooses to leave, upon return, they will be restricted to their apartment for a period of 3 days.
 - NOTE: The above protocols apply to the Easter holiday.

*To reduce the risk of exposure, residents are highly encouraged to take a leave of absence from work.

- **See something, say something** – Prevention is EVERYONE’s responsibility. If you see someone not following our prevention protocols, please respectfully, but directly approach the person or inform management.
- **Deliveries**
 - Employee deliveries – No fast food or personal deliveries of any kind are permitted.
 - UPS/FedEx/Mail deliveries – All packages and personal mail will be received and held in the administration mail room for a period of 3 days before delivery to the individual. Employees will use gloves, as well as other PPE as needed, when handling and opening packages or mail.
 - Residents may receive deliveries of essentials such as groceries and personal care items from families/guardians or friends.
- **Meetings and Gatherings**
 - At this time, the World Health Organization’s (WHO) social distancing recommendation is that gatherings not exceed 10 people. While we are self-quarantined, staff and residents should make every effort to stay 6’ away from one another.

- Staff meetings
 - Residential Care/Nursing Department meetings are cancelled and Facebook will be used for communication purposes.
 - Any Executive Team, Operations Team, Department meetings, Prayer Huddles will continue to take place, and will be held in the administration conference room.
- **Church Services**
 - The 10:45 service at Calvary Community Church will be live streamed from the Family Room every Sunday.
- **Staff Meals**
 - Staff may pick up meals by entering the back door of the kitchen.

memo

INSPIRATION MINISTRIES

N2270 Highway 67
Walworth, Wisconsin 53184
262.275.6131

To: All Employees, Residents, Resident Families/Guardians
From: Erik Barber-President/Administrator, Brooke Yunker-Director of Nursing
Date: 3/13/2020
Re: Strategies to Prevent the Spread of Coronavirus (COVID-19) at Inspiration Ministries

A new respiratory disease – coronavirus disease 2019 (COVID-19) – is spreading globally and there have been instances of COVID-19 spreading in the United States and in Wisconsin. The general strategies CDC recommends to prevent the spread of COVID-19 in Long Term Care Facilities like Inspiration Ministries are the same strategies these facilities use every day to detect and prevent the spread of other respiratory viruses like influenza.

We want to keep Inspiration Ministries residents, families and staff up to date about the things being done to prepare, monitor and prevent Coronavirus within our community. Inspiration Ministries continues to monitor what is happening within the state through the Department of Health Services (DHS) and the Wisconsin Assisted Living Association (WALA). **There are no cases in the facility at this time.**

Symptoms of respiratory infection, including COVID-19:

- Fever
- Cough
- Shortness of breath
- Runny nose
- Sore throat

Steps INSPIRATION MINISTRIES is taking to prevent Coronavirus (COVID-19) within our community.

- **Inspiration Ministries is now on lockdown until further notice.** This means that only essential individuals will have access to our facilities. Implications:
 - Essential, pre-approved visitor access process –
 - Any visitors granted access must sign in.
 - Any visitors granted access must complete a health status questionnaire.
 - Any visitors granted access must immediately wash their hands with soap and water.
 - Any visitors granted access must wear a name tag.
 - Any visitors granted access must wear a facemask.
 - Genesis Rehabilitation therapy services have been suspended.
 - Volunteer-supported activities have been suspended inside and outside the facility, unless medically necessary.

- All resident transportation services have been suspended, other than for medically necessary appointments. Essential food and personal care shopping for residents will be done on their behalf by Inspiration Ministries staff and/or volunteers.
 - Meal service – Meals will be delivered by the Food Service Department to Meadows apartment residents currently using our meal service. Meal service for all other residents will remain uninterrupted.
 - Transportation Department will provide one weekly trip to the Walworth laundromat for Meadows residents, currently using our laundry service.
 - Meadows apartment residents will not have access to the main residential buildings.
 - All residents are highly discouraged from participating in external community activities including, but not limited to, work, volunteering, church, etc.
 - Inspiration Ministries staff will not eat meals in the dining room, other than those providing 1:1 services.
 - Mail delivery services will be provided by IM staff or volunteer to Meadows apartments, Monday-Friday.
- **Housekeeping – Cleaning and sanitizing of commonly touched surfaces and spaces throughout the facility has been increased.**
 - **Signs have been posted at our main entrances** informing the public that our community is not accepting visitors until further notice.
 - **Administration has reviewed all Emergency Preparedness/Pandemic policies and sick policies** and are mandating that all employees stay home if they have symptoms of respiratory infection.
 - **Incoming residents are assessed for respiratory infection** upon admission to IM, and infection prevention practices are implemented for incoming symptomatic residents.
 - **All staff will be trained how to care for COVID-19 patients, using infection control training available from the CDC's free online course - www.cdc.gov/longtermcare/training.html.**
 - **IM Administration is monitoring local and state public health sources** to understand COVID-19 activity to help inform the evaluation of individuals with unknown respiratory illness. If there is transmission of COVID-19 at IM, public health authorities will be consulted for additional guidance.
 - **IM Administration is meeting at least weekly to discuss the status of the pandemic, our precautions in place, and needs moving forward.**
 - **IM Administration has taken inventory of supplies and Personal Protective Equipment (PPE) and is working to maintain appropriate levels.**
 - **Communication:**
 - **IM spokesperson** – All questions related to Inspiration Ministries response and prevention strategies, including those from the media, must be directed to Erik Barber, President/Administrator, or Brooke Yunker, Director of Nursing.
 - **Staff – All residents and staff will attend in-service training.** Employees will be empowered with proactive strategies to minimize the risk of spread of infection (proper handwashing and respiratory hygiene and etiquette, social distancing, wearing a facemask, cleaning and disinfecting frequently touched surfaces daily). Residents and staff will be updated weekly about the status of the virus, prevention strategies and other needs, as appropriate.
 - **Residents** – Residents will receive basic training for the major infection prevention practices, including hand washing and respiratory protocols and etiquette.
 - **Resident families/guardians** – Resident families/guardians will receive email updates, as needed.
 - **Website** – www.inspirationministries.org will be updated as needed with our prevention plans.

Steps WE ALL need to take to prevent Coronavirus (COVID-19).

- **Stay home if you are sick.** Per IM policy, employees may not report to work if they are exhibiting symptoms of respiratory infection. Please see IM policy and procedure manual for proper call-in and notification policies.

- **Every staff member is responsible to monitor residents and employees for fever or respiratory symptoms.**
 - Report any possible COVID-19 illness in residents and employees to Brooke Yunker, Director of Nursing, and Erik Barber, President/Administrator. They will contact the local health department.
 - Appropriate measures will be taken for residents found to be with fever or acute respiratory illness.
 - If residents must leave the facility for medically necessary procedures, have them wear a facemask (if tolerated).
 - In general, for care of residents with undiagnosed respiratory infection, as determined by an R.N., use Standard and Contact Precautions with eye protection.
- **Support hand and respiratory hygiene, as well as cough etiquette by residents, visitors, and employees.**
 - Ensure employees clean their hands according to guidelines found on the CDC website - www.cdc.gov/handhygiene/providers/index.html - including before and after contact with residents, after contact with contaminated surfaces or equipment, and after removing personal protective equipment (PPE).
 - Alcohol-based hand rub will be readily available throughout the facility.
 - Make sure tissues are available and any sink is well stocked with soap and paper towels for hand washing.
- **As determined by the Director of Nursing, quarantine residents if they are exhibiting symptoms of COVID-19 and use Personal Protective Equipment (PPE).**
 - Post signs on the door or wall outside of the resident room that clearly describe the type of precautions needed and required PPE.
 - Make PPE, including facemasks, eye protection, gowns, and gloves, available immediately outside of the resident room.
 - Position a trash can near the exit inside any resident room to make it easy for employees to discard PPE.
- **Prevent the spread of COVID-19 outside of IM.**
 - Report any possible COVID-19 illness in residents and employees to Brooke Yunker, Director of Nursing, and Erik Barber, President/Administrator. They will contact the local health department.
 - Notify facilities prior to transferring a resident with an acute respiratory illness, including suspected or confirmed COVID-19 (i.e. emergency room, urgent care, or to a higher level of care).

We appreciate your understanding and patience as we continue to adapt to the changing environment. As conditions arise, we may need to adjust standards of service and care to ensure the safety and well-being of our employees and residents.

Inspiration Ministries exists to help people with disabilities thrive. Never has there been a better time to live our values. As we navigate through the weeks and months ahead, we will continue to look for ways to serve.

For information, contact Inspiration Ministries:

Direct Line – 262.275.6131

Brooke Yunker, Director of Nursing – 262.215.6450

Erik Barber, President/Administrator – 920.323.0155

For the most up-to-date information, visit www.cdc.gov/covid19