

Roxborough Home for Women's Implementation Plan for Re-opening In Accordance with the PA Department of Human Services Interim Guidance for PCHs and ALRs and PICFs During COVID-19

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July 21, 2020

Facility Information

Roxborough Home for Women, Inc.  
601 Leverington Avenue  
Philadelphia, PA 19128  
215-482-6615  
License #

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Re-opening Plan: Tentative dates

- August 9 – August 14      Second testing conducted
- August 17- August 21      All results reported

If all test results are negative:

- August 21      Move into Step 1
- August 21 – Sept. 4      Step 1 (2 weeks quarantine w/no positive cases)
- Sept. 4      Move into Step 2
- Sept. 4- Sept. 18      Step 2 (2 weeks of quarantine w/no positive cases)
- Sept. 19      Move into Step 3

If any person is positive at any time during these 2 wks. of quarantine:

- August 21      If any positive, two weeks of quarantine
- August 21 – Sept. 4      2 weeks of quarantine...Go back to Implementation Plan

Prerequisites

- Testing Plan
  - Provider-ordered testing: Melanie Santiago, PA, License # 0A000813; Lisa Keiner, DO, 5458 Ridge Avenue, Philadelphia, PA 19128
  - Testing provided by Aegis Sciences Corporation, 515 Great Circle Road, Nashville, TN 37228
  - Testing conducted by RHW Medical Technician (aka Personal Care Attendants/PCAs) staff
  - The RHW Medical Technician staff are in the facility 24/7 and have been trained to administer the COVID-19 test

- A supply of Testing Kits and Fed Ex shipping envelopes are available if needed
  - All staff, all residents, and three out of five volunteers completed testing from Monday, July 13, 2020, through Friday, July 17, 2020
  - All results came in by July 24, 2020.
  - No staff, residents, or volunteers declined testing
  - All staff, residents, and volunteers will be tested again on or after August 7
  - All non-essential workers will be allowed back in the Home in Step 3 with proper screening process
  - Non-essential workers and volunteers will have screenings and standard safety measures taken when entering the facility.
  - Test results: Families will be immediately notified by phone if any staff or resident tests positive. Test results, whether negative or positive, are confidential; only POAs are notified. Since all staff at RHW deals directly with the residents, all staff will be informed of the positive cases.
  - If the family insists on taking the resident out of the Home, they will be given all needed medications, clothing, etc. Prior to returning to the Home, the resident must be tested and may only return with a negative result within two weeks of being tested.
- Positive COVID-19 cases
    - Any staff with a positive result will be notified and immediately be put on two weeks of quarantine in their homes.
    - Any resident with a positive result will be notified and will immediately be quarantined in their rooms (each resident has her own bedroom) for two weeks. Depending upon the number of residents with positive results at any given time, one staff member per shift will be assigned to the infected resident/s.
    - Stations outside the quarantined resident's room will be set up with all necessary PPE, including gloves, masks, shields, gowns, booties, hair covers, eye shields, hand sanitizer, disinfectant, floor mat, and trash can.
    - Quarantined residents will be administered their medications in their room, have meals in their room, be bathed by designated staff in their room, and have a commode in their room.
- Screening Protocol
    - Upon entering the building at the start of their shift, the first thing staff do is sanitize their hands, then their temperature and oxygen levels are taken and recorded by the med tech on duty
    - Twice daily (8am and 8pm), all residents' temperatures are taken and recorded by the med tech on duty. Once daily (8am), all residents' oxygen levels are taken.
    - Staff taking vacations are asked where they are going. If that location is a current high-risk hot spot, they will be put on a two-week quarantine prior to coming back to work
    - In emergency situations (medical, plumbing, etc.), non-essential personnel's temperature and oxygen levels are taken and recorded by the med tech on duty. They are asked if they have traveled to a high-risk hot spot. If yes, they are not permitted in the building.

- Non-essential workers, volunteers, and Board members will be permitted back in the Home in Step 3. They will have their temperature and oxygen levels taken and recorded, and asked if they have traveled to any high-risk hot spots.
  - There are two designated delivery areas: the front entrance porch and the basement entrance in the rear of the building. Deliveries are disinfected and left on the porch for several hours.
  - RHW has an adequate supply of PPE by continuing to refill supplies as needed.
- Adequate Staffing Plan
    - Medical Technicians / Personal Care Attendants
      - There are currently 10 staff (including the Administrator) who are med tech certified. To date, 8 have tested negative, which is enough to cover all shifts. In the event more test positive, we will use one or more of these staffing agencies: Bayada, All American Healthcare Services, Inc.
    - Kitchen/Pantry
      - There are currently 9 staff who work in the kitchen/pantry area. To date, no one has tested positive. In the event someone does, we will utilize other department staff. In addition, these staff members will take the training and testing from ServSafe allowing temporary certification through the COVID-19 period.
    - Housekeeping
      - There are currently 3 housekeeping staff. To date, no one has tested positive. In the event one or all do, staff will be utilized from other departments.
    - Maintenance
      - There is currently one maintenance person, who has tested negative. In the event they do, the very basic items (changing light bulbs, mopping spills, etc.) will be covered by other departments. In case of an emergency, outside contractors will be called.
    - All Outside Workers
      - Any staff hired from an agency will need to show a negative test. Any workers coming into the Home for emergency work (plumber, EMTs, etc.) will be screened.
- Plan to resume communal dining and activities
    - Dining during the Implementation Plan: Residents mealtimes are staggered according to their seating areas. Hand sanitizer is provided near the dining room entrance, and residents are encouraged to always wash and sanitize their hands before entering the dining room.
    - All staff (kitchen, pantry, and PCAs monitoring residents at meals) wear masks, wash and sanitize their hands, and practice social distancing.
    - Dining during Steps 1-3: Unexposed residents are permitted to eat in the same room with social distancing, being served by staff wearing masks and/or shields, and practicing social distancing.
    - Dining during Steps 1-3: Exposed residents will be quarantined in their rooms. Meals will be served by designated PCA staff wearing the proper PPE.
    - No visitors will be permitted in the Dining Room until (vaccine is administered)

- Activities during the Implementation Plan: Indoor activity (Bingo, Arts and Crafts) continues with adherence to social distancing and hygienic standards. All activities are conducted by staff. Outdoor activities include picnics, sitting on the porches, and talking walks on the Home's premises only.
  - Activities during Steps 1-2: RHW will continue to keep to the Implementation policy for Activities, but include doctors' visits in Step 2.
  - Activities during Step 3: RHW will allow the hair stylist to work with unexposed residents, adhering to the policy of screening, wearing masks, hygiene, and social distancing. Volunteers will be allowed back in adhering to this same policy.
- Plan to resume visitation
    - Families and friends are currently encouraged to call and to schedule Zoom visits with their loved ones.
    - In Step 1 of the Home's re-opening, current protocol will remain.
    - In Step 2, when outdoor visitors are permitted, the Home will allow scheduled visits on one of its two outdoor porches. No more than one resident and her guests will be permitted on the porch at one time, and no more than two visitors per resident will be permitted. All visitors will be required to get screened, wear a mask, and social distance from the resident.
    - Children are permitted to visit in Step 2 with adult supervision other than RHW staff, screening, masks, and social distancing
    - Only visits that have been scheduled are allowed. The hours will be flexible to meet the visitors' needs, but not at 8 am, 12 pm, or 5 pm, when medications are being administered and meals are being served. Visitations will not be before 7 am and not after 8 pm.
    - In Step 3, when indoor visits are permitted, the Home will allow visits on any of its four porches or Conference Room if not being used at the time. Visitors coming into the building will follow standard RHW policies. No visits permitted in a resident's room. Visitors, whether outdoors or indoors, must be screened and wear a mask or shield. No scheduling of visit is necessary, just the Home's standard visiting protocol.
    - All areas where visitors have been will be disinfected after each visit.
    - All visits will be monitored by PCA staff by either security camera or in the visiting vicinity, depending on the resident's needs.
    - Visits will not be permitted to residents who have tested positive, are quarantined in their rooms, have been exposed to anyone who has tested positive, or who have symptoms of the virus and have not received test results back.
    - Non-essential workers and volunteers will be permitted in the Home with screening, masks and/or shields, and social distancing.
  - Plan to halt all re-opening if Philadelphia reverts to the red phase
    - All staff, residents, POAs, non-essential workers, and Board members will be notified immediately by phone, text, and/or email
    - All activities with the outside (doctors' visits, family visits, etc.) will be stopped immediately
    - All and any protocols prior to the Implementation Plan will be re-introduced to the Home and residents