

# COVID-19 Management: Long-Term Care Facilities (LTCF) & Behavioral Health (BH) Facilities

VERSION 8/14/2020

# Identification of a Cluster/Outbreak

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Generally - two or more cases with COVID-19 that are discovered to be linked through a common place and time. WCCHD uses specific thresholds for follow-up and active management. See below:

\*Long Term Care Facility (nursing, assisted, memory):  $\geq 3$  cases with COVID-19 that are discovered to be linked through a common place and time.

\*Behavioral Health Facility:  $\geq 5$  cases with COVID-19 that are discovered to be linked through a common place and time.

- Must be epi linked – within exposure and incubation time (14 day)
- Can be confirmed or probable cases

# BH Outbreak Management Template - Checklist

**Behavioral/Mental Health Facility Outbreak Checklist – v6/30/2020**

Notification of suspect outbreak at Behavioral/Mental Health Facility and assignment for follow-up.	Notes
Make initial contact with facility to determine extent of outbreak.	
Information to request:	
# cases (staff, patients), any pending tests?	
# hospitalizations of cases	
# deaths of cases	
Total census of facility (staff & patients)	
Total amount of PPE on hand	
What infection control measures have already been put in place?	
What was used for testing?	
Do the anticipated staffing needs?	

**\*Remember to save a copy with the Outbreak Name – so you don't save over the template!**

# BH Outbreak Management Template - Log

The screenshot shows an Excel spreadsheet with the following columns:

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Date	Team Member	Time	New symptomatic patients?	New symptomatic employees?	New hospitalizations?	System capacity	# of Involuntary patients	New discharges?	Where discharged?	New deaths?	PPE Needs?	Staffing Needs?
2													
3													
4													
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15													

The spreadsheet is titled "Behavioral Health Outbreak Management Template - Log" and is last modified on Wednesday at 8:39 AM. The user is logged in as Christa Cook. The ribbon shows the Home tab with various options like Font, Alignment, Protection, Number, Styles, Cells, and Editing. A large orange arrow points to the "Where discharged?" column. A text box in the lower-left quadrant of the spreadsheet area says "This information is important for BH SF Team".

# BH Outbreak Management Template – Line List

The image shows a Microsoft Excel spreadsheet titled "Outbreak Management Template - Line List". The spreadsheet is set up as a line list with columns for various demographic and clinical data points. The columns are labeled as follows:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Investigation Status	Case Status	Last Name	First Name	DOB	Age	Gender	Employee/Resident	Room Number	Job Type	Address	City	Zip	County	Phone Number
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The spreadsheet includes a ribbon with tabs for File, Home, Insert, Page Layout, Formulas, Data, Review, View, and Help. The Home tab is active, showing options for Clipboard, Font, Alignment, Protection, Number, Styles, Cells, and Editing. The bottom status bar shows the current sheet is "Linelist" and the date is 5/28/2020.

# LTCF Management – *NEW Process!*

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## Purpose

Long-term care facilities (nursing homes, assisted living, and memory care) in Williamson County will be routinely and continuously monitored throughout the COVID-19 response regardless of any positive COVID-19 cases in the facility. The main goals of this communication are to foster a good relationship with facilities and provide the most up to date public health guidance.

# LTCF Communication Frequency

	Non-outbreak LTCFs/No infection control issues or concerns	LTCFs with 1-2 cases/LTCFs with infection control issues or concerns	LTCFs that meet outbreak threshold (=>3 cases)
<b>Team Responsible :</b>	<b>LTCF ST</b>	<b>LTCF SME Group or LTCF ST</b>	<b>LTCF SME Group POC (until cleared by WCCHD ≥14 days)</b>
<b>Communication Frequency &amp; Role :</b>	1x/month, via Survey Monkey	1x/week, via telephone or email	Daily, via telephone or email
<b>Tasks/Information Provided :</b>	PPE counts, compliance scores, any new symptomatic or cases, updated contact info & updated census	<u>Either team:</u> Infection control assessments and public health recommendations in alignment with current CDC, HHSC, DSHS, the WCCHD Control Order, and WCCHD admission & re-admission guidelines; <u>LTCF ST:</u> Assistance with targeted or mass testing when needed	Monitoring and providing infection control assessments and public health recommendations in alignment with CDC, HHSC, DSHS, the WCCHD Control Order, and WCCHD admission & re-admission guidelines; the cluster information added to the daily cluster report

# Two Spreadsheets to Document LTFC Communication

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1. LTFC Management Spreadsheet – “master” spreadsheet
2. LTFC Communication Log – individual spreadsheet per facility

# LTCF Management Spreadsheet ("Master" Spreadsheet)

**LTCF Management Instructions - v 8.9.2020**

- LTCF Subject Matter Expert (SME) Group in conjunction with LTCF SF (Strike Force) will establish regular communication with all LTCF's in Williamson County. Main goals are to foster a good relationship with facilities and provide the most up to date public health guidance as they navigate the changing COVID-19 response.
- Suggested Frequency of Communication: (may increase frequency of communication if time allows)
  - Non-outbreak LTCF's/No infection control issues or concerns --> 1x/month communication; can utilize survey monkey (LTCF SF)
  - LTCF's with 1-2 cases/LTCF's with infection control issues or concerns --> 1x/week communication via telephone or email (LTCF SME Group or LTCF SF)
  - LTCF's that meet outbreak threshold (=>3 cases) --> daily communication via telephone or email by specific LTCF SME POC until cleared by WCCHD (LTCF SME Group)
- LTCF Cluster Threshold => 3 cases. LTCF Clusters will no longer be "opened" or "closed", but communication will be increased (see above) until cleared by WCCHD (14 days from last onset of illness of case).
- LTCF SME Group will continue to provide guidance in alignment with CDC, HHSC and DSHS regardless of which communication category the facility currently is placed in (ex: monthly vs daily communication).
- LTCF SME Group and LTCF SF will refer back to most up to date WCCHD control order (<http://www.wcchd.org/COVID-19/orders.php>) and re-admission guidance as needed.
- LTCF SF may be deployed to do infection control assessment and mass or targeted testing as needed in alignment with HHSC recommendations. This follow the LTCF Cluster Process flowsheet.

Facility Name	Facility City	Total Current Cases	Staff	Residents	Currently Hospitalized	Preliminary COVID-related Deaths	Total Cases Ever	Notes	Pending Clearance Date
1									
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3									
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Name of Facility	Type of Facility	Address	City of Facility	Current Frequency	Last Check-in Date	30 day Follow-up Date	60 Day Follow-up Date	Facility Census - Staff	Facility Census - Residents
1									
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3									
4									
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General Instructions | LTCF SME USE - Current Counts | ALL USE - Communication Info | LTCF

General Instructions | LTCF SME USE - Current Counts | ALL USE - Communication Info

General Instructions | LTCF SME USE - Current Counts | ALL USE - Communication Info | LTCF SME USE - Pivots



# Infection Control Assessments (ICA) & Testing Thresholds

## Long-term Care Facilities (LTCF's)

- $\geq 1$  cases, LTCF strike team deployed to site if available (send request up through cluster team lead) for infection control assessment
- LTCF SF & LTCF SME regroup for testing recommendations after ICA

## Behavioral Health Facility Settings

- $\geq 1$  cases, LTCF strike team deployed to site if available/requested (send request up through cluster team lead) for infection control assessment
- LTCF SF & LTCF SME regroup for testing recommendations after ICA

# LTCF Strike Force Activation for Infection Control & Testing

## LTCF Cluster Team Process



### Template Email for Step 1:

- Facility Name and Address
- Facility Contact names, positions, and phone number/email
- # Confirmed cases reported
- # Suspect (symptomatic) persons reported
- Facility census of staff/residents
- Key details: (onset dates, result dates, estimate of number exposed, does facility have capacity to test on its own, anticipated PPE needs)
- Epi Lead Recommendation for next steps

### Template Email for Step 5:

- Facility Name and Address
- # Confirmed cases reported
- # Suspect (symptomatic) persons reported
- Facility census of staff/residents
- Requesting use of # (Type) Kits for Targeted or Mass Testing by the LTCF ST

### Template Emails for Step 6b:

#### NEED ADDITIONAL SUPPORT FROM STATE: SEND TO OPS CHIEF who will send to --> OEM

- Suspect or confirmed cases of COVID-19 in Williamson County LTCF are reported
- If WCCHD receives initial notification, we perform initial fact-finding and knowledge of verified suspect/confirmed cases are shared immediately via email upon investigation opening:
    - To: nicole.evert@wilco.org
    - CC: COVID19-EPI@wilco.org; COVID19-WCCHD-Command@wilco.org; Ajarosek@wilco.org; CKiefer@wilco.org
    - Subject: "Confidential: New COVID-19 Investigation at LTCF; STAR Request for Support"
    - Body: Relevant details for investigators
      - Facility Name and Address
      - Facility Contact names, positions, and phone number/email
      - Key details of investigation
        - # Confirmed cases reported
        - # Suspect (symptomatic) persons reported
        - Facility census of staff/residents
        - Lead WCCHD Investigator POC
        - "We are putting in a STAR request for the state strike teams to assist WCCHD with testing this LTCF/healthcare facility"
  - If HHSC receives initial notification, perform initial fact-finding and share immediately via email to contacts listed in section (a) above

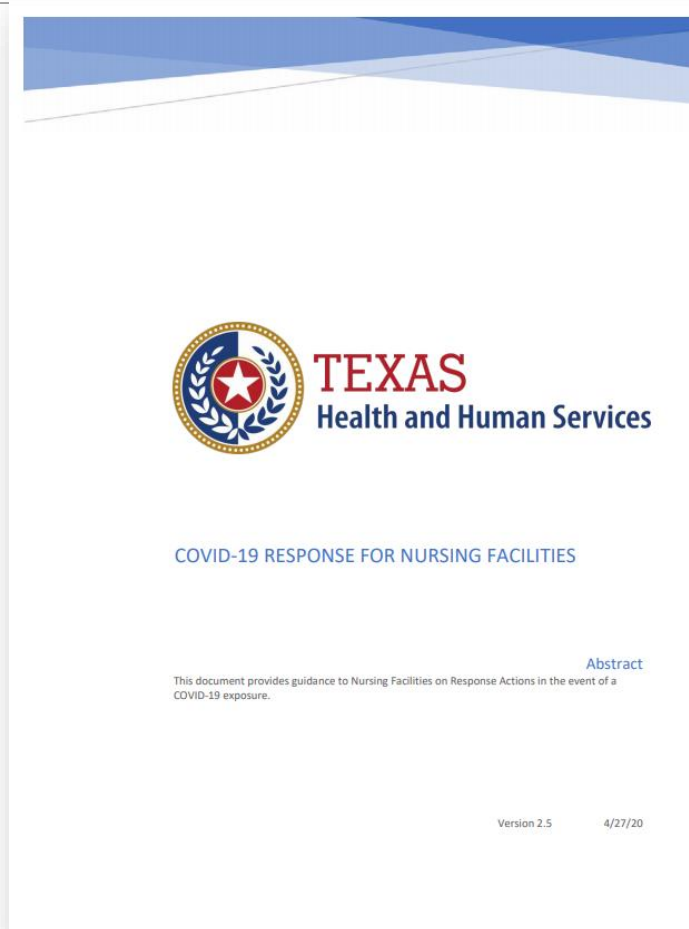
#### DO NOT NEED ADDITIONAL SUPPORT FROM STATE/NOTIFICATION TO HHSC

- Suspect or confirmed cases of COVID-19 in Williamson County LTCF are reported
- If WCCHD receives initial notification, we perform initial fact-finding and knowledge of verified suspect/confirmed cases are shared immediately via email upon investigation opening:
    - To: Lindsey.halligan@hhsc.state.tx.us; alicia.powell@hhsc.state.tx.us
    - CC: COVID19-EPI@wilco.org; COVID19-WCCHD-Command@wilco.org; Ajarosek@wilco.org; CKiefer@wilco.org
    - Subject: "Confidential: New COVID-19 Investigation at LTCF"
    - Body: Relevant details for investigators
      - Facility Name and Address
      - Facility Contact names, positions, and phone number/email

# LTCF Outbreak Guidance

## Use a variety of different sources:

- CDC
- HHSC
- DSHS
- WCCHD Control Order
- WCCHD Guidelines for Re-admissions



## HEALTH AUTHORITY ORDER

TO: **FACILITY OWNER OR FACILITY DIRECTOR, ADDRESS**  
FROM: Lori Palazzo, MD, Local Health Authority, Williamson County, Texas  
DATE: April 23, 2020

Re: Orders of Control Measures for Vulnerable Populations at Long-Term Care Facilities and/or Nursing Homes

Pursuant to Texas Health and Safety Code §§ 81.082 and 81.084, I, the Medical Director for the Williamson County and Cities Health District ("WCCHD") and the Health Authority for Williamson County, Texas, hereby issue this order imposing the below specified control measures on **(name and address of property)**, a Long-Term Care Facility and/or Nursing Home ("Facility").

Based on information and belief, you are the administrator of **(name and address of property)**. This facility serves elderly individuals or individuals with underlying health conditions that make them more susceptible to infection or respiratory disease.

In addition to the guidance provided by the Texas Health and Human Services Commission COVID-19 Response for Long Term Care Facilities (April 7, 2020), you are required to put the following control measures in place or ensure that they are put in place:

- Hand sanitizer must be available and supplied to employees, patients, visitors, and volunteers.
- The facility must symptom and temperature check all employees, patients, visitors, and volunteers prior to entry to the facility (except for 9-1-1 responders).
- The facility must screen each resident at least once each shift for COVID-19 symptoms, including: cough, fever, and shortness of breath.
- Only visitors providing critical assistance should be permitted entry into the facility. Care providers should utilize telehealth whenever possible.
- The facility may not admit any individual to the facility with a temperature of 99.6 °F or above.
- Any unexplained febrile illness ( $\geq 99.6$  °F) of facility employees, patients, visitors, or volunteers must be reported to the WCCHD Epidemiologist On-Call at (512) 943-3660 as soon as possible.
- All individuals entering the facility must wear, at a minimum, surgical face masks or cloth face coverings, if surgical masks are not available, for the duration of their time within the facility, except while eating or while alone in an enclosed office.
- In the event of a confirmed case of COVID-19 at a facility (staff or resident), all employees and contractors with responsibilities that require contact with residents within 6 feet, should utilize CDC recommended Personal Protective Equipment for COVID-19. This PPE should be utilized for all patient encounters, regardless of the COVID-19 status until cleared by WCCHD.

# New Admissions & Re-Admissions Guidance

Control Order → *In the event of a positive COVID-19 case at your facility, the facility must restrict admission of any new patients into the facility or any returning patients to the facility until the facility has been **cleared by WCCHD.***

## New admissions:

- Cleared by WCCHD = 14 days after last case's onset at a facility, facility is able to admit new residents again
- If they want to admit anyone new in between that period (before clearance at 14 days), that is when we would need Dr. P approval

## Re-admissions:

- Any re-admissions (prior residents) can follow one pager

## Guidance for Readmission to Long Term Care & Group Living Facilities

### Current COVID-19 NEGATIVE Resident

Temporarily discharged for a Non-COVID Medical Reason (i.e. ER visit, etc)

- Resident is permitted for readmittance, as long as the facility has adequate staffing and PPE available

### New or Current COVID-19 Positive Resident

Ready for Hospital Discharge to Long Term Care or Group Living Facility

- Resident is permitted for readmission only if:
  1. The facility has active case(s) of COVID-19 **AND**
  2. A COVID-19 positive isolation wing
- Facility must also have experience with and capability to provide management of COVID-19 patients with precautions

### COVID-19 Negative Resident

Ready for Hospital Discharge to Long Term Care or Group Living Facility

- Resident is permitted for readmission to a facility only under these two circumstances:
  1. The facility has two or less COVID-19 positive cases **OR**
  2. The facility has three or more COVID-19 positive cases **AND** has had **NO NEW** positive cases **AND NO NEW** symptomatic staff or patients in the last 14\* days before a new admission of a COVID-19 negative patient

Please Note the Following Points for ALL Long Term Care or Group Living Facilities

- Facilities must be able to secure the necessary PPE required to comply

# Highlights of Changes in New LTCF Approach

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- Guidance remains the same, given whether facility has 1 case or 100+ cases
  - 1 case → activate infection control & testing, restrict admissions until cleared, follow readmission guidelines
- 3 cases = cluster
  - Add to cluster spreadsheet
  - Increase frequency of communication to daily
- No longer opening or closing after 28 days → instead, clearing them for re-admissions & decreasing the frequency of communication with the facility after 14 days from onset of last case
- New admission/re-admission guidance and visitation guidance that gives more flexibility in regards to what is going on specifically at each site
- Essentially, every facility is being monitored continuously regardless of case
- Each facility has own log of communication throughout response, not per cluster

# Cluster Spreadsheet Updated by 2:30 PM Daily!

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- Update goes out to leadership and partners at 3:00 PM daily.
- Spreadsheet can be found in WCCHD Epidemiology and Emergency Preparedness > 2019 n-CoV Response > Outbreaks > COVID19 Clusters
  - Add BH Facilities with  $\geq 5$  cases
  - Add LTCF with  $\geq 3$  cases
- PLEASE DON'T FORGET!!! Set calendar reminder if needed.



# Criteria for Closing Outbreak

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**Behavioral Health Clusters:** Two incubation cycles since the last **EXPOSURE** at facility

- 1 COVID-19 incubation cycle = 14 days
- 14 days x 2 = 28 days to close outbreak

**LTCF clusters:** Never “closing”, but may be cleared to decrease frequency of communication and allow regular admissions again after 14 days from onset of last case