

PANDEMIC POLICY

Policy: The overall goal of pandemic preparedness and response is to minimize serious illness and overall deaths of Jewish Community Housing Corporation residents, family, guests and staff. The plan is intended to be dynamic and interactive; it consists of components that are consistent with international, federal, and state guidelines as well as general principles of emergency response. It utilizes the *JCHC Emergency Response Plan* and the *JCHC Emergency Communication Policy*.

Purpose: The JCHC will be prepared to implement an effective response before a pandemic arrives, throughout a response if an outbreak occurs, and after the pandemic is over.

Definition: A pandemic is defined as an epidemic over a wide geographic area and affecting a large proportion of the population for extended periods that is clearly identified by the World Health Organization, Center for Disease Control, and NJ Department of Health and Senior Services

Supplies, Logistics and Support Services

Preparation:

1. Vendors who supply essential food and service items will be contracted to supply during emergency periods by the Regional Directors and Site Managers.
2. Essential services will be contracted with two vendors. Specifically in the areas of emergency water, food, influenza supplies and HVAC services.
3. Vendors will be requested to provide protocols as to their internal mechanism of prioritizing emergency supplies and transportation. Vendors will supply 24 hour emergency contact information. This information is part of the Physical Plant Emergency Plan.
4. Shelf life of products/ food items/ water will be identified. A re-stocking of supply items will be done by each manager for that department.
5. Back up cell phones and chargers will be in each community.
6. An emergency closet is at each community. At a minimum, emergency supplies include:
 - ❑ 1 Gallon of Water per resident
 - ❑ First Aid supplies
 - ❑ Disposal N-95 masks

- ❑ Hand hygiene supplies (antimicrobial soap; alcohol- based waterless and hygiene products and dispensers.
- ❑ Gowns
- ❑ Gloves (latex and nitrile)
- ❑ Flashlights / batteries
- ❑ Cell phone/ car charger
- ❑ Mini generator
- ❑ Extra toilet paper
- ❑ Bio hazardous bags
- ❑ Facial Tissues

7. Influenza Specific Supplies will be kept at Weston Assisted Living Residence. The Influenza supplies will include oxygen equipment

8. A storage plan will be developed for emergency supplies that may need to last 6-8 weeks.

At onset of Pandemic Emergency

1. 6-8 weeks worth of medication will be supplied for residents at Weston Assisted Living Residence, subject to insurance approval.
2. Emergency transport for supplies will be supplied by vendor; or as back-up JCHC will supply vans for delivery.
3. All emergency supplies will be inventoried and accounted for as useage occurs.
4. The office of emergency management, such as Red Cross, FEMA and Civil Defense groups will be contacted to request needed supplies from normal supply chain is interrupted.

Finance

1. In case of pandemic emergencies, each distributor will allow for deferred payment or partial payment over a prolonged period of time. .
2. Regional Facilities Director and Regional Dining Service Director will attempt arrangements to ‘lock in’ set prices prior to emergencies.
3. Insurance funding, if applicable, and other potential sources of revenue will be evaluated and approached for support of all needed supplies, staffing and other costs incurred during pandemic.

Personnel

1. Employees are required to report to work with the exceptions of personal illness or required care of ill family members. Failure to do so may result in discipline, up to and including termination.
2. Employee must report absenteeism according to established protocol.
3. All efforts will be made that employees do not work a shift that exceeds 16 hours within a 24 hour period.
4. Employees who do not come to work during pandemic maybe be required to utilize vacation, personal days or unused holiday time.
5. Based on pandemic emergency, all paid time off may be suspended; vacations already approved may be suspended.
6. Employees who work during a pandemic may receive additional compensation-overtime pay and / or additional vacation time.
7. Employees may be asked to assist in different JCHC buildings as needed, without notice.
8. Employees, based on skill sets, may be re-assigned to different staff tasks.
9. Rest periods and temporary rest areas will be established if staff cannot leave the building.
10. Each buildings will designate certain rooms will be defined as isolation rooms will be defined until appropriate transfers can occur.

Quality Improvement Follow-Up

A log of events will be kept during the pandemic by the Emergency Response Coordinator or designee.

Quality Assurance Report will be provided by the COO to Chief Executive Officer daily or as needed.

10.12.09