

**Sacred Heart Senior Living Reopening Implementation Plan**

**PREREQUISITES**

Copy of this plan is on the Sacred Heart Senior Living website and available upon request

**Baseline testing plan**

a. Universal Baseline Testing for employees and residents

Saucon Creek: began 6-12-2020 Completion date: 8-7-2020

Northampton: began 6-12-2020 Completion date: 8-15-2020

b. COVID-19 collection for Residents showing symptoms

Any Resident showing symptoms of COVID-19: Fever, Cough, SOB, Sore throat

muscle aches, other symptoms i.e.: malaise

dizziness, diarrhea

Will be administered a COVID-19 test

Will be quarantined to their room

Resident tests positive for COVID-19

Administered COVID-19 nasal swab by designated

Nursing dept. staff (RCD, RCC or DON) authorized to collect swab

Specimen to contracted Lab

St. Luke's University and Health Network Lab is the contracted lab

Results of all positive COVID-19 called to Administrator/Executive Director

Administrator/Executive Director to inform Resident/Family of results

Resident will be monitored while in quarantine

Temperature and Symptom checks every 8 hours

Quarantine for 14 days

If resident in private room, will quarantine in their room

If resident in semi- private room, COVID-19 positive resident to remain in the room to quarantine

Other Resident to be tested and will be moved to a different room

OR treat both residents as positive and quarantine in same room

OR move both to COVID-19 Ward, separate rooms and follow quarantine days

If there is an outbreak, all Residents move to the Wedgewood 1st Floor designated COVID-19 Ward

Re-test two (2) COVID-19 swabs 24 hours apart after quarantine completed before return to stage level facility is in

Resident tests negative for COVID-19

Quarantine to room until resolution of symptoms

Resident will be monitored while in quarantine

Temperature and Symptom checks every 8 hours

Re-test after quarantine completed

Re-test two (2) COVID-19 swabs 24 hours apart after quarantine completed before return to stage level facility is in

### **COVID-19 Testing Supplies and Laboratory**

COVID-19 nasal swabs supplied by St. Luke's University Health Network Laboratory

COVID-19 swabs are picked up by St. Luke's University Health Network Laboratory

St Luke's University Health Network Department of Pathology and Laboratory Medicine

All St Luke's Lab Sites: BE 77 Specialty Laboratory 77 Commerce Way Bethlehem PA 18015

SL Labcorp 69 First Ave, Raritan, NJ 08869

c. Collection of COVID-19 nasal swabs during an outbreak/individual resident testing/employee testing protocol

BE Laboratory 801 Ostrum Street, Bethlehem PA 18015

Designated Nursing Department Staff (RCD, RCC, DON) to collect specimens

Designated Nursing Dept Staff will don full PPE (mask, face shield, gloves, gown, head covering, shoe covers)

Residents to have COVID-19 swabs collected in their room with the door closed

Employees will have COVID-19 swabs collected outside of building in employee's vehicle

All COVID-19 swabs will be collected by St. Luke's courier

d. Collection of COVID-19 nasal swabs collection Employees

Any Employee reporting symptoms of COVID-19: Fever, Cough, SOB, Sore throat muscle aches, other symptoms i.e.: malaise dizziness, diarrhea

Will be asked not to report to work and a COVID-19 test will be administered

Employee tests positive for COVID-19

Administered COVID-19 nasal swab by designated

Nursing dept. staff (RCD, RCC or DON) authorized to collect swab

Specimen to contracted Lab

St. Luke's University and Health Network Lab

Results of all positive COVID-19 called to Administrator/Executive Director

Administrator/Executive Director to inform Employee of results

Employee will be removed from work schedule

Temperature and Symptom checks every 8 hours; complete Symptom tracker

Quarantine for 14 days

Follow CDC guidelines Healthcare provider who tested positive to return to work

After 14-day quarantine, two COVID-19 swabs tests to be administered

24 hours apart, both tests report negative and resolution of all symptoms

employee may return to work

Re-test two (2) COVID-19 swabs 24 hours apart after quarantine completed before return to stage level facility is in

Employee tests negative for COVID-19

Remove from schedule to resolution of symptoms

Quarantine till resolution of symptoms

Employee will monitor temperature and symptoms

Temperature and Symptom checks every 8 hours, complete Symptom tracker

Re-test two (2) COVID-19 swabs 24 hours apart after quarantine completed before return to stage level facility is in

#### e. Testing of Non-Essential Workers/Volunteers

When Non-Essential Workers/Volunteers allowed to enter buildings in Stage 2 and 3

COVID-19 swab testing will be conducted outside the building by the designated Nursing staff

Non-Essential Worker/Volunteer will remain in their vehicle while swab is collected

COVID-19 swab will be collected by St. Luke's University Health Network Courier and sent to their lab

Results to the Administrator/Executive Director and called to Non-Essential Worker/Volunteer

If negative: The Non-Essential Worker/Volunteer will be allowed in the building after:

Completing travel/health questionnaire

Temperature taken

Don proper PPE for task, MASKS required

If positive: not permitted in the building, follow CDC guidelines for quarantine  
will need to be re-tested before entrance to facility

f. Resident and Employee refusal of COVID-19 testing

Staff and Residents declining testing should be treated as having a positive COVID-19 test result  
See above for Positive COVID-19 quarantine protocol

**Cohorting/Isolating Residents diagnosed with COVID-19**

Residents residing in a private room: Remain in room for Quarantine for 14 days

Follow above protocol for Resident testing positive for COVID-19

Residents in semi-private room: Follow above protocol for Resident testing positive for COVID-19

Multiple COVID-19 positive Residents

Saucon Creek: Move all COVID-19 positive residents to the Wedgewood First floor as this is the designated area

Follow protocols to treat positive COVID-19 residents

Northampton: Send COVID-19 positive residents to sister site location: Saucon Creek Wedgewood First Floor

Follow protocols to treat positive COVID-19 residents

Saucon Creek Wedgewood First Floor square footage: 13,000 sq ft

**Plan of Care for COVID-19 Ward**

PPE: (gown, gloves, mask, eye protection, face shield, head cover and shoe covers) must be worn at all times

Proper Handwashing/ Hand Sanitizing

Actively monitor all residents every 8 hours for increased fever, symptoms on COVID-19 (cough, SOB, sore throat muscles aches, atypical symptoms such as diarrhea, loss of smell/taste, dizziness, and malaise)

Dedicate staff to work only in the COVID-19 Ward, and not to provide care for non-exposed Covid-19 residents

If not able to provide dedicated staff, staff to be provided with separate PPE when moving between affected and unaffected areas of the facility

Consider all Residents in the Unit of the facility with COVID-19 cases as exposed and potentially infectious.

**Contact Persons for Both Sites**

Northampton Gayle Yastrop, Executive Director

phone 610-417-1509

email: gyastrop@shfamily.org

Saucon Creek Carol Blazo, Administrator/DON

phone 484-860-1612

email: cblazo@shfamily.org

Ralph Feldmann, General Manager

phone 484-221-0785

email: rfeldmann@me.com

**Mandatory Reporting** PA DHS has been receiving updates of all testing results on employees and residents since 5/29/2020

email: Rapwarlheadquarters@pa.gov

Bob Bisignani

phone 570-351-3688

email: lbisignani@pa.gov

**Employee Screening Protocol** All employees are to communicate any elevated temperatures of 100.4 to the Administrator/Executive Director of

Director of Nursing two hours before shift.

Saucon Creek email sent 3/23/2020 & 3/26/2020

Northampton: Instruction documentation posted on Employee Communication board

All employees' temperature check start of shift and end of shift

Staff/Medical Provider Questionnaire symptoms acknowledgment prior to start of shift

**Inventory/Infection Control PPE** PPE monitored and categorized. PPE provided to staff.  
Inventory ordered as needed.  
Communication to Staff: Mandatory meeting 3/13/2020 regarding Universal Precautions, PPE, Covid-19  
Emails/Postings: Hand Washing, Don and Removal of PPE,  
Northampton Communications: Weekly mtgs to confirm use of PPE. Inventory taken every Monday  
PPE Postings, training session via Relias, and individual instruction provided by DON.  
Saucon Creek Central Supply located in Wedgewood Building  
Northampton: PPE Supply located on second floor Main bldg and in Nursing Dept offices.

**Staffing Plan** Staffing Pool between sister sites: Northampton and Saucon Creek

CK Hobbie Staffing Agency 3410 Hamilton Blvd, Allentown PA 18103  
610-433-3677  
Family Pillars Hospice 3910 Alder Place, Suite 130, Bethlehem, PA 18017  
610-625-2025

**Communal Dining** Currently in Room No communal dining

Stage 1; 2 and 3: Communal Dining small numbers common area on each floor  
for non-exposed COVID residents  
Communal Dining in Weyhill Dining Room  
Current Census Saucon Creek allows to utilize the Weyhill Dining Room, Private Dining Room and  
Activities Room 1 seating for each meal  
Increase in census at Saucon Creek will require: 2 seatings for each meal, 45 minutes each session, 15  
minutes between meals for sanitizing and set-up this is for non-exposed COVID residents

For all seatings the following: Tables six feet apart, 2 residents per table, table shields will place to divide the table

Communal dining on Weyhill floors: 2 and 3 small group in common area with social distancing requirements for those who do not wish to go to dining room

Residents may have meals in their rooms if they do not feel comfortable returning to dining room

Residents to wear masks when entering and leaving the dining room

Masks required to and from dining room and in hallways

Disinfecting and Sanitizing after each meal

Northampton: No Communal Dining at this time. Assessment of dining services conducted weekly.

When considered: Communal dining will be separated by floors. Ex: First floor residents will dine together, second floor dine together, etc. Tables 6' apart, separated by plastic sheeting.

Masks mandatory while walking to DR

Continued room service for those in Quarantine, including those who choose to remain in priv. rm.

**Activities** Currently no group activities, In room/Individual activities

**Stage 1** limited activities to five (5) or less residents in a group

locations: Activities room, 1st floor common area, 2nd floor common area, 3rd floor common area

Memory unit activities area and living room areas

Continue with Activities cart and in room activities; encourage hallway activities on each floor

All social distancing, hand hygiene, and masks required

**Stage 2** activities increase to ten (10) or less residents in a group

locations: Activities room, 1st floor common area, 2nd floor common area, 3rd floor common area

Memory unit activities area and living room areas

Continue with Activities cart and in room activities; encourage hallway activities on each floor

All social distancing, hand hygiene, and masks required



**Stage 3** No limit to those participating activities as long as the residents are non-exposed COVID

locations: Activities room, 1st floor common area, 2nd floor common area, 3rd floor common area

Memory unit activities area and living room areas

Continue with Activities cart and in room activities; encourage hallway activities on each floor

All social distancing, hand hygiene, and masks required

**Outings            Stage 3 No outings at this time**

Social Distancing will be followed in 14 Passenger bus/and all vehicles. Every other seat will be occupied, complying with

6' distancing. Activ.aide will accompany residents and maintain distance, masking.

Plastic shields to be worn if necessary. Temp testing on all passengers prior to entering bus.

Locations will follow social distancing, masks. Outdoor venues are preferred at this time.

Assess COVID-19 current conditions to determine if and when outings are to begin.

**Visitation** Restricted at present. No visitors, unless end of life visits at the approval of Administrator/Executive Director

Video Face to Face visits utilized at present

**Visitation Stage 1** Introduction of Window Visits.

By appointment, apply online or by phone

Resident remains inside building, family outside at designated area six feet from building

Social distancing is maintained

Visitors are screened: temperature taken, mask worn, travel/symptom questionnaire filled out before visit

After visit, all areas are sanitized

**Visitation Stage 2** Outside family visits

Saucon Creek locations: Weyhill and Wedgewood

Weyhill: Back Patio near Dietary Dept/Dining Area

Wedgewood: Gated area closest to parking lot Saucon Creek Road side

Northampton locations: Main Bldg outdoor Patio, Gazebo Bldg II: Gazebo and outdoor patio.

Schedule for visitations are not conducted during mealtimes

No COVID-19 cases required to proceed with outside family visits

Family to be tested for COVID-19 before visiting; testing every 7 days.

By appointment, apply online or by phone

Social distancing is maintained

Visitors are screened: temperature taken, mask worn, travel/symptom questionnaire filled out before visit

Visitors to use hand sanitizer before and after visit

Visitors must sign in prior to visit and sign out at the end of visit

Location must have a cover to protect from elements

Visits can be canceled/postponed due to weather conditions: thunderstorms, heat index

After visit, all areas are sanitized

NOTE: NO indoor visits allowed in Stage 2

Duration of visits: Weyhill 1-hour visit, Wedgewood Memory Unit 30-minute visit

Northampton visit times: Daily 1-hour duration during the hours of 10, 11AM and 2,3,4,6PM

### Visitation Stage 3

Indoor Visits: Common Area and Resident Rooms

Saucon Creek locations: Weyhill and Wedgewood

Weyhill: Weyhill Library

Wedgewood: Wedgewood Lobby

Northampton locations: Common areas on flr, priv rooms. Library, Movie theatre areas available. Sanitized after visits

Schedule for visitation are not permitted during mealtimes

No COVID-19 cases required for start of inside visits

Family to be tested for COVID-19 before visiting testing every 7 days.

By appointment, apply online or by phone

Social distancing is maintained

Visitors are screened: temperature taken, mask worn, travel/symptom questionnaire filled out before visit

Visitors must sign in prior to visit and sign out at the end of visit

Visitors to use hand sanitizer before and after the visit

For Rm visits: Route to be limited to stairwells when possible Elevator use: 1 person at a time, or 1 family unit.

Sanitize elevator panels, stairwells, railings after each visitation hour.

How many visits at a time? 2 visits during one hour (one Wedgewood/one Weyhill location)

Northampton: Main bldg and Bldg II 1 visit per floor, per bldg during visitation hours

Duration of visits: 2 hours maximum

Two visitors at a time, must be COVID-19 swabbed and negative results

Resident Room Visits only if Resident cannot be transported to designated visit area; end of life/hospice

**Fire Drill (Practice)** Per DHS Guidelines

**Plan to Halt Re-opening**

At the order of the Governor of PA, facility will be reverted to the 'Stay at Home' order/Red Phase. We will discontinue communal dining and stop visitations.

If a positive COVID-19 test is detected in the facility from an employee or resident, we will discontinue current stage, enter 14 day waiting period, and re-start the process to re-open once the baseline COVID-19 shows all negative tests for residents and employees.

**STAGE 1** To begin, September 2nd, 2020

**MASKS** All employees, residents and essential screened visitors are required to wear masks.

Masks will be supplied to those individuals by the facility, if needed

**HAND HYGIENE** Wash hands for 20 seconds with soap and water frequently through the day/night

Use hand Sanitizer

**DISINFECTANTS** The facilities will be cleaned frequently with the appropriate EPA-registered Disinfectants

**SOCIAL DISTANCING** Maintain distance from others. Six feet or 2 arms' length from each other

**ADMISSIONS** Admissions accepted with negative Covid-19 testing, proper screening

Resident to quarantine for 14 days in room and re-tested on day 15

SHSL Moves items into room

**TOURS** Virtual tours offered at this time

**EMERGENCY PENDANTS**

As a PC (Personal Care) resident, you are supplied with an emergency pendant to utilize for urgent assistance, please keep pendant on your person.

**COMMUNICATION** A daily newsletter is delivered to all residents with the most update information

Weekly emails sent to families or when urgent communication is warranted.

Family may call/email/text Administrator/Executive Director for information

**VISITORS** Introduction of Window Visits.

By appointment, apply online or by phone

Resident remains inside building, family outside at designated area six feet from building

Social distancing is maintained

Visitors are screened: temperature taken, mask worn, travel/symptom questionnaire filled out before visit

After visit, all areas are sanitized

Location: Outside Activities Room in Weyhill; outside Room 116 Wedgewood

Video visits are still utilized by appointment (Skype, Facebook Portal or Facetime)

Northampton location: Main bldg Outdoor Visitation Window of Room 144

Essential visitors are medical providers, Hospice, Lab, X-ray personnel. All are required to wear full PPE when in SHSL

Family members who have Residents on end-of-life services may be COVID-19 tested and enter SHSL and will be treated as an essential visitor and follow all SHSL protocols

Non-essential indoor visitation is not permitted at this time.

**SCREENING UPON ENTRANCE** Arrive through front entrance or designated entrance by time clock

Temperature taken, Symptom screening and travel questionnaire completed

Essential visitors also sign in and out of the buildings

Following the guidelines by the CDC

**MAIL** All mail is currently delivered to residents if they are unable to access their mailbox

Residents may access their mailbox if they are a non-exposed COVID-19 resident

wear a mask and practice social distancing

All delivery packages (FedEx, UPS) are placed in Vestibule of front entrance, sanitized, and delivered to Residents

Northampton: all packages are left outside in labeled receptacle boxes, sanitized by staff, then delivered to recipient.

**DINING SERVICE Stage 1; 2 & 3:** Communal Dining small numbers common area each floor  
for non-exposed COVID residents

Saucon Creek Communal Dining in Weyhill Dining Room

Current Census Saucon Creek allows to utilize the Weyhill Dining Room, Private Dining Room and  
Activities Room 1 seating for each meal

Increase in Census SC: 2 seatings for each meal, 45 minutes each session, 15 minutes between meals  
for sanitizing and set-up this is for non-exposed Covid residents

All seatings at SC: Tables six feet apart, 2 residents per table if they reside in the same room; plastic  
table shields to divide table

Residents to wear masks when entering and leaving the dining room

Residents may have meals in their room if they do not feel comfortable to return to the dining room

Communal dining on Weyhill floors 2 & 3 small group in common area  
with social distancing requirements for those who do not wish to go to dining room

Northampton Stage 1,2, & 3 Communal dining: Each floor to dine separate of other floors, in Main & Café dining rooms

Tables 6' apart, 2 residents per table if residing in same room. Mask for staff and resident until ready to eat meal.

Room service offered to those in Q Room or those who choose not to dine in group setting.

6' floor spacing signs posted to distance residents when entering dining room. Face shield may be worn during meals

Plastic drapes installed in between tables. Seat covers used to denote unavailable seat due to social distancing

**ACTIVITIES** In room/Individual activities to continue  
Stage 1 limited activities to five (5) or less residents in a group

locations: Activities room, 1st floor common area, 2nd floor common area, 3rd floor common  
Memory unit activities area and living room areas

Continue with Activities cart and in room activities; encourage hallway activities on each floor  
All social distancing, hand hygiene, and masks required

Non exposed COVID-19 residents are encouraged to take walks outside practicing social distancing and wear a mask

Non exposed COVID-19 residents are allowed to sit outside, practice social distancing and wear a mask

No outings at this time



**ELEVATOR** All staff, residents, essential visitors are required to wear a mask.

Full PPE required for essential visitors

Disinfecting and Sanitizing as needed

One staff member and one resident to use the elevator at a time

**TRANSPORTATION** Transportation will be provided for trips to medical providers by appointment only.

A mask must be worn in the vehicle at all times

The transportation vehicle will be disinfected after each trip and/or as needed

**TRASH** Nursing Department empties trash 3x/day at the end of each shift

**HOUSEKEEPING** We have increased the cleaning and disinfecting of common areas in all buildings

COVID-19 sanitizing and disinfected throughout the day/night by both Housekeeping and Nursing Dept

Resident rooms are cleaned weekly and more frequently if needed.

**LAUNDRY** Family members may pick up/drop off laundry in the vestibules at front entrance of Weyhill and Wedgewood

Please call prior to arrive, so items will ready for pick up or for staff to receive

Laundry service is provided weekly and additional laundry services may be requested and billed as needed

Non exposed Covid-19 residents may utilize the laundry room during hours of operation

Follow hours opened 9am-7pm, sign up for time slot, one resident at a time

Laundry room to be sanitized after each resident's completion of laundry

Resident must wear a mask and practice social distancing

Northampton: All laundry is completed by Hskpg staff at this time.

Notice to family to be mailed to suggest family to launder clothing, outdoor receptacles are used for pick up/drop off.

**MAINTENANCE REQUESTS** Continue to contact the management team of Sacred Heart Senior Living for all maintenance requests

**BEAUTY SALON SERVICES** Not permitted in Stage 1

**CHURCH SERVICES/CLERGY VISITS** Testing required for clergy to enter building and frequency TBD by exposure and traveling

No church services in Stage 1

allow for confessional or individual spiritual counseling allowed for end-of-life

Activities to hold small group (5 or less) bible study

**FIRE DRILLS (PRACTICE)** Per DHS Guidelines

**RESIDENT COUNSEL** No group gathering for Resident Counsel in this Stage

Activities to create Resident Counsel survey/suggestion communication to be given out a mealtime

**STAGE 2** 14 days after Stage 1 complete with no COVID-19 cases

**MASKS** All employees, residents and essential screened visitors are required to wear masks.  
Masks will be supplied to those individuals by the facility

**HAND HYGIENE** Wash hands for 20 seconds with soap and water frequently through day and night  
Use hand Sanitizer

**DISINFECTANTS** The facilities will be cleaned frequently with the appropriate  
EPA-registered Disinfectants

**SOCIAL DISTANCING** Maintain distance from others. Six feet or 2 arms' length from each other

**ADMISSIONS** Admissions accepted with negative COVID-19 testing, proper screening  
Resident to quarantine for 14 days in room  
SHSL Maintenance to move items into rm. Family to bring items to front entry, staff will deliver items and set up

**TOURS** Virtual tours offered at this time  
  
In house tours by appointment only are available to Family/Future Resident in Stage 2  
  
COVID-19 nasal swab is required with a negative result prior to appointment  
  
Mask and social distancing will be required

**EMERGENCY PENDANTS** As a PCH resident, you are supplied with an emergency pendant to utilize for urgent assistance, please keep pendant on your person.

**COMMUNICATION** A daily newsletter is delivered to all residents with the most update information

Weekly emails sent to families

Family may call/email/text Administrator/Executive Director for information

**VISITORS**      **STAGE 1**      Introduction of Window Visits and Outside Visits

By appointment, apply online or by phone

Resident remains inside building, family outside at designated area six feet from building

Social distancing is maintained

Visitors are screened: temperature taken, mask worn, travel/symptom questionnaire filled out before visit

After visit, all areas are sanitized

Location: Outside Activities Room in Weyhill; outside Room 116 Wedgewood

Video visits are still utilized by appointment (Skype, Facebook Portal or Facetime)

Northampton locations: Main Bldg Outdoor window of Rm 144. Bldg II Outdoor covered patio/gazebo area.

Essential visitors are medical providers, Hospice, Lab, X-ray personnel. All required to wear full PPE when in SHSHL

Family members who have Residents on end-of-life services may be Covid-19 tested and enter SHSL and will be treated as an essential visitor and follow all SHSL protocols

Non-essential indoor visitation is not permitted at this time.

**STAGE 2**      Outside family visits

Saucon Creek locations: Weyhill and Wedgewood

Weyhill: Back Patio near Dietary Dept/Dining Area

Wedgewood: Gated area closest to the parking lot Saucon Creek Road side

Northampton locations: Main Bldg Outdoor window of Rm 144, Patio area. Bldg II Outdoor covered patio/gazebo

Schedule for visitations, cannot be during mealtimes

No COVID-19 cases required to proceed with outside family visits

Family to be tested for COVID-19 before visiting, testing every 7 days.

By appointment, apply online or by phone

Social distancing is maintained

Visitors are screened: temperature taken, mask worn, travel/symptom questionnaire filled out before visit

Visitors to use hand sanitizer before and after visit

Visitors must sign in prior to visit and sign out at the end of visit

Location must have a cover to protect from elements

Visits may be canceled/postponed due to weather conditions: thunderstorms, heat index

After visit, all areas are sanitized

NOTE: NO indoor visits allowed in Stage 2

Duration of visits: Weyhill 1-hour visit, Wedgewood Memory Unit 30-minute visit

Northampton: 1-hour time limit during the hours of 10,11AM and 2,3,4 and 6PM

**SCREENING UPON ENTRANCE** Arrive through front entrance or designated entrance by time clock

Temperature taken, Symptom screening and travel questionnaire completed

Essential visitors also sign in and out of the buildings

Following the guidelines by the CDC

**MAIL** All mail is currently delivered to residents if they are unable to access their mailbox

Residents may access their mailbox if they are a non-exposed Covid-19 resident  
wear a mask and practice social distancing

All delivery packages (FedEx, UPS) are placed in Vestibule of front entrance, sanitized and delivered to Residents

Northampton package delivery: use outdoor labeled receptacle boxes. Staff to sanitize and delivered to residents.

**DINING SERVICE** Stage 1; 2 & 3: Communal Dining small numbers common area each floor  
for non-exposed COVID residents

Saucon Creek Communal Dining in Weyhill Dining Room

Current census 1 seating per meal; utilize Weyhill Dining Room, Private dining room and Activities room

Increase in census will require: 2 seatings for each meal, 45 minutes each session, 15 minutes between meals for sanitizing and set-up this is for non-exposed COVID residents

For all seatings: Tables six feet apart, 2 residents per table if they reside in the same room & table shields will be placed to divide table

Residents to wear masks when entering and leaving the dining room

Communal dining on Weyhill Floors 2&3 small group in common area with social distancing requirements

Residents may have meals in their room if they do not feel comfortable to return to the dining room

Disinfecting and Sanitizing after each service

Northampton: Main Dining room & Café. Same floor residents to dine together. 2nd seating for those unable to attend 1st seating

**ACTIVITIES** In room/Individual activities to continue

**Stage 2** activities increase to ten (10) or less residents in a group

locations: Activities room, 1st floor common area, 2nd floor common area, 3rd floor common area  
Memory unit activities area and living room areas

Continue with Activities cart and in room activities; encourage hallway activities on each floor

All social distancing, hand hygiene, and masks required

Non exposed COVID-19 residents are encouraged to take walks outside practicing social distancing and wear a mask

Non exposed COVID-19 residents are allowed to sit outside, practice social distancing and wear a mask

Entertainers allowed for outdoor performances only

Entertainers will need to COVID-19 tested and follow visitor protocols

Social distancing of residents for entertainer performances and all must wear masks

No outings at this time

**ELEVATOR** All staff, residents, essential visitors are required to wear a mask.

One staff member and one resident to use the elevator at a time

**TRANSPORTATION** Transportation will be provided for trips to medical providers by appointment only.

A mask must be worn in the vehicle at all times

The transportation vehicle will be disinfected after each trip

**TRASH** Nursing Department empties trash 3x/day at the end of each shift

**HOUSEKEEPING** We have increased the cleaning and disinfecting of common areas in all buildings

Covid-19 sanitizing and disinfecting throughout the day/night by both Housekeeping and Nursing Dept

Resident rooms are cleaned weekly and more often when necessary



**LAUNDRY** Family members may pick up/drop off laundry in the vestibules at front entrance of Weyhill and Wedgewood

Please call prior to arrive, so items will ready for pick up or for staff to receive

Laundry service is provided weekly and additional laundry services may be requested and billed as needed

Non exposed Covid-19 residents may utilize the laundry room during hours of operation hours opened 9am-7pm, sign up for time slot, one resident at a time

Laundry room to be sanitized after each resident's completion of laundry

Resident must wear a mask and practice social distancing

Northampton: Family may drop off laundry to outdoor labeled, covered receptacles. Staff to pick up and deliver items

**MAINTENANCE REQUESTS** Continue to contact the management team of Sacred Heart Senior Living for all maintenance requests

**BEAUTY SALON SERVICES** Beauty Salon operator to be tested and follow SHSL visitor protocols.

Additional testing to be determined by exposure, symptoms, and travel

Services to be provided by appointment

Beauty Salon operator to comply with all local requirements for sanitizing and disinfected between each appointment

**CHURCH SERVICES/CLERGY VISITS** Testing required for clergy to enter building and frequency TBD by exposure and traveling

Allow small church services of 10 residents/ more frequent services (two services per week)

Allow for confessional/individual spiritual counseling for end-of-life resident

Activities to hold small group bible study up to 10 Residents

**FIRE DRILL (PRACTICE)**

Per DHS Guidelines

**RESIDENT COUNSEL** Allow small Resident group to meet, a Resident Representative from each floor

Continue with Activities created form that is distributed at mealtime

**STAGE 3** 14 days after Stage 2 complete with no COVID-19 cases

**MASKS** All employees, residents and essential screened visitors are required to wear masks.

Masks will be supplied to those individuals by the facility

**HAND HYGIENE** Wash hands for 20 seconds with soap and water frequently through day and night  
Use hand Sanitizer

**DISINFECTANTS** The facilities will be cleaned frequently with the appropriate  
EPA-registered Disinfectants

**SOCIAL DISTANCING** Maintain distance from others. Six feet or 2 arms' length from each other

**ADMISSIONS** Admissions accepted with negative COVID-19 testing, proper screening

Resident to quarantine for 14 days in room

SHSL Moves items into room

**TOURS** Virtual tours offered at this time

In house tours by appointment only are available to Family/Future Resident in Stage 2 and 3

COVID-19 nasal swab is required with a negative result prior to appointment

Mask and social distancing will be required

**EMERGENCY PENDANT** As a PC resident, you are supplied with an emergency pendant to utilize for urgent assistance, please keep pendant on your person.

**COMMUNICATION** A daily newsletter is delivered to all residents with the most update information

Weekly emails sent to families

Family may call/email Administrator/Executive Director for information

**VISITORS** STAGE 1 Introduction of Window Visits and Outside Visits

By appointment, apply online or by phone

Resident remains inside building, family outside at designated area six feet from building

Social distancing is maintained

Visitors are screened: temperature taken, mask worn, travel/symptom questionnaire filled out before visit

After visit, all area are sanitized

Location: Outside Activities Room in Weyhill; outside Room 116 Wedgewood

Video visits are still utilized by appointment (Skype, Facebook Portal or Facetime)

Northampton location: Main bldg outdoor window Room 144. Bldg II, gazebo and patio area

Essential visitors are medical providers, Hospice, Lab, X-ray personnel. All required to wear full PPE when in SHSHL

Family members who have Residents on end-of-life services may be Covid-19 tested and enter SHSL

and will be treated as an essential visitor and follow all SHSL protocols

Non-essential indoor visitation is not permitted at this time.

STAGE 2      Outside family visits

Saucon Creek locations: Weyhill and Wedgewood

Weyhill: Back Patio near Dietary Dept/Dining Area

Wedgewood: Gated area closest to the parking lot Saucon Creek Road side

Northampton locations: Main bldg Patio    Bldg II: patio area and gazebo

Schedule for visitations, cannot be during meal times

No COVID-19 cases required to proceed with outside family visits

Family to be tested for COVID-19 before visiting testing every 7 days.

By appointment, apply online or by phone

Social distancing is maintained

Visitors are screened: temperature taken, mask worn, travel/symptom questionnaire filled out before visit

Visitors to use hand sanitizer before and after visit

Visitors must sign in prior to visit and sign out at the end of visit

Location must have a cover to protect from elements

Visits may be canceled/postponed due to weather conditions: thunderstorms, heat index

After visit, all areas are sanitized

NOTE: NO indoor visits allowed in Stage 2

Duration of visits: Weyhill 1-hour visit, Wedgewood Memory Unit 30-minute visit

Northampton: Daily 1-hour visits during the hours of 10,11AM and 2,3 4, &6PM Sanitize area after each visit

STAGE 3 Indoor Visits: Common Area and Resident Rooms

Saucon Creek locations: Weyhill and Wedgewood

Weyhill: Weyhill Library 1st floor, Fire Towers 2<sup>nd</sup> and 3<sup>rd</sup> floor

Wedgewood: Wedgewood Lobby

Northampton locations: Common areas on each floor, library, movie theatre area

Schedule for visitations, cannot be during mealtimes

No COVID-19 cases required for start of inside visits

Family to be tested for COVID-19 before visiting, testing every 7 days.

By appointment, apply online or by phone

Social distancing is maintained

Visitors are screened: temperature taken, mask worn, travel/symptom questionnaire filled out before visit

Visitors must sign in prior to visit and sign out at the end of visit

Visitors to use hand sanitizer before and after the visit

Saucon Creek How many visits at a time? 2 visits during one hour (one Wedgewood/ one Weyhill location)

Duration of visits: 2 hours maximum

Two visitors at a time; must be COVID-19 swabbed and negative results

Resident Room Visits only if Resident cannot be transported to designated visit area; end of life/hospice

Northampton Northampton rm visits: Use of stairwells if able to ambulate up steps, elevator use of 1 or 1 family unit

Sanitize elevator after each use and sanitize stairwell doors, handles and railings

Northampton: 3 visits per hour, one per floor. One visit per hour in Bldg II Visitation time limit: 1 hr

**SCREENING UPON ENTRANCE** Arrive through front entrance or designated entrance by time clock

Temperature taken, Symptom screening and travel questionnaire completed

Essential visitors also sign in and out of the buildings

Following the guidelines by the CDC

**MAIL** All mail is currently delivered to residents if they are unable to access their mailbox

Residents may access their mailbox if they are a non-exposed Covid-19 resident wear a mask and practice social distancing

All delivery packages (FedEx, UPS) are placed in Vestibule of front entrance, sanitized, and delivered to Residents

**DINING SERVICE** Stage 1; 2 and 3: Communal Dining small numbers common area on each floor  
for non-exposed COVID residents

Saucon Creek Communal Dining in Weyhill Dining Room

Current Census 1 seating per meal; utilize Weyhill Dining Room, Private dining room and Activities room

Increase in census SC: 2 seatings for each meal, 45 minutes each session, 15 minutes between meals  
for sanitizing and set-up this is for non-exposed COVID residents

For all seatings: Tables six feet apart, 2 residents per table if they reside in the same room; table shield  
place at each table

Residents to wear masks when entering and leaving the dining room

Communal dining on Weyhill Floors 2&3 small group in common area  
with social distancing requirements

Residents may have meals in their room if they do not feel comfortable to return to the dining room

Disinfecting and sanitizing after each service

Northampton: Communal dining to be limited to same floor resident dining. Seating 6' apart

**ACTIVITIES** In room/Individual activities to continue

Stage 3 Limit increased to 20 non-exposed COVID-19 residents

locations: Activities room, 1st floor common area, 2nd floor common area, 3rd floor common area  
Memory unit activities area and living room areas

Continue with Activities cart and in room activities; encourage hallway activities on each floor

All social distancing, hand hygiene, and masks required



Non exposed COVID-19 residents are encouraged to take walks outside practicing social distancing & wear a mask

Non exposed COVID-19 residents are allowed to sit outside, practice social distancing and wear a mask

Entertainers allowed for outdoor performances and indoor performances

Entertainers will need to COVID-19 tested and follow visitor protocols

Indoor performance restricted to 20 or less Residents per performance

Social distancing of residents for entertainer performances and all must wear masks

No outings at this time

**ELEVATOR** All staff, residents, essential visitors are required to wear a mask.

One staff member and one resident to use the elevator at a time

**TRANSPORTATION** Transportation will be provided for trips to medical providers by appointment only.

A mask must be worn in the vehicle at all times

The transportation vehicle will be disinfected after each trip

**TRASH** Nursing Department empties trash 3x/day at the end of each shift

**HOUSEKEEPING** We have increased the cleaning and disinfecting of common areas in all buildings

COVID-19 sanitizing and disinfecting throughout the day/night by both Housekeeping and Nursing Dept  
Resident rooms are cleaned weekly

**LAUNDRY** Family members may pick up/drop off laundry in the vestibules at front entrance of Weyhill and Wedgewood

Please call prior to arrive, so items will ready for pick up or for staff to receive

Laundry service is provided weekly and additional laundry services may be requested and billed as needed

Non exposed COVID-19 residents may utilize the laundry room during hours of operation hours opened 7am-7pm, sign up for time slot, one resident at a time

Laundry room to be sanitized after each resident's completion of laundry

Resident must wear a mask and practice social distancing

Northampton: Family to use outdoor labeled receptacles for pick up and drop off.

**MAINTENANCE REQUESTS** Continue to contact the management team of Sacred Heart Senior Living for all maintenance requests

**BEAUTY SALON SERVICES** Beauty Salon operator to be tested and follow SHSL visitor protocols.

Additional testing to be determined by exposure, symptoms, and travel

Services to be provided by appointment

Beauty Salon operator to comply with all local requirements for sanitizing and disinfected between each appointment

**CHURCH SERVICES/CLERGY VISITS** Testing required for clergy to enter building and frequency TBD by exposure and traveling

Allow church services of 20 residents/ more frequent services (two services per week)

Allow for confessional/individual spiritual counseling monthly, residents to sign up

Activities to hold small group bible study up to 10-20 Residents

**FIRE DRILL (PRACTICE)** Per DHS Guidelines

**RESIDENT COUNSEL** Allow Resident group to meet, less than 20 Residents one meeting per month with Dept Heads

Continue with Activities created form that is distributed at mealtime