

Senior Living Center of Excellence

Table Top Drills COVID-19 Resurgence in the Local Community

Instructions:

The goal of table top exercises is designed to prepare for disaster, emergencies and related issues in advance of an actual situation occurring. This template is meant to help the leaders of the community make decisions and access and deploy resources as the emergency and needs evolve. The format and questions are not meant to be all inclusive. To that end the expectation is to have an open and thoughtful review of the situations that could occur and the steps that would need to be taken.

The time allocated for this exercise is one hour per scenario.

Participants:

Leader: Executive Director

Participants: Department Directors and Managers, including Safety or QAPI Committee Chairperson

Facilitator: Regional Leader who has been trained on the process

Observer: Executive Director or Administrator of another community, who has experience in the situation/disaster

Roles and Responsibilities:

Executive Director convenes the group and outlines the goals

Department Directors contribute to the discussion as it pertains to their span of control and the general operations of the community

Facilitator explains the process of conducting effective table top exercises, documents new questions and solutions and ensures active participation from all participants

Observer will share information and experiences in the context of the table top drill scenario and offer guidance on steps that may have been overlooked

Senior Living Center of Excellence

Background

Information: The COVID-19 pandemic has caused senior living communities to institute many containment and prevention processes. This virus is widespread in the country, is highly contagious and easily spread. Even when there are not cases in the senior living community there is the possibility of an increase in cases (spikes) in the local community and surrounding area. Because an outbreak can occur at any time, each community needs to be prepared to institute or reinstitute restrictive measures to control and reduce the spread of COVID-19.

The following scenarios are provided to help you think through possible situations and the responses and actions that you will need to manage effectively. Choose one of these scenarios to discuss. Once the scenario is clarified with the group begin by answering the associated questions, discuss the policy questions and then move to the supplemental questions. These questions are meant to help identify areas that may arise in order for the management team to prepare possible solutions based on the scenario.

Scenario 1 Associate with Symptoms:

A caregiver comes to work and upon pre-shift screening is found to have an elevated temperature of 100.6°F. The protocol is to send the caregiver home. What are the steps you will need to think through and what other possible situations may arise that you might encounter? How do you fill the vacancy in staffing? What if the associate refuses to comply with the policies and plans?

Scenario 2 Resident with Symptoms:

During the daily screening of residents in the memory care unit, it was reported by the caregiver that one of the residents is staying in bed, won't eat breakfast and has a temperature of 99.4°F. The resident cannot communicate what is going on but she "isn't herself". What are your next steps for the resident as well as all of the other memory care residents to determine if it is COVID-19 or another problem?

Scenario 3 Essential non-employee, is reported to have COVID-19

A resident's private duty aide (PDA) lets the resident's family know that they have tested positive for COVID-19. The family notified the community about the positive test and wants to bring in another PDA to be with the resident. What should you do next? What if the PDA wants to continue to work with the resident because she feels okay?

Scenario 4 Associate tests positive

A caregiver calls to report that he has tested positive. He has worked in the community for the past 4 days. What are the steps you will need to think through? What other possible situations may arise that you might encounter? What policy should you look at for guidance on handling this situation?

Scenario 5 Memory Care resident tests positive

A memory care resident who has been asymptomatic, tests positive after suspected exposure by a visiting family member. This resident has engaged in normal activities in the community and has been eating in the dining room. What are the steps you will need to think through? What other possible situations may arise that you might encounter? What policy should you look at for guidance?

Senior Living Center of Excellence

Scenario 6 Associate with limited contact fails screening

An associate whose work in the community is not in direct contact with residents, such as a kitchen worker, business office manager, sales counselor or community relations director, returns from a week away from the community and pass the routine pre-shift screening for symptoms. They have limited contact with anyone on their first day back. The following day they are found to have an elevated temperature of 101 degrees. You send the associate home. You do not know if he or she is positive for COVID-19 at this point. What are the steps you will need to think through? What other possible situations may arise that you might encounter? What policy should you look at for guidance?

Scenario 7 Licensing and DPH restrictions are in conflict with what the company's easing restrictions guidelines require

Your licensing agency and public health department restrictions are in conflict with what you are experiencing in the community. There are no COVID-19 or symptomatic residents or associates in the building and regular COVID-19 testing is taking place. You are not aware of any hot spots in the area. What are the steps you will need to think through? What other possible situations may arise that you might encounter? What policy should you look at for guidance?

Scenario 8 Community notices a general malaise among several residents

During the daily screening of memory care residents there are three that have only slightly elevated temperatures, not at the temperature threshold for COVID-19 screening, and they just don't seem to be acting as engaged as usual. You have not noticed any of the typical COVID-19 symptoms presenting. What are your next steps for the residents? What are the steps you will need to think through? What other possible situations may arise that you might encounter? What policy should you look at for guidance?

Scenario 9 An associate is sneezing, causing concern among residents and associates

A caregiver associate speaks to the Resident Care Director about one of the other caregivers who is sneezing and a bit tired looking. When questioned about her condition by the Resident Care Director, the associate claims to have bad allergies and does not want to go home. Other associates and residents have commented on her condition. What are your next steps? What are the steps you will need to think through? What other possible situations may arise that you might encounter? What policy should you look at for guidance?

Scenario 10 Asymptomatic associate fails daily screening

A caregiver comes to work and upon screening is found to have an elevated temperature of 100.6°F. You note that their last COVID-19 test 2 days prior was negative. You send the caregiver home. What are the steps you will need to think through? What other possible situations may arise that you might encounter? What policy should you look at for guidance?

Senior Living Center of Excellence

General Infection Control / COVID-19 Policy Questions	Responsible Director
Infection Controls (i.e. social distancing, cloth masks, hand hygiene, postings, etc.)	
Building Access	
Resident Movement / Relocation	
Visitor Policy	
Screening Measures	
Testing for Active COVID-19	
Testing for Clearance to Return to Work	
Personal Protective Equipment (i.e. gloves, gowns, face shields, etc.)	
Droplet Exposure Controls (i.e. cloth masks, etc.)	
Inventory Management	
New Admissions, Move-In / Move-Out	
Dining	
Training & Education for Associates and Residents	
Resident Activities	
Associate Meetings / Standup	
Transportation	
Amenities (i.e. Salon, Spa, Fitness Center, Swimming Pool, Movie Theater, Resident Laundry, Common Area Bathrooms, etc.)	
Communication (i.e. residents, families, associates, local health department, etc.)	
COVID-19 Controls (i.e. Isolation Units, Clean Rooms, etc.)	
Other:	

Additional questions – time permitting, pick those that fit with the scenario that is being discussed

- What if an associate or resident refuse to get tested?
- What if the associate refuses to let you know who else they have been in contact with for purposes of contact tracing?
- What will you do if the non-essential visitors (family members) refuse to follow newly implemented visiting restrictions?
- What if residents do not cooperate with reinstated restrictions?
- What if local authority directions conflict with company policy?
- What if there have been visitors in the community in the past week? Should they be notified about resident or associates who have positive test results?
- What if a large majority of staff is not available to come in?

Senior Living Center of Excellence

Table Top Exercise
Evaluation Form

Name of Tabletop Exercise: _____ Date of Exercise: _____

Community Name: _____

Executive Director: _____

Exercise Participants: _____

Exercise Facilitator: _____

Exercise Observer: _____

Evaluation Criteria (To be completed by the Facilitator and Observer)

Was everyone in attendance an active participant? Yes ☐ No ☐

Comments: _____

Did the group know the company policies, plans for the respective scenario? Yes ☐ No ☐

Comments: _____

Were there community specific needs that need to be acted upon? Yes ☐ No ☐

Comments: _____

Were action plans developed to address identified needs? Yes ☐ No ☐

Comments: _____

Did the Executive Director communicate a summary and any needs resulting from the exercise to the Corporate Command Center? Yes ☐ No ☐

Comments: _____

Were the participants satisfied with all aspects of the table top exercise: format, opportunity to express their perspective, time to adequately cover the topic, respect for each participants' input, etc. Yes ☐ No ☐

Comments: _____

Lists areas of concern or improvement based on feedback from the participants below.
