

SUBJECT: Facility Covid19 Testing	REFERENCE
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APPROVED BY:	REVISED:

## FACILITY NAME

### **POLICY:**

The facility is implementing this policy for compliance with New York EO 202.30 requiring the operators and administrators of all nursing homes and adult care facilities, including all adult homes, enriched housing programs and assisted living residences, to test or make arrangements for the testing of all personnel, including all employees, contract staff, medical staff, operators and administrators, for COVID-19. Such testing must occur twice per week, pursuant to a plan developed by the facility administrator and filed with the Department no later than 5:00 p.m. on Wednesday, May 13, 2020. The facility will submit testing plan through the HERDS Survey as outlined by the NYSDOH by Friday, May 15, 2020 by 5:00 pm. Any positive test result shall be reported to the Department by 5:00 p.m. of the day following receipt of such test result.

### **PROCEDURE:**

- The Facility has an agreement with a certified lab to provide testing as available and in accordance with NYSDOH and FDA approved testing to provide test results for all tests in a timely manner.
- The Facility will ensure that testing, not provided by the facility, is reasonably accessible for its personnel. Off premises test site locations list will be maintained by department heads and staff shall be informed to check with their departments if they do not or cannot utilize the facility testing.
  1. Any offsite testing must be submitted by staff on the day the test was completed and results of the test must be submitted by 4:00pm of the day results received.
  2. Facility will offer testing to their personnel through the contracted lab.
  3. Facility may direct their personnel to a local drive-through or walk-in testing site.
  4. Personnel can call 1-888-364-3065 to inquire about testing, or they can go to <https://coronavirus.health.ny.gov/covid-19-testing#protocol-for-testing>.
  5. The facility will advise personnel to find out how to get documentation of their results, such as through a laboratory portal.
  6. Facility shall accept documentation of testing conducted by an individual's healthcare provider.
  7. Staff that are exempt from testing are:

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- 1) personnel with previous laboratory confirmed COVID-19 positive test, who have met the criteria to return to work.
- 2) Staff with confirmed positive antibody test for Covid 19.

- A spreadsheet will be utilized to track the testing of all personnel, including all employees, contract staff, medical staff, operators, and administrators, for COVID-19. Staff compliance is mandatory.
- The Facility shall maintain records of personnel testing and results for a period of one year.
- All employees, contract staff, medical staff, operators, and administrators that refuse testing shall not be permitted to enter or work at the facility until such test is performed and this list shall be maintained at the security desk.
- Staff which test positive shall be removed from the schedule and not permitted to enter or work at the facility for a period of 14 days. And state guidance for return to work shall be followed.
  1. Any personnel who test positive for COVID-19 must remain at home in isolation, in accordance with all guidance and directives of the State Department of Health and, unless inconsistent therewith, those of the Local Health Department. Specifically, pursuant to April 29, 2020 guidance issued by the Commissioner of Health, personnel who test positive for COVID-19 but remain asymptomatic are not eligible to return to work for 14 days from the date of the first positive test.
  2. Symptomatic nursing home employees may not return to work until 14 days after the onset of symptoms, provided at least 3 days (72 hours) have passed since resolution of fever without the use of fever-reducing medications and respiratory symptoms are improving.
- All staff testing positive shall be documented on the log and the number will be reported on all required submissions to NYSDOH HERDS and CDC daily report.
- Any personnel who are ordered or directed to remain isolated because of a positive test result are entitled to certain benefits including paid sick leave pursuant to Chapter 25 of the laws of 2020. Shall be informed of this availability and directed to the below for further information: <https://paidfamilyleave.ny.gov/COVID19>.

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- All staff will receive Inservice Education on the NH Covid 19 Testing policies/procedures.
- The Administrator shall complete and submit the required NYS Certification form indicating facility is in compliance with all Executive orders and Advisories issued as a response to Covid 19