

STAY SAFE MN

Long-term Care Testing Plan Template Webinar

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mn MINNESOTA

A collaborative approach

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**Collaboration between
State Emergency
Operations Center
&
Health Care Coalitions**

Guidance and Template

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Guidance Document

Sample
verbiage

Additional
insights

Questions
to consider

Testing Plan Template

Fill in your
information

Copy and
paste into
your EOPs

Flexible



Find it ONLINE!

<https://www.health.state.mn.us/communities/ep/ltc/index.html>

Template Sections

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Purpose

Background

Assumptions

Assessment

Activation

Operational
Considerations

Testing
Requirements

Testing
Approach

Testing
Implementation

Plan
Maintenance

Purpose/Background

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Sets the stage

Integration into your existing Emergency Operation Plans

Sample list of intersecting plans and procedures that inform this testing plan

- Cohorting or isolation protocols
- Continuity plans for staffing
- Conservation of personal protective equipment (PPE)
- Training plan to train staff on PPE and infection prevention
- If applicable, Respiratory Protection Plan

Assumptions

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Plans and policies informing testing plan should be in place



Contingency Staffing Plan should be minimally started prior to testing



Administration determines best course of action for implementing testing



Understanding of positive and negative results

Pandemic/Epidemic Threat Assessment

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- Any emergency preparedness and response plan should be predicated on an assessment of the threat factors so that appropriate mitigation and response actions can be identified.
- *Note: For the purposes of COVID-19 response, MDH guidance indicates that all Long Term Care facilities are at high risk and should move forward with testing.*

For additional information on how to conduct a threat assessment connect with your Health Care Coalition -
<https://www.health.state.mn.us/communities/ep/coalitions/rhpc.html>

- What are your triggers?
- Who will be appointed?
- What additional steps will be taken upon activation?
 - What additional plans are activated?

Reference
Attachment

1

Operational Considerations

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Medical
Orders

Laboratory
Services

Specimen
Collection

Testing
Resources

- How will you obtain medical orders?
 - Internal process
 - Local/regional resources
 - State resources
- Do the processes differ between staff and residents?



- Do you have an established laboratory agreement in place?
 - Review local, regional, and state options
- Mobile testing teams or contractor may have their own resources.

Reference
Attachment

2

- Who will lead and conduct your specimen collection?
 - Internal staff
 - Mobile testing team
 - Local health care partner



What are your responsibilities for securing testing supplies?

- Dependent based on your specimen collection process

Other support options to consider:

- Contact your partnering lab
- Use your normal supply chain
- Contact your healthcare coalition for information regarding possible other resources available if you have emergency needs.

Testing Requirements

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First and foremost - Check for updated guidance from health officials

Minimum requirements set forth by MDH for COVID-19 can be found here:

<https://www.health.state.mn.us/diseases/coronavirus/hcp/ltctestrec.pdf>

Key aspects include

- Testing of residents
- Testing of staff
- Facility-wide testing by point prevalence survey
- Include any additional policies/guidance for future reference
- Develop/review your isolation/cohorting measures

Testing Approach

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- Your steps are dependent on the testing strategy you choose (in-house testing or mobile testing team)
- If you plan to use a state-provided COVID Swabbing Team, additional information can be found at [LTC Testing:
https://www.health.state.mn.us/diseases/coronavirus/hcp/ltctesting.html](https://www.health.state.mn.us/diseases/coronavirus/hcp/ltctesting.html).

Considerations

- Wearing appropriate PPE
- Facility layout
- Identify any differences in testing approach between staff vs. residents

Testing Approach

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Task	Considerations
Specimen Collection	<p>Procedure should be performed in a resident's room or other designated space with the door closed.</p> <p>Staff in the room should wear a surgical facemask (or N95 respirator, if available), eye protection, gloves, and a gown.</p> <p>Only staff who are essential to collect the specimen should be present.</p> <p>After the specimen is collected, surfaces should be cleaned and disinfected in the room where specimens are collected.</p>
Testing all residents	<p>Methods used, number of residents, time, frequency, etc.</p> <p>How would the process differ if the agency was testing a sampling of the residents? How would the sample size and individuals chosen be determined?</p>
Testing of all staff	<p>Note any differences that apply specifically to testing staff that may differ from those listed for residents above.</p>

Intersecting Plans

Communications Plan

- Family, residents, staff, community, State

Policy regarding refusal to be tested

- Resident vs. staff

Re-testing Policy/Plan

Testing Implementation

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<u>Scenario</u>	<u>Examples (not exhaustive list of options)</u>
Resident refuses to be tested	Isolate the resident Contact physician Contact family/guardian No action, just move on to next resident
Staff member refuses to be tested	Remove from resident care for specified time No consequence
Staff member doesn't show up for testing	Second testing date set Consider performance management implications Remove from resident care for specific time
If the lab is unable to process a test	Retest No action
If the testing has to be postponed due to a lack of supplies or staff	Administration must make the decision to postpone or cancel the testing The Swabbing Team lead can postpone testing.

Reporting/Tracking Results

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- How will process be tracked?
 - How will records be maintained?
 - How and who will share results with residents and staff?
 - How will the laboratory communicate results back to facility?
 - Who is responsible to follow-up and/or receive results at the facility (e.g. ordering physician, DON)
- Report cases to MDH for COVID-19 is <https://REDCap-c19.web.health.state.mn.us/REDCap/surveys/?s=H8MT9TTNCD>
 - Report results to SEOC testing RedCap survey: <https://redcap.health.state.mn.us/redcap/surveys/?s=FXNEEE7PXX>

- Typically insurance will cover the cost of the lab test for the resident.
- For staff, the facility needs to decide if they will cover that cost or if insurance will be billed.
- When using a state swabbing team/state contracted lab, the facility submits insurance information to the lab, and the lab handles insurance billing for staff.





- Review at least annually, update as appropriate
- As guidance changes, review your plan to ensure it still aligns
- Follow your internal plan review processes

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