

SCARC, Inc. COVID-19 Surge Plan

Section One – Overview of Residential Operations

SCARC, Inc. operates the following residential programs throughout Sussex County, New Jersey:

County	Program Site		Individuals Served	Specifications	Vacancies
Sussex County	Beemerhill Group Home GH110	41 Beemerhill Rd. Branchville, New Jersey	4		0
Sussex County	Branchville Group Home GH135	7 Maple Ave. Branchville, New Jersey	5	Medical	0
Sussex County	Clearview Group Home GH1038	11 Tooley Dr. Newton, New Jersey	3		0
Sussex County	Frankford Group Home GH1193	100 Wantage Ave. Branchville, New Jersey	4		0
Sussex County	Franklin Group Home GH577	251 Munsonhurst Rd. Franklin, New Jersey	3		0
Sussex County	Fredon Group Home GH078	307 Ridge Rd. Newton, New Jersey	5		0
Sussex County	Hampton Group Home GH739	46 Glencrest Dr. Newton, New Jersey	4		0
Sussex County	Hardyston Group Home GH405	13 Campbell Dr. Hamburg, New Jersey	3		1
Sussex County	Hillside Group Home GH2364	80 Morris Ave. Branchville, New Jersey	4		0
Sussex County	Holly Group Home GH2365	82 Morris Ave. Branchville, New Jersey	3	Behavioral	1
Sussex County	Individualized Living GH1347	82 Shady Lane, Apt. 6 Hamburg, New Jersey	2	Behavioral	0
Sussex County	Lafayette Group Home GH388	210 Pelletown Rd. Lafayette, New Jersey	4		1
Sussex County	Lenape Group Home GH812	410 Canfield Rd. Stanhope, New Jersey	4	Medical	1
Sussex County	Newton Group Home GH033	41 Ryerson Ave. Newton, New Jersey	5		0
Sussex County	Sparta Group Home GH040	10 Graphic Blvd. Sparta, New Jersey	5		0
Sussex County	Stanhope Group Home GH314	61 Sparta Rd. Stanhope, New Jersey	5		0
Sussex County	Stillwater Group Home GH1348	919 Deer Run Rd. Newton, New Jersey	5	Medical/Behavioral	0
Sussex County	Supervised Apartments SA1509	32 Liberty St. Apt. 3V, Newton, New Jersey 7ASwartwood Rd. Bldg. 1, Newton, New Jersey Landmark West Building 3 Apt.	5		0

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		37, Newton, New Jersey 32 Liberty St. Apt. 3L, Newton, New Jersey 32 Liberty St. Apt. 5P Newton, New Jersey 54 Mill St. Apt. 1, Newton, New Jersey			
Sussex County	Sussex Group Home GH451	14 Valley Rd. Sussex, New Jersey	4		0
Sussex County	Valcourt Group Home GH1964	12 Valcourt Drive, Lafayette, New Jersey	4	Medical	0
Sussex County	Vernon Group Home GH740	14 Susan Valley Terrace Vernon, New Jersey	3	Behavioral	0
Sussex County	Wantage Group Home GH475	117 Layton Rd. Wantage, New Jersey	3		0
Sussex County	Warbasse Group Home GH1349	24 Warbasse Junction Rd. Lafayette, New Jersey	3	Medical	2

	DDD
Level of Service	96
Census	90
Vacant	6

10% of our residential census is 9. Therefore, SCARC, Inc. is required to identify additional surge housing to accommodate up to 9 individuals. Our organization has the intention of adjusting this number as the census changes. Currently SCARC, Inc. COVID-19 Residential Protocol does not allow for individual movement into residential facilities in order to reduce potential exposure.

SCARC, Inc. complies with the *Universal Masking and Cohorting of Staff* policy currently imposed by the Division as outlined in *SCARC, Inc. COVID-19 Response – Residential Operations Protocol (10/16/2020)*, *SCARC, Inc. Cloth Mask Protocol (4/27/2020)* and *SCARC, Inc. Personal Protective Equipment Guidelines (5/26/2020)*. This includes but is not limited to:

- Staff are required to use a mask; either the staff’s personal cloth mask, the cloth mask provided by SCARC, Inc. or a surgical mask at all times in the residential program. Staff are to wear a KN95 mask when attending doctor’s appointments, laboratory appointments or accompanying an individual seeking emergency medical treatment.
- Staff should wear gloves when providing direct care in close contact such as physically assisting in bathing, toileting, dressing, medication administration, etc.
- Staff shall dispose of all PPE in a separate red waste receptacle. All PPE waste receptacles must be emptied with waste removed from the home when full or at least once daily. The PPE waste receptacle should be disinfected at least once daily.

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- All individuals and staff to wash hands upon entrance and exit of a program and frequently throughout the day. Refer to COVID-19 Presentation and Education videos for handwashing suggestion times and handwashing video link from CDC.

Section Two – Established Screening, Symptom Monitoring and Testing Protocols

Individual Symptom Monitoring

As per *SCARC, Inc. COVID-19 Response – Residential Operations Protocol (10/16/2020)*, each residential program monitors for signs and symptoms of COVID-19, including temperature taking at least twice per day at 7:00am and 7:00pm, and as needed. This is documented on the *SCARC, Inc. Monthly Individual Temperature Tracking Record (10/27/2020)*.

SCARC, Inc. Protocol for Suspected COVID-19 Diagnosis in Individual

Staff are to follow the following procedure for suspected COVID-19 illness in individuals served:

1. Staff are to take the individuals temperature and observe for other symptoms.
2. Staff are to continue using universal precautions.
3. Staff are to move individual into a private area away from housemates.
4. If potential life threatening emergency, staff are to call 911. For non-life threatening emergencies, staff are to contact the Director or AOC first.
5. Staff are to contact individual's physicians for guidance. If staff cannot reach their physician, they are to call the 24 Hour Covid-19 Hotline 1-800-222-1222 for guidance or Atlantic Health Nurse Screening Hotline from 7am to 7pm at 1-862-260-3199.
6. Staff are to report physician instructions to the Director/AOC.
 - Director/AOC to report to COO, CHRO and HNCA.
7. Staff are to follow physician instructions.
8. UIR to be completed.
9. Individual guardians, support coordinators and all employees assigned to the residential program to be notified.
10. Staff are to open outside doors and windows. Close off the area used by the suspected ill person up to 24 hours to minimize droplet exposure. Then use EPA approved cleaners such as Clorox and Lysol to clean and disinfect all surfaces in the area focusing on the areas most frequently touched. Go to link from CDC on cleaning and disinfecting on the SCARC, Inc. website (Employee link then Employee Communications then COVID-19 Presentation then CDC Cleaning and Disinfecting)
11. Individuals are to not return to work until doctor's note can be obtained.

SCARC, Inc. Protocol for Confirmed COVID-19 Diagnosis in Individual

Notification Process:

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1. Director/AOC to be notified immediately. Director/AOC to notify CHRO/COO/HNCA immediately.
2. New UIR completed confirming illness. Follow up completed by Senior Coordinator of Community Services (SCCS). All notifications made as required.
3. Guardians, Support Coordinators of other Residents and all employees assigned to the residential program to be notified by the SCCS.
4. SCARC, Inc. administrative staff who require notification will be informed by SCCS via email listserv group.
5. HNCA to contact primary physicians of all residents to receive recommendations. The HNCA will communicate with the physician and inquire/request COVID-19 diagnosis test.
 - a. An additional individual with confirmed positive COVID-19 diagnosis test requires program management to follow step 1-3 to be completed again.
6. SCARC, Inc. Human Resources to contact each staff with instructions for completing optional free telehealth appointment and testing if desired.
 - a. A staff with confirmed positive COVID-19 diagnosis test requires program management to follow step 1-3 to be completed again.
 - b. Administrative protocol regarding suspected and confirmed COVID-19 in staff to be followed and overseen by CHRO and HNCA.
7. The HNCA in line with the individual's primary physician will make the determination as to when the individual is considered fully recovered.
8. All individuals who tested positive for COVID-19 must be fully recovered before this protocol no longer needs to be followed. This confirmation will be made by SCARC, Inc. COO/CHRO in line with the HNCA and individual's primary physician.

Training To Do:

Upon diagnosis within a residential program, all staff need to be retrained on the following trainings:

- a. PPE Guidelines by HNCA with demonstration specific to residential program provided by assigned SCARC, Inc. Nurse.
- b. Cleaning Guidelines by HNCA with demonstration specific to residential program provided by assigned SCARC, Inc. Nurse.
- c. Individualized COVID-19 Emergency Plan provided by Residential Management.
- d. Program COVID-19 Emergency Plan provided by Residential Management.
- e. SCARC, Inc. Confidentiality Policy with emphasis on HIPAA by DCS or Residential Management.
- f. OPTIONAL: Blood Borne Pathogens Training by Residential Management.

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Surge program staff will be trained as per Section Four of this Protocol with HNCA and on sight nursing staff to provide additional trainings as needed.

Residential Program To Do:

1. Program is to begin following their specific Program COVID-19 Emergency Plan.
2. Program is to begin following Individualized COVID-19 Emergency Plan for individuals effected.
3. Disinfect and sanitize as per Individualized COVID-19 Emergency Plan for infected individual.
 - a. Visit the following link for CDC specific guidelines:
https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cleaning-disinfection.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprepare%2Fcleaning-disinfection.html
4. SCARC, Inc. Nursing Staff to be deployed to residential program or surge location to assist in caring for and monitoring the health of the infected individual. Schedule to be developed between CHRO, DCS and program management to meet their specific needs.
5. Unless otherwise specified in their Individualized COVID-19 Emergency Plan, the individual is to be quarantined to their bedroom or designated area for the remainder of illness unless further medical care is needed.
6. Individual infected is not to leave the residential program for any reason other than to receive more intensive medical care other than physician, lab testing or care in a hospital setting if needed.
7. Individuals residing in the program should not go out into the community for recreational purposes until there are no longer any confirmed cases of COVID-19 in individuals residing in the program.
8. Before any individual residing in the home is to attend a scheduled critical medical appointment outside the home, management is to discuss with HNCA. Management staff is to notify the physician's office of exposure within the home to confirm it is acceptable for the individual to attend, change the appointment to telehealth appointment or to reschedule in order to reduce the risk of spread.
9. Unless otherwise specified in their Individualized COVID-19 Emergency Plan or by their Interdisciplinary Team, all individuals residing in the home to begin wearing masks within home. Type of mask may vary depending upon PPE availability.
10. Staff to begin wearing additional PPE such as KN95 masks, face shields, gowns, shoe protectors, gloves as available and trained on as outlined by HNCA training and Individualized COVID-19 Emergency Plan.
11. Staff to continue to dispose of all PPE in separate PPE specific red waste receptacles. These receptacles must be emptied and removed from the home when full or at least once a day.
12. Designated staff are to no longer go food and supply shopping or pick up individual medications until there are no longer any confirmed cases of COVID-19 in individuals residing in the program.

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- a. SCARC, Inc. COO to coordinate deliveries and administrative staff to assist as needed.
13. Residential Program is to begin using paper plates, paper bowls and plastic cutlery and dispose of these items after each use. Regular program plates, bowls and utensils not to be used until there are no longer any confirmed cases of COVID-19 in individuals residing in the program.

Facilities To Do:

1. SCARC COO to inform SCARC, Inc. Facilities Department to deliver 1 months' worth of PPE to the residential program with an identified COVID-19 diagnosis in individual and as needed thereafter.
1. SCARC, Inc. Facilities Department is to postpone all contract work or vendor visits within the home, unless the postponement of this work would result in an operational breakdown. No one from either this department or an outside contractor or vendor shall enter the residential program until there are no longer any confirmed cases of COVID-19 in individuals residing in the program.
2. SCARC, Inc. Facilities Department to coordinate initial and ongoing commercial cleaning of the residential program upon confirmed COVID-19 diagnosis in individual residing in the program.
 - a. SCARC, Inc. Facilities Department to communicate coordinated commercial cleaning to Residential Program Management Team and Director or Administrator On Call.
 - b. Residential Program Management Team to inform guardians of coordinated cleaning and date/time that this will occur.
 - c. Temporarily displaced residential staff and individuals are to relocate to the Richard Lecher Center as needed during commercial cleaning. UIR should be completed for this.

Staff Symptom Monitoring

- Staff shall not come into work with the following symptoms:
 - Fever/temperature above 99.9 degrees
 - Shortness of breath or difficulty breathing
 - Cough
 - Signs and symptoms of respiratory infection (congestion or runny nose)
 - Chills
 - Repeated shaking with chills
 - Muscle Pain/Body Aches
 - Fatigue
 - Nausea
 - Vomiting
 - Diarrhea
 - Headache
 - Sore Throat
 - New loss of taste or smell

Employee Screening Precautions

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- At all group homes, employees shall follow Mandatory Direct Support Professional COVID-19 Screening Tool.

Mandatory Quarantine Screening:

- Any SCARC, Inc. staff who have traveled outside the New York, New Jersey or Pennsylvania tristate area must indicate this when completing the Screening Tool.
- If the person completing the Screening Tool indicates they have visited a state requiring voluntary quarantine in the past 14 days from the date of completing the Screening Tool, they are not permitted to enter a SCARC, Inc. Program or interact with an individual served by SCARC, Inc.
- If staff have traveled to any of the voluntarily quarantined states in the past 14 days from the day of completing the Screening Tool, they are not able to work in a SCARC, Inc. program until the 14-day quarantine period has passed and they are free of illness.
- The CHRO or HNCA in addition to the program's Director or AOC after hours should be notified immediately regarding any staff unable to pass the Screening Tool for this reason.
- Return to work date for staff will be determined by the CHRO and HNCA.

Symptom Screening:

- If an employee doesn't pass screening due to symptoms of COVID-19, a note should be obtained from the doctor prior to their return.
- Staff may use Telehealth services in lieu of in person appointments.
- If a note is unobtainable staff are not allowed to return until they are symptom free.
- Health and Nursing Care Administrator may need to receive verbal clearance from their doctor, Atlantic Healthcare or community Healthcare provider.
- If someone in the employee's house is ill, preventative measures should suffice. In this case, the employee themselves must be symptoms free as described in screening tool and their housemate must not be diagnosed with COVID-19.

Suspected COVID-19 diagnosis in Staff

1. Staff to notify the HNCA and CHRO immediately.
2. Staff to provide all written documentation regarding quarantine status to CHRO directly.
3. Staff to continue using universal precautions and masks and begin using full body PPE if advised.
4. Staff with suspected illness to follow medical professional orders.
5. Staff will submit a return to work note to the CHRO and HNCA who will determine a return date based on CDC and DDD guidelines and what is in the best interest of the staff and individuals in the home.

Identified COVID-19 diagnosis in Staff

1. Staff to notify HNCA and CHRO immediately.

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2. Staff to provide all written documentation regarding quarantine status to CHRO directly.
3. A UIR must be generated for all identified diagnoses of COVID-19 in staff.
4. Guardians, Support Coordinators of Residents and all employees assigned to the residential program to be notified of confirmed illness in the program.
5. Staff to continue using universal precautions and begin using masks and full body PPE if advised.
6. Staff need to be trained on PPE by HNCA if advised.
7. Staff with identified illness to follow medical professional orders.
8. Staff will submit a return to work note to the CHRO and HNCA who will determine a return date based on CDC and DDD guidelines and what is in the best interest of the staff and individuals in the home.

Section Three - Identification of Alternate Settings

In the event that a resident in one of our homes tests positive for COVID-19, strategies are in place to isolate and quarantine impacted individuals for at least 14 days. Strategies will be implemented in a person-centered way based on the dynamics in play at the point in time the circumstance presents itself. Input from the individual and/or their guardian will be a factor in decision making. Each Interdisciplinary Team has met regarding their individual and devised a SCARC, Inc. Individualized COVID-19 Plan tailored to that individual’s needs. SCARC, Inc. Program COVID-19 Plans have also been developed for each individual residence to prepare for a rapid response to a COVID-19 infection within the residence.

Criteria for Individual Movement

HCNA will review each individual case as it presents and categorize it as one of the following:

Risk Level	Response
Level 1 – Individual potentially exposed due to potential staff exposure. No symptoms.	No movement. HCNA to follow case. Physician to be contacted for guidance. Reporting protocol to be followed as per Residential Protocol.
Level 2 – Individual has confirmed exposure with a positive or highly suspected positive staff OR the individual has symptoms.	No movement. HCNA to follow case. DCS to begin preparing for potential movement. Reporting protocol to be followed as per Residential Protocol. If at any time individual displays life threatening symptoms, 911 is so be called, and individual sent to the hospital.
Level 3 – Individual potentially exposed with personal signs and symptoms OR individual confirmed exposure with positive or highly suspected positive staff with personal signs and symptoms.	Movement to the Sparta Center COVID Recovery Program. Reporting protocol to be followed as per Residential Protocol. Sparta Center COVID Recovery Protocol to be followed. If at any time individual displays life threatening symptoms, 911 is so be called, and individual sent to the hospital.

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Isolation within the home would only be exercised if the impacted individual(s) can safely self-isolate, have their own bedroom not shared by others and a dedicated bathroom is available for those positive for COVID-19 which will be sanitized between uses.

In order to accommodate individuals who meet "Level 3" criteria for movement, SCARC, Inc. will convert to a temporary residence its Sparta Center (ATSN 10001) and SCARC Explorers (AT2075) day program located in 26 Gail Court, Sparta, New Jersey 07871. The agency received approval on 12/28/2020 from the Office of Licensing to use this setting in the following manner:

Staffing Ratio: 1:4 not including Nurse

Sparta Center Side One

Bedroom 1: Individual 1 & 2 (Side 1 Changing Room)

Bedroom 2: Individual 3 (Side 1 Physical Therapy Room)

Sparta Center Side Two

Bedroom 3: Individual 4 (Side 2 Office)

Bedroom 4: Individual 5 & 6 (Side 2 Changing Room)

Bedroom 5: Individual 7 (Side 2 Nursing Office)

Explorers Program

Bedroom 6: Individual 8 (TV Room)

Bedroom 7: Individual 9 (Quiet Room)

Bedroom 8: Individual 10 (Supervisor Office)

Sparta Center COVID Recovery Center Intake Protocol

1. Upon potential individual exposure, HCNA will contact individual's primary Physician for guidance and to appropriately categorize the individual in one of the Risk Level categories.
2. If individual is found to be in Risk Category 2 or 3 the Director of Community Services and management team of their current residential program will hold an Emergency Phone Interdisciplinary Meeting to discuss potential or required movement to the Sparta Center COVID Recovery Program.
3. IDT Meeting Minutes are to be emailed in the Intake Team.
4. Upon completion of an IDT agreeing upon immediate or foreseeable movement into the program, the COO or designee to reach out to OOL and PPMU for individual movement approval.
5. Management team of the program where the individual currently resides will finalize the Individualized COVID-19 Emergency Plan and email this to the HCNA. Management team will also

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email all scanned specialized trainings for that individual. This can be completed prior to confirmed movement.

6. HCNA and Manager will train all program staff on specialized trainings received. This can be completed prior to confirmed movement.
7. Once OOL approval is received, COO or designee to notify the COVID-19 Team via email.
8. Relocation to Sparta Center COVID Recovery Center will commence.
9. Current management to pack individual's belongings and inventory both what items are being kept at their current program and what items are being taken to the Sparta Center COVID Recovery Program.
10. DCS to work with HNCA and both program management teams to ensure all necessary items are relocated: MARs, prescriptions, medications, debit cards, OTC medications, assistive devices, adaptive equipment, dietary supplies, comfortable clothing, toiletries, recreation and comfort items, etc.
11. Physical binders should not be transferred between other residential programs and the Sparta Center Recovery Program. All pertinent documentation for the individual should be scanned and email and/or uploaded to the individual's AWARDS filing cabinet.
12. Sparta Center Recovery Program to prepare for individual's start date in the program and welcome them to the program on the movement date agreed upon.

The setting will serve a maximum of 10 people at any one time. This setting will at all times follow the SCARC, Inc. COVID-19 Response – Residential Program Preopening Phase and not allow in person visitation while individuals are located in the Sparta Center Recovery Program. Should that location be overwhelmed we may adapt our plan to use this space to relocate individuals who are not COVID-19 positive there so that COVID-19 positive individuals can remain in the original home. The above surge plan provides alternate settings for at least 10 residents, which exceeds the required plan to accommodate 10% of our total residential population (9 people).

Section Four – Staff Training

Surge location staff are expected to be trained on each of the following SCARC, Inc. Protocols or Forms within 30 days of the required attestation of each document:

Protocols:

- SCARC, Inc. Surge Plan
- SCARC, Inc. COVID-19 Response – Residential Operations Protocol
- SCARC, Inc. COVID-19 Response – Residential Operations Protocol - Appendix A
- SCARC, Inc. COVID-19 Response – Preopening Phase Visitations
- SCARC, Inc. Cloth Mask Protocol
- SCARC, Inc. COVID-19 Personal Protective Equipment Guidelines
- Department of Health Voluntary Quarantine List
- Any additional State of New Jersey COVID-19 Protocols received from SCARC, Inc. Administration

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Forms:

- SCARC, Inc. Mandatory Direct Support Professional COVID-19 Screening Tool
- SCARC, Inc. Individualized COVID-19 Emergency Plan
- SCARC, Inc. Daily Personal Protective Equipment Use Records
- SCARC, Inc. Monthly Personal Protective Equipment Tracking and Replenishment Record
- SCARC, Inc. Monthly Individual Temperature Tracking Record

Upon completion of each training on a new or updated document, a Training Sign Off should be completed. Training Sign Offs shall be kept in each residential program's COVID-19 Binder.