

KINGSWAY ARMS NURSING CENTER

Public Pandemic Emergency Plan (PEP)

Effective date: 09/11/2020 | Annual review date: 09/18/2026 | Version: 3.1

Purpose and public availability. This public-facing plan summarizes how Kingsway Arms Nursing Center prepares for, responds to, and recovers from a pandemic infectious-disease emergency. It is posted on the facility website and is available immediately upon request. It is a public summary; facility-specific emergency contact lists, resident-identifying information, vendor terms, security details, and operational procedures are maintained in the internal CEMP/PEP.

Activation and leadership

- The Administrator or highest-ranking available designee activates the Pandemic Emergency Plan when an infectious-disease event threatens resident care, staffing, supplies, or normal operations, or when directed by public-health authorities.
- The facility uses an incident-command structure. The Incident Commander coordinates clinical operations, infection prevention, staffing, logistics, communications, documentation, and recovery. Written succession assignments are maintained internally.
- The facility coordinates with NYSDOH, the local health department, emergency-management partners, hospitals, laboratories, pharmacies, vendors, and other applicable agencies or partners.

Protection of residents, staff, and visitors

- The facility follows applicable NYSDOH, CDC, CMS, and local public-health direction for surveillance, testing, reporting, isolation or transmission-based precautions, cohorting, visitation, source control, environmental cleaning, and outbreak response.
- Clinical leadership assesses residents for symptoms and exposure, implements appropriate precautions, arranges testing and clinical evaluation as indicated, and monitors residents who are ill or exposed.
- The facility will use cohorting measures appropriate to the pathogen and circumstances, including designated areas, rooms, units, or wings; dedicated equipment and staffing when feasible; clear signage; and controls to prevent unauthorized entry into affected areas.
- Employees receive role-appropriate infection-prevention education, PPE instruction, and emergency-preparedness training. The facility monitors staffing needs and uses its contingency staffing plan, including alternate staffing resources, to maintain safe resident care.
- Visitors, contractors, and volunteers are managed consistent with current public-health direction and resident-rights requirements. The facility supports safe access and communication while applying necessary infection-control measures.

PPE, supplies, and essential services

- The facility maintains access to at least a 60-day supply of PPE and infection-control supplies, based on current resident census and anticipated pandemic use. Supplies include, as applicable, respirators, masks, eye protection/face shields, gowns, gloves, hand hygiene products, and EPA-appropriate cleaning and disinfection products.
- The facility assesses inventory, storage, distribution, conservation, replenishment, vendor reliability, and emergency procurement. It uses current NYSDOH/CDC guidance and lessons learned to plan for sustained or worst-case demand.
- The facility maintains continuity plans for resident care, medications, food, hydration, oxygen and other clinical supplies, laundry, environmental services, information systems, utilities, emergency power, and waste handling.

Communication with residents and families

- For a resident infected with the pandemic infectious disease, the facility updates the resident’s authorized family member or guardian at least daily and whenever there is a change in condition, using the communication method selected by that person when feasible.
- The facility provides all residents and authorized family members/guardians at least weekly updates regarding the number of pandemic infections and deaths at the facility, consistent with privacy requirements.
- Residents are provided daily access, at no charge, to remote videoconferencing or a similar communication method with authorized family members and guardians, with reasonable assistance as needed.
- The facility provides timely information to residents, staff, and families about operational changes, infection-control measures, visitation, resident transfers or hospitalizations, and available support. It uses alternate communication methods if normal systems fail.

Hospitalization, transfer, and readmission

- Residents are transferred for hospital-level care or other necessary services based on clinical need, resident rights, and applicable orders or public-health direction.
- The facility has a process to preserve a hospitalized resident’s place and support return/readmission in accordance with applicable federal and New York State requirements, including bed-hold and transfer/discharge rules.
- Before transfer or readmission, the facility communicates relevant clinical and infection-control information and uses appropriate precautions, placement, and cohorting to reduce transmission risk.

Training, exercises, review, and records

- The facility integrates this PEP with its Comprehensive Emergency Management Plan and all-hazards risk assessment. The plan is reviewed and updated at least annually and after exercises, actual events, significant guidance changes, or facility operational changes.
- The facility provides emergency-preparedness training at orientation and annually, conducts required exercises, documents participation and after-action improvement activities, and maintains required incident, communication, staffing, supply, and clinical records.

Public contact

For a copy or questions about this public plan	James Farnan, Administrator (518)393-4117
Emergency reporting	For an immediate emergency call 911. For facility-specific concerns, contact the facility using the information above.

This public PEP summary is intended to meet New York State public-posting requirements and does not replace the facility’s complete internal CEMP/PEP, infection-prevention policies, or other emergency operations documents.