

The Allendale Community for Senior Living

Subject:	Emergency Staffing Preparedness
Department:	ALL DEPARTMENTS
Effective:	3/24/20
Revised:	6/11/20

POLICY: It is the goal of The Allendale Community for Senior Living to plan and develop a policy and procedure during the novel COVID-19 pandemic to account for a shortage in staff throughout all departments. As this policy relates to COVID-19, it will discuss the procedure set forth to provide adequate staffing and mitigate shortages during this novel virus.

PROCEDURE:

1. Allendale Community for Senior Living will aim to handle any shortages of staff first internally, through our Staffing Coordinator by allowing paid overtime anywhere necessary.
2. Allendale Community for Senior Living will cohort nursing personnel solely for the residents whom are *COVID-19 positive* and on the *COVID-19 unit*.
3. In the event of an unexpected shortage of nursing staff, the ACSL will resort to contacting any of the three staffing agencies we are currently contracted with to outsource more personnel, and/or contact local facilities within the area in accordance with our Emergency Management Plan, Pandemic Influenza and Disaster Preparedness Plans.
4. For ancillary departments, part-time, per-diem employees will be asked to work more shifts at their availability granted they achieve the proper screening for COVID-19 symptoms.
5. Nursing employees will be incentivized monetarily with hazard pay, for both the COVID-19 unit as well as the *Person's Under Investigation Unit*.
6. Paid PTO will also be awarded for employees who suffer symptoms, or require quarantining during the pandemic.
7. In a complete loss of line staff the ACSL will reach out to local health department, county Office of Emergency Management, or state officials for help from the Medical Reserve Corp.
8. For additional resources the CDC provides guidance for possible capacity strategies at <https://www.cdc.gov/coronavirus/2019-ncov/hcp/mitigating-staff-shortages.html>.
9. ACSL will continue to review and implement executive directives, waivers, and guidance, available on the COVID-19 Temporary Operational Waivers and Guidelines page located at <https://www.nj.gov/health/legal/covid19/>.