



# SYCAMORE LIVING

*A Wellness Community*

DEPARTMENT: ADMINISTRATION

POLICY: ADM

SUBJECT: Staffing Contingency Plan Policy

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EFFECTIVE: 4/1/2020

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JOB DESCRIPTION

PHILOSOPHY

PROCEDURE

POLICY

OBJECTIVE

ORGANIZATIONAL CHART/PLAN

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## **POLICY:**

Sycamore Living at East Hanover promotes and supports the safety and wellbeing of each resident and employee. This policy is in place to ensure staffing meets the needs of the residents when needed during an emergency, such as a COVID-19 outbreak. The goal is to safely care for each patient and avoid staff burnout the best way possible.

## **PROCEDURE:**

1. Adjust staff schedules, hire additional Team Members, and rotate Team Members to positions that support patient care activities.
2. Post all open positions on Sycamore Living at East Hanover website and indeed.com.
3. Cancel all non-essential procedures and visits. Shift Team Members who work in these areas to support other patient care activities in the facility. Facility will ensure Team Members have received appropriate orientation and training to work in these areas that are new to them.
4. Attempt to address social factors that might prevent Team Members from reporting to work such as transportation or housing if Team Members live with vulnerable individuals.
5. Identify additional Team Members to work in the facility (ex: retired employees / volunteers).
6. Secure agreement with staffing agencies

**Sycamore Living at East Hanover**  
**One S. Ridgedale Avenue**  
**East Hanover, NJ 07936**



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7. We will familiarize ourselves with any state-specific emergency waivers or changes to licensure requirements or renewals for select categories of Team Members (ex: have Team Members apply for temporary CNA certifications [<https://educate.ahcancal.org/products/temporary-nurse-aide>], hire TEAM Team Members from other states with reciprocity)
8. Request that Team Members postpone elective time off from work.
9. In extreme circumstance, review plans to allow asymptomatic Team Members who have had an unprotected exposure to COVID-19 but are not known to be infected to continue to work while practicing infection control recommendations indicated by CDC
10. Identify alternate staffing resources within the facility who may have prior critical care/clinical experience.
11. Identify staff who could provide support to both associates and patients, such as psychiatric counselors and social workers.
12. Provide a 20% differential to incentive staff retention and to pick up extra shifts.
13. Accommodate changes of staff schedules (e.g. 12 hour shifts)
14. Utilize telemedicine
15. Consider relocation of residents in case of extreme staffing emergency including transition to community with family members
16. Use "List of Available CNA's" resources provided by NJ Department of Health
17. Incorporate frequent daily communication to discuss team assignments, patient care goals, and red flags that should be reported immediately to the RN. This enhances communication and allows Team Members to discuss and address any concerns.
18. Provide training to reinforce knowledge of COVID-19 symptoms, transmission, and other important clinical information (ex: donning and doffing off PPE)
19. Develop consistent and regularly scheduled methods of updating staff on operating conditions and safety concerns.
20. Assist staff in managing internal conflict between personal and professional responsibilities.
21. Identify resources for assistance in mitigating internal conflicts among staff working under these strenuous situations. Provide mental support and ensure availability of PPE
22. Provide meaningful recognition of staff providing support in emergency situations.
23. Certified Feeding Assistants (list attached) link: [educate.ahcancal.org](https://educate.ahcancal.org)
24. Utilize Essential Caregivers