

PROPOSED CLOSURE PLAN  
FOR CHETWYNDE HEALTHCARE  
1650 Washington Street, West Newton, MA 02465

Dear Resident and other Interested Parties:

On September 1, 2022 (“Chetwynde Healthcare” or the “Facility”) issued a Notice of Intent to Close the Facility located at 1650 Washington Street, West Newton, Massachusetts 02465. This is the Closure Plan referenced in that notice.

**Background**

On September 1, 2017, 1650 Washington Street Operator LLC d/b/a Chetwynde Healthcare, a wholly owned affiliate of Next Step Healthcare LLC (“Next Step”), began leasing and operating the Facility. Recently, after discussions with the Facility’s landlord regarding the Facility’s low occupancy and difficult labor market driven by the ongoing COVID-19 pandemic and the resulting poor financial performance, the decision was made to close the Facility.

**Notice to Residents and other Interested Parties**

Chetwynde Healthcare issued the Notice of Intent to Close on September 1, 2022. On that date, the Notice of Intent to Close was posted at the Facility and issued to residents by hand delivery, by First Class mail to their legal representative or designated contact on file and other interested parties as required by the applicable regulations, as set forth on the attached Notice List. The Facility will close on or about December 30, 2022.

**Relocation Assistance**

The Facility is located within the village of West Newton, MA, which is a part of the City of Newton. Newton and the neighboring municipalities have a substantial supply of licensed long term care placements available. The City of Newton is home to four additional skilled nursing facilities. Excluding Chetwynde Healthcare a total of sixty-two other skilled nursing facilities are located within ten miles of Newton based on Medicare.gov data.

Chetwynde Healthcare will be in contact with representatives of these nearby skilled nursing facilities to seek information regarding available beds, particular specialties, and other pertinent information. Chetwynde Healthcare will collect written information from these other facilities and will make that information available in its common areas, and to each resident or their legal representative. Chetwynde Healthcare will accommodate planning communication between representatives of the nearby skilled nursing facilities and any resident or legal representative at their request in accordance with current COVID-19 protocols.



Chetwynde Healthcare and Next Step will collaborate with the residents and their families to identify appropriate placements for all residents in a facility capable of meeting all of their needs, including the consideration of the resident's and family's choice of facility.

Throughout the closure process Chetwynde Healthcare will continue to comply with all guidelines issued by the Commonwealth of Massachusetts and The Centers for Medicare & Medicaid Services to protect residents and employees from COVID-19. The Facility will continue to abide by visitation policies set forth by the Commonwealth of Massachusetts and will allow for visitation in accordance with those policies when safe to do so. Prior to transfer or discharge, Chetwynde Healthcare will ensure that each resident has a face covering and is properly wearing it. The Facility will work with transportation providers to ensure that drivers are also adhering to COVID-19 precautions including wearing a face mask and properly disinfecting vehicle interiors between resident transports. The Facility will screen residents for COVID-19 symptoms throughout the transition period in accordance with current COVID-19 protocols and promptly test any symptomatic resident for COVID-19.

### **Resident Counseling**

Chetwynde Healthcare will assist residents, their families, and representatives in preparing for closure of the facility, including the following steps. We will provide individual and group meetings to prepare the residents for the transfer options and process, including psychological preparation or counseling of each resident, as necessary. We will consult with each resident or legal representative regarding placement options and the placement process being considered, and to obtain required consent.

**Chetwynde Healthcare will hold an initial Family Meeting at the Facility (1650 Washington Street, West Newton, MA) on Thursday September 1, 2022 at 2:00 p.m. The Facility will also host a conference call on Thursday September 8, 2022 at 4:00 p.m. For the conference call, please dial (781) – 404-3902 and when prompted enter the meeting code – 903459#.**

Notice of these scheduled events is posted at the Facility and is being delivered to all designated Family/Resident Representatives. The Facility will monitor feedback from families and determine how best to schedule additional meetings – either by teleconference or an online audio and web conferencing platform (such as Zoom). In addition, the Facility will schedule individual meetings with any resident/family representative requesting one. At each family meeting, we will provide information on the closure process and steps the Facility will undertake to ensure the appropriate transfer or discharge of each resident.

### **Admissions and Readmissions**

Until the Closure Plan is approved by the Department of Public Health, Chetwynde Healthcare will not freeze admissions, however, we will inform all prospective admissions that we have filed the Notice of Intent to Close. We will follow all applicable state and federal regulations related to residents who are admitted to hospital care, including applicable bed holds. We will

continue to readmit all hospitalized patients as required and will accommodate any resident who desires to transfer to another facility following hospitalization.

### **Medical Records Storage**

Chetwynde Healthcare and Next Step will work together to assure the collection and proper storage of medical records occurs. Patient records for residents who transfer to another facility will be transferred to and maintained by that facility. Copies of all medical records will be provided to the destination facility at the time of transfer for all residents, and Chetwynde Healthcare will designate a contact person for communications with the destination facility regarding resident care and needs. Chetwynde Healthcare will collect, catalog, and store all medical records upon closure of the Facility and have documents stored and available in compliance with applicable state retention periods. Next Step will manage this process, utilizing Iron Mountain in Boston, Massachusetts for paper records and Point Click Care for electronic health records. **Former Facility Residents and others legally entitled to a copy of a resident's record may obtain record copies by contacting Next Step Healthcare, 400 Trade Center, Suite 7950, Woburn, MA 01801, attn.: David Foley, telephone: (781) 404-3908.**

### **Information and Services for our Employees**

Chetwynde Healthcare is committed to working with its employees to ease the difficulties associated with the transition by attempting to help employees explore job opportunities at other facilities in the area as operations wind down, including contacting the Massachusetts Dislocated Worker Center and the Massachusetts Career Center, enabling employees to take advantage of those services. Next Step has several other affiliated facilities in the vicinity of Chetwynde Healthcare. Employees that relocate to one of these affiliated facilities will be given credit for their years of employment with the Facility.

Employee meetings will be scheduled to communicate the closure plan and answer their related questions. Employees that are being offered employment at a Next Step affiliated facility will be provided a letter detailing their compensation and benefits at the new facility. Full time and part time employees will continue to be paid by Chetwynde Healthcare and receive their existing benefits through their date of relocation to the other Next Step facility or for a minimum of thirty days from the date of this notice. We will continue to update employees as the plan unfolds and additional information is available. Employees may direct any questions or concerns to Wilson Hu, Facility Administrator or e-mail us at [info@nextstephc.com](mailto:info@nextstephc.com).

### **Revisions to this Closure Plan**

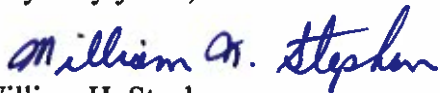
Chetwynde Healthcare may revise this Closure Plan to provide additional information in response to public comments, resident and family comments, and its ongoing communication with state agencies including the Department of Public Health.

**Ongoing Communications**

We will be working with the residents and their families, the employees, and with state agencies including the Department of Public Health throughout this process to assure the orderly transition of care for our residents. Information will be posted at the Facility on a regular basis. We will provide advance notice of meetings to be conducted with residents, their families and representatives to those persons and to the Resident Council.

Residents, their Families, and Representatives may contact the following for further information:  
Wilson Hu, Facility Administrator at Chetwynde Healthcare, (617)-244-5407.  
You may also e-mail us at [info@nextstephc.com](mailto:info@nextstephc.com).

Very truly yours,



William H. Stephan  
Chief Financial Officer, 1650 Washington Street Operator LLC d/b/a Chetwynde Healthcare and  
Next Step Healthcare LLC