

<b>MANUAL:</b> <i>ACTIVATION</i>	<b>HOME SPECIFIC NAME:</b> <input type="radio"/> Fairfield Park <input type="radio"/> Brouillette Manor <input type="radio"/> LaPointe-Fisher Nursing Home <input checked="" type="radio"/> Corporate
<b>TITLE:</b> <i>VISITOR POLICY</i>	<b>SECTION:</b>  <b>PAGES:</b> 5

**EFFECTIVE DATE:** July 2020, June 2023

**REVISED:** July 2023

## **POLICY**

The home shall have a process for visitor access during non-outbreak situations and during an outbreak of a communicable disease or an outbreak of a disease of public health significance, an epidemic or a pandemic.

Visits shall be documented, and a written record kept of,

- (i) the designation of a caregiver; and
- (ii) the approval from a parent or legal guardian to permit persons under 16 years of age to be designated as a caregiver, if applicable.

Visiting procedures in the Home shall comply with all applicable laws including any applicable directives, orders, guidance, advice or recommendations issued by the Chief Medical Officer of Health or a medical officer of health appointed under the *Health Protection and Promotion Act*; and

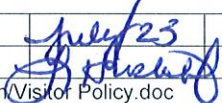
Essential visitors shall continue to have access to the Home during an outbreak of a communicable disease, an outbreak of a disease of public health significance, an epidemic or a pandemic, subject to any applicable laws.

Visitors who are unwell should reschedule their visit for another day to minimize the risk of a spread of infection in the home.

## **GUIDING PRINCIPLES**

The visiting policy is guided by the following principles:

- ✓ Safety – any approach to visiting must balance the health and safety needs of residents, staff, and visitors, and ensure risks are mitigated.
- ✓ Emotional well-being – welcoming visitors is intended to support the mental and emotional well-being of residents by reducing any potential negative impacts related to social isolation

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- ✓ Equitable access – all residents must be given equitable access to receive visitors, consistent with their preferences and within reasonable restrictions that safeguard residents.
- ✓ Flexibility – the physical and infrastructure characteristics of the home, its workforce, or human resources availability, whether the home is in an outbreak and the current status of the home with respect to personal protective equipment (PPE) are all variables to consider when setting home-specific policies.
- ✓ Equality – residents have the right to choose their visitors. In addition, residents, or their substitute decision-makers, applicable, have the authority to designate caregivers.

## PROCEDURES

### VISITOR LOG

In accordance with section 267(2) of O. Reg. 246/22, the home shall maintain visitor logs of all visits to the home that includes at a minimum.

- the name and contact information of the visitor
- time and date of the visit
- the purpose of the visit (for example, name of resident visited)

These visitor logs or records must be kept for a period of at least 30 days and be readily available to the local public health unit for contact tracing purposes upon request.

### COMMUNICATION

The home shall ensure visitors have access to a copy of the Visitor Policy by posting a copy on the website, as well as the resident / family bulletin board.

### EDUCATION/TRAINING

IPAC and PPE education for visitors can be found about respiratory etiquette, hand hygiene, IPAC practices, and proper use of PPE by following the below links to [Public Health Ontario Resources](#)

- guidance document: [recommended steps: putting on personal protective equipment](#)
- video: [putting on full personal protective equipment](#)
- video: [taking off full personal protective equipment](#)
- video: [how to hand wash](#) and [how to hand rub](#)
- video: [Cover Your Cough](#)

A copy of this Visitor policy with the above links is posted on the Home's website, as well as various signage is posted throughout the home to educate visitors on the above topics.

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## TYPES OF VISITORS

**Not considered a Visitor** - Long-term care home staff (as defined under the Act), volunteers and student placements are not considered visitors as their access to the home is determined by the licensee. Infants under the age of one are also not considered visitors.

**Essential Visitors** - Essential visitors are the only type of visitors allowed when there is an outbreak in a home or area of a home or when a resident has failed screening, is symptomatic or in isolation. As per [O.Reg.246/22](#) under the [Fixing Long Term Care Act 2021](#), there are four types of essential visitors:

- a caregiver, as defined under section 4 of [O.Reg.246/22](#)
- a support worker who visits a home to provide support to the critical operations of the home or to provide essential services to residents
- a person visiting a very ill resident for compassionate reasons including, but not limited to, hospice services or end-of-life care
- a government inspector with a statutory right to enter a long-term care home to carry out their duties

**Caregivers-** As per section 4 [O.Reg.246/22](#) is a family member or friend of a resident or a person of importance to a resident,

- (b) is able to comply with all applicable laws including any applicable directives, orders, guidance, advice or recommendations issued by the Chief Medical Officer of Health or a medical officer of health appointed under the *Health Protection and Promotion Act*,
- (c) provides one or more forms of support or assistance to meet the needs of the resident, including providing direct physical support such as activities of daily living or providing social, spiritual or emotional support, whether on a paid or unpaid basis,
- (d) is designated by the resident or the resident's substitute decision-maker with authority to give that designation, if any, and
- (e) in the case of an individual under 16 years of age, has approval from a parent or legal guardian to be designated as a caregiver.

A caregiver should not visit any other home for 10 days after visiting:

- an individual with a confirmed case of COVID-19
- an individual experiencing COVID-19 symptoms

Recognizing there are caregivers who want to volunteer to support more than one resident, in the event of an outbreak, caregivers may support up to two residents who are COVID-19 positive, provided the home obtains consent from all involved residents (or their substitute decision makers).

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Caregivers may also support more than one resident in non-outbreak situations, with the same expectation regarding resident consent.

**General Visitors** - A general visitor is a person who is not an essential visitor and is visiting to provide non-essential services related to either the operations of the home or a particular resident or group of residents. General visitors include those people visiting for social reasons as well as visitors providing non-essential services such as personal care services, entertainment, or individuals touring the home.

### **DESIGNATING A CAREGIVER**

Designation of a caregiver must be made in writing to the Home. See Appendix A for documentation that must be completed.

Should the caregiver be required immediately, such as during an emergency, outside of business hours, a written request should be made to the RN on duty using the caregiver contract form. The RN will communicate with the manager on call to complete the necessary paperwork.

A resident and/or their substitute decision maker may make a temporary or permanent change to a designation in response to a change in the resident's care needs that are reflected in the plan of care or the availability of a designated caregiver.

The essential caregiver shall be provided with education on Infection Prevention and Control Measures.

### **ACCESS TO THE HOME**

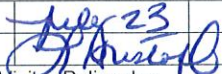
Prior to entering the Home all visitors are required to sign into the logbook located at the entrance of the Home.

Visitors are asked to sanitize their hands before coming into the home.

Visitors must push the entry button to open the door.

Visitors are then again asked to sanitize their hands before proceeding.

Limits on the number of visitors (including caregivers) that a resident may visit with at a time for indoor or outdoor visits is subject to available space and in accordance with applicable guidance and laws, including requirements under the [Fixing Long-Term Care Act, 2021](#) and Regulation.

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## Restrictions during COVID-19 outbreaks or when a resident is isolating with COVID-19

Essential Visitors - Essential visitors are the only type of visitors allowed when a resident is isolating, or resides in an area of the home in an outbreak.

General Visitors - General visitors are not permitted:

- when a home or area of a home is in outbreak
- to visit an isolating resident
- when the local public health unit so directs

In the case where THE local public health unit directs the home in respect of the number of visitors allowed, the home must follow the direction of the local public health unit.

## Restrictions during confirmed & suspect Non-Covid Outbreaks

During an outbreak, and/or identification of a suspected or confirmed outbreak, the local public health unit shall provide direction to the home regarding visitation.

Visitors should consider their personal health and susceptibility when determining whether visiting the Home is appropriate.

## COVID-19 ASYMPTOMATIC SCREEN TESTING

Currently, there are no asymptomatic screen testing requirements.

The Home has the option to implement asymptomatic screen testing; however, this screening if implemented, shall not apply to outdoor visitors, those visiting residents who are receiving end-of-life or to inspectors with a statutory right of entry.

Routine testing of asymptomatic visitors who have not been exposed to COVID-19 is different from COVID-19 testing of individuals who are symptomatic, have had high risk exposure or are in an outbreak setting as directed by the local public health unit.

## REFERENCES

### [COVID-19 Guidance Document for LTCHs \(EN\)](#)

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