



Visitation Policy and Procedure

Policy Statement: It is the policy of Westminster Manor to abide by the guidance of the New York State Department of Health regarding outside visitation at Adult Care facilities. This policy is intended to reduce transmission of COVID-19 and is aimed at maintaining the health and wellbeing of our residents and employees. If the Manor is free of any positive COVID-19 test for a consecutive 14 stretch visitation is approved. In the event of a positive test result the Manor will cease visitation immediately and adhere to the New York State Department of Health Guidelines

Purposes: to provide guidance to the Westminster Manor employees and stakeholders of this policy and procedure to allow supervised visitation with residents in the two-common areas on the Manor property (side-porch and front awning area). Visits that occur inside will be allowed in the front sitting room or in the residents personal living space. Visitors are defined as a family member, loved one, or advocate.

Procedure

1. Westminster Manor will establish appropriate hours during which visits can occur in the approved designated “inside and outside” areas on the Manor property. All approved locations will have x’s marked on the floor to ensure proper six feet social distancing during visits.
2. Visiting hours are daily 10am-5pm.
3. Visits are in thirty minutes increments.
4. No more than two visitors will be allowed for a resident during each visit.
5. Each resident can have no more than one visit a day.
6. Visitors will arrive at the Manor and ring the doorbell in the front vestibule for a visitation screening conducted by staff.
 - a. Staff will give each visitor a copy of the visitor expectation document. -
 - b. Staff will instruct the visitor that they must come prepared to the visit to wear a face mask and the face mask will be worn and worn correctly for the duration of their visit.
 - c. Staff will instruct the visitor to use hand sanitizer prior to each visit.
 - d. The staff will take the visitors temperature, scan for symptoms, and have the visitor sign the visitation log.

- e. Staff will set chairs apart 6 feet in the designated visiting areas to ensure proper social distancing.

Upon arrival

1. Visitors must undergo symptom and temperature checks prior to the start of the visit in the front vestibule. If they have a fever greater than 100.0 degrees, or if they report any COVID-19 symptoms during the 14 days prior to the visit, the visit will be rescheduled.
2. Masks must be worn by visitors at all times. If a visitor arrives without a mask, a disposable surgical mask will be provided to them. If the visitor refuses to wear a mask, the visit will need to be rescheduled until the visitor agrees to wear a mask.
3. The visit will occur in the approved identified location. The visitors will be reminded to stay in this area and remain 6 feet apart to ensure proper social distancing. If the visitor fails to adhere to the visitation policy and procedure the visit will end immediately.
4. A visitor log will be maintained, which will include the name and contact information, current temperature, and COVID-19 symptom check. All visitors will be required to sign the visitation log at the beginning and end of each visit.
5. Staff will observe the visit from a distance to ensure all visitation protocols are followed.

After Visits

1. Any areas utilized by the visitors will be immediately disinfected following the visit.
2. Staff will ensure that the Resident safely returns to the regular routine.
3. Staff will have visitors sign the visit log demonstrating the visit is over.
4. Staff will return to their regular job duties

*If the Manor is free of any positive COVID-19 test for a consecutive 14 day stretch visitation is approved. In the event of a positive test result the Manor will cease visitation immediately and adhere to the New York State Department of Health Guidelines on resuming of visitation.

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