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## **ADMINISTRATIVE POLICY AND PROCEDURE FOR LIMITED VISITATION DURING COVID-19 PANDEMIC**

**Policy:** It is the policy of this facility to facilitate residents' visitation with their friends and family while insuring their safety through use of PPE, social distancing and restricting the number of visitors and locations in which visitation can occur.

**NOTE: Directives from the New York State Department of Health will over-ride any of the procedures in this policy; the contents of this policy are derived from sound infection control practices and emergency preparedness guidelines and are subject to on-going review and revision.**

### **Prerequisites:**

- The facility will post this policy, upon approval as follows: on the facility website, at the entrance the facility, in written letter to family members. It will be presented to the Resident council and a written copy provided to the President of the Resident Council. A fact-sheet/hand-out, summarizing the pertinent information for visitors will also be available at the facility entrance.
- This facility has no new-onset cases of Covid-19 among staff or residents in the past 14 days;
- The facility has an on-going testing plan. All residents of the facility have been baseline-tested and all staff continue to be swab tested for Covid-19 no less than once per week.
- The facility maintains an agreement with laboratories to process SARS-CoV-2 virus tests.
- Haym Salomon Home is in full compliance with all state and federal requirements, including reporting requirements; the facility has completed and submitted the NY Forward Safety Plan to the NYSDOH. The facility's Administrator has certified same.
- The facility has adequate staffing.
- The facility has written screening protocols for all staff on all shifts, for all residents (daily) and for all visitors to the premises.
- The facility maintains a plan for Appropriate Placement of Residents, as follows:
  - Placement of residents testing or presumed positive for infectious illness, use of isolation or cohorting techniques and discontinuation of same will be based on considerations including the nature of the infectious illness, number of residents affected, treatment protocols and other factors.
  - Upon deciding on the best arrangement for doing so, the facility will take action to ensure all residents are appropriately placed and cared for while meeting regulatory requirements and creating a staffing pattern to execute this procedure. Whenever possible, resident choice, attending physician, social worker, and family/next of kin will be considered, but cannot take precedence over the safety of all residents.
- The facility maintains an appropriate plan for the Placement of New Admissions/Re-Admissions as follows:
  - The facility reserves the right to suspend admissions, dependent on the specific circumstances of the infectious illness, however, the admissions criteria during any infectious outbreak will include:

- From either hospital or community, the new resident will be required to have documented evidence of negative test for infectious illness prior to admission.
- Upon admission, the resident will be considered PUI (Patients Under Investigation) and may be placed on a unit designated for PUI, where they will be re-tested and monitored for signs and symptoms for 14 days.
- Resident will be put on 24-hour report for continued monitoring to ensure surveillance in place and vital signs are recorded.
- Resident will be placed in a private room whenever possible or cohorted based on diagnosis
- Family/significant other will be notified of all positive results
- Residents will be monitored until testing results are negative from the laboratory.
- In the event the facility cannot maintain compliance with the requirements, the facility will immediately halt visitation and inform the Department of Health. Likewise, the Department of Health can halt visitation in this facility at any time due to community or facility spread of infection or if the Department of Health determines that the facility has failed to comply with the requirements for limited visitation.

## **VISITATION - GENERAL GUIDELINES**

1. Visitors will not be permitted to visit residents in their rooms or on resident units, except for end-of-life visits or special circumstances and such visits will require the advance approval of the Medical Director or Director of Nursing. All visitors must have a verified negative test result within the last week (7 days).
2. Current Covid-19 positive residents, residents with Covid-19 signs and symptoms, and residents in a 14-day quarantine or observation period are not eligible for visits.
3. The total capacity for visitors cannot exceed 10% of the facility population, times 2 visitors per resident at any time. The facility's capacity for visitations will be strictly monitored for adequate space to accommodate allowed number of individuals while maintaining safe distancing guidelines.
4. Visitation will be by appointment only. This will ensure residents are prepared to greet visitors, available to travel to designated area, and that every resident has the opportunity to see their loved ones.
5. Visitors under the age of 18 years old will be prohibited from visiting residents until further notice.
6. Visits will be scheduled between 10:30AM and 7:00PM, however, will not be scheduled during resident meal times.
7. While every effort will be made to accommodate frequent requests, each resident will be limited to two visits per week, until every resident/family that has requested patio visits has been accommodated. Once this is assured, additional requests may be honored.
8. In order to be fair to everyone, visits will be scheduled not less than 45 minutes apart.
9. Visits will last approximately 30-45 minutes and allow for transport and disinfecting of the area between visits.
10. The facility will designate one bathroom for the exclusive use of visitors.
11. The facility will maintain an adequate supply of PPE and hand sanitizer (minimum 60% alcohol based) and provide same to visitors upon entrance to the facility, as needed. Additionally, hand sanitizer dispensers are located in each of the visitation areas. All residents will be offered facemasks to limit exposure. If residents refuse, Social Service will be notified to encourage the use of the facemasks. Care Plans will be updated to include refusal if resident is unable to tolerate facemasks secondary to impaired cognition.
12. The facility will conspicuously post signage to enforce the regulations as they pertain to visitation, PPE, use of hand sanitizer/frequent handwashing and COVID-19.
13. The facility reserves the right to amend this policy as needed.
14. The facility reserves the right to suspend visitation for specific visitors if they fail to follow the guidelines for safe distancing.

15. In the event the facility cannot maintain compliance with the requirements, the facility will immediately halt visitation and inform the Department of Health. Likewise, the Department of Health can halt visitation in this facility at any time due to community or facility spread of infection or if the Department of Health determines that the facility has failed to comply with the requirements for limited visitation.

### **Visitation areas:**

Visitation will be able to take place in the following areas of the facility:

- Outdoor Patio\* - all patio visitations are subject to weather conditions. Under no circumstances will the facility expose any resident to inclement conditions, cold, or excessive heat.
- Adult Day Care\*

\*All individuals must be appropriately socially distanced and wear a facemask or face covering while in the presence of others.

### **STAFFING**

Adequate staff will be assigned to transport residents to/from the visitation areas, monitor areas while in use, ensure visitors compliance with rules of visitation and sanitize each area before/between & after use.

### **VISITORS' RESPONSIBILITIES**

1. All visitors are required to wear masks for the entirety of their visit to the facility, which covers both the nose and mouth.
2. All visitors should present a verified negative Covid-19 PCR test result prior to visiting within the last week (7 days) or Covid-19 negative rapid test result within 3 days.
3. All visitors are required to use hand sanitizer upon entering the facility and encouraged to use is during their visit, as needed.
4. Visitors must maintain social distancing (6 feet) from all residents and staff, including the resident they are visiting.
5. Upon entering the facility, all visitors must be screened for signs and symptoms of COVID-19 prior to resident access and will be refused entrance if they exhibit any Covid-19 symptoms or do not pass the screening. Screening shall include both a temperature check and asking screening questions regarding international travel or travel to other states designated under the Commissioner's travel advisory. For contact tracing purposes, each visitor must provide the following information to the nursing home:
  - a. First & last name, physical/street address,
  - b. Daytime & evening phone number,
  - c. Date & time of visit,
  - d. Email address, if available
  - e. Health screening information

**VISITORS WHO DO NOT COMPLY WITH THE INFORMATION ABOVE WILL BE PROHIBITED FROM VISITING UNTIL THE COVID-19 RESTRICTIONS ARE ENDED.**

### **Procedures:**

1. Both residents and family members may request visits by contacting the Director of Therapeutic Recreation/designee (718-535-9500, extension 530), or in person (residents).
2. The TR Director will verify the resident's eligibility and schedule the visit.
3. The Nursing Department will be advised, in advance, in order that the resident be dressed and ready for the visit.

4. Recreation staff will be assigned to escort the resident to the designated area on the first floor at the scheduled time.
6. Staff will be assigned to monitor the area(s) where visiting is taking place, to assist the resident if needed, otherwise, will remain close by, but distant enough to afford the resident and their visitor(s) privacy.
7. Recreation staff will return the resident to their unit upon completion of the visit.
8. Upon completion of the visit, staff assigned to monitor the areas will sanitize the table/divider and chairs.

**Compliance:**

A Committee consisting of the Administrator, DNS, Medical Director, Housekeeping Director, Recreation Director/designee, Social Services Director and others as requested by the Committee will meet at least weekly for the first 4 weeks of this Limited Visitation Policy to review its effectiveness and make recommendations for revision and improvement.

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