

Manahan
POLICY / PROCEDURE

#026

SUBJECT: COVID-19 Visitor Policy

ORIGINATION: June 4, 2020

POLICY: All of the individuals we serve have a health risk associated with COVID-19. In order to protect the individuals, as well as for the health and safety of our staff, a policy surrounding COVID-19 visitation has been established.

PROCEDURE:

- I. All visitations must occur outside at designated location.
- II. All visits are weather permitting.
- III. All visits must be supervised by a Manahan employee.
- IV. All visits must be scheduled, and the visiting schedule may vary as it is dependent on the needs of the organization.
- V. All visitors will be screened for temperature, symptoms, recent contact, and will be asked to sign a waiver. If a visitor does not meet screening specifications, the visitor will be unable to visit.
- VI. All visitors will be required to wash / sanitize their hands prior to the visit, and must wear a mask at all times.
- VII. Visitors will need to be at least 16 years of age, and there will be a maximum of 3 visitors allowed at one time.
- VIII. Social distancing of at least 6 feet must be maintained between individuals and visitors.
- IX. If social distancing is disrupted, it is at the employee's discretion to end the visit prior to the allotted time.
- X. Food or drink is not permitted during the visit; however, pre-packaged food and/or drink for the individual may be given to staff during screening.
- XI. The Manahan employee will be responsible for ensuring tables / chairs are properly disinfected before and after each visit.

Reference:

Implemented: June 4, 2020

Revised:

Reviewed: Page 1 of 1

COVID-19 Visitor Guidelines

- Visits will be a maximum of 30 minutes and must be scheduled 24-hours in advance by calling (419) 866-9013, extension 100. Office hours are Monday through Friday 8:30 – 5 p.m.
- Visits will be held outside in front of the Administration building (under the tent) and supervised by Manahan staff.
- Times of visits: Monday and Friday 9:00 a.m. – 11:45 a.m. (4 visits) and 1:00 p.m. – 3:45 p.m. (4 visits); and Wednesday 6:30 – 8:30 p.m. (3 visits). Visits will be 30 minutes with 15 minutes in between to allow for disinfecting area, screening next visitor, etc.
- When guest / visitor arrives, they will call (419) 866-9013 ext. 100. Person answering phone will contact staff in charge of supervising the visit to greet visitor and begin screening process to take place in designated visiting area.
- All visitors will be screened (temperature, symptoms, recent contact, etc.) and must sign a waiver.
- Completed visitor waivers need to be placed in Brittany Rysz', Director of Nursing, mailbox.
- All visitors will be required to wash / sanitize their hands prior to the visit and must wear a mask at all times.
- Cloth masks will be available for visitors if needed and then after use will be placed in designated dirty mask receptacle to be laundered by staff at the end of the week or as needed.
- Once guest has completed screening and has been seated, the employee supervising visit will bring individual to the visiting site.
- If a guest / visitor requests to use the restroom, they may do so in the Administration building only.
- There is a potential for cancellation or reschedule of visits depending on the availability of staff, health status of any resident in the home or weather conditions.
- If physical contact does occur, visitor and individual will need to immediately wash or sanitize their hands. Upon returning to their residence, the individual will need to change their clothing.
- If social-distancing is disrupted, it is at the employee's discretion to end the visit prior to the allotted time.
- The employee will be responsible for ensuring tables / chairs are properly disinfected before and after each visit.



Visitor Waiver

All of the individuals we serve have a health risk associated with COVID-19. In order to protect the individuals, as well as for the health and safety of our staff, anyone on grounds to visit with an individual must acknowledge whether or not they have any symptoms associated with this virus, or if they have had contact with someone with confirmed COVID-19 in the last 14 days.

If you have any of these symptoms, or if you have had contact with someone with confirmed COVID-19, you will be unable to visit.

****COVID-19 symptoms include:**

- **Fever greater than 100.4°**
- **Cough**
- **Sore Throat**
- **Chills / Repeated Shaking with Chills**
- **Difficulty Breathing**
- **Muscle Pain**
- **New Loss of Taste or Smell**

Social distancing needs to be maintained between visitors and the individual; hugging / touching the individuals will not be permitted. If social distancing is disrupted you may be asked to leave and reschedule your visit. You must wear a mask at all times. On the reverse of this form, you will find the **Risks and Risk Mitigation** fact sheet provided by DODD which indicates potential COVID-19 visitation risks.

By signing this waiver, you agree that you do not exhibit any of the symptoms listed above, you have not had contact with anyone with confirmed COVID-19 in the last 14 days visiting and that you have read and understand the safety measures in place. Your signature also confirms you have read and understand the COVID-19 Risks and Risk Mitigation of visiting.

Date	Time	Temperature	Symptoms	Contact
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Printed Name _____ **Signature** _____

Address _____

Phone # _____ **Email** _____

Risks	Risk Mitigation
<p>COVID-19 spreads easily and is believed to be spread primarily through airborne droplets from an infected person's speech, coughs, and sneezes. When enough droplets from the air enter the mouth or nose of another person, that person can become infected.</p> <p>People without known symptoms can spread the virus to others.</p>	<p>Having visits occur outdoors allows droplets to be dispersed and decreases the droplets that accumulate in the air for other people to inhale.</p> <p>Wearing face coverings decreases the number of droplets expelled by speech and potentially inhaled by another person.</p> <p>Limiting close personal physical contact decreases the risk of droplet or contact transmission.</p>
<p>Droplets that land on surfaces and are transmitted to a person's mouth nose or eyes may spread the infection.</p>	<p>Teaching/assisting people to wash their hands before visits and to keep their hands away from their faces until hands are washed again after the visit.</p> <p>Cleaning and sanitizing touchable surfaces before and after visits.</p> <p>Using hand sanitizer before touching any surfaces after the visit.</p>
<p>People with some underlying health conditions have a higher risk of an adverse outcome from a COVID-19 infection? These include:</p> <ul style="list-style-type: none"> • diabetes • severe obesity • older than 65 years old • known respiratory issues • known cardiac disease, including hypertension • immunocompromising conditions (ex: HIV, cancer, post-transplant, Prednisone treatment, etc.) • renal disease • other underlying health problems 	<p>Health screening of visitors before the visit.</p> <p>Maintaining a social distance of at least 6 feet during the visit.</p> <p>Keeping face coverings on the entire visit.</p> <p>Avoiding personal contact during a visit.</p> <p>Thoroughly washing hands after a visit.</p> <p>Wiping off any gifts before they go to a person's living area.</p>
<p>Roommates or housemates with high-risk health conditions.</p>	<p>Consider cohorting people who are getting visits to live separately from people not getting visits.</p>
<p>Visitors who may not want to wear face coverings or maintain social distancing.</p>	<p>Educate visitors on the risks to the individual and housemates. Be clear that visitation is contingent on compliance with all safety precautions.</p> <p>Consider the possibility of delaying visitation or visiting through a closed window only.</p>