

Brief Family Visit Procedure in COVID-19

Scheduling and Notification	Family contacts Sally Trosset or Karen Elliott to schedule visit. Internal notification occurs through email to Family Visit Group, House Manager, and House (e.g. Mohawk@pathfindervillage.org)
Visit Facilitator	The facilitator is responsible for screening visitor upon arrival, ensuring all parties wear PPE and use hand sanitizer, reviewing visit guidelines, cleaning/sanitizing room after use. The facilitator should wear all required PPE (mask and goggles).
Contact Info.	The facilitator and visitors should exchange contact numbers.
Pre-Visit Screening	The scheduler prescreens visitors by email or phone within 24 hours of visit. Refer to current visitor screening questionnaire.
Day of Visit - Visitor	All visits will take place in the Meeting House Cortland Room, Pavilion or Kennedy Willis Center Zimmerman Room. Visitors should park in the lot closest to the visit site. The Visit Facilitator will: <ul style="list-style-type: none"> ○ Welcome visitor and ask visitor to use hand sanitizer ○ Complete the Visitor COVID-19 Screening Log (travel, exposure, symptoms for past 14 days and temperature check) ○ Complete the Family Visitor Log and exchange contact information ○ Notify home that visitor has arrived ○ Review visit guidelines (no items may be brought in by family on day of visit, family may not visit resident's home, inquire about designated locations for outside walks)
Day of Visit – Staff/Resident	Prior to leaving the home the staff should <ul style="list-style-type: none"> ○ Ensure daily symptom/temperature check has been completed with resident and documented on house log ○ Ensure the resident washes his/her hands ○ Encourage the resident to put on a face mask before leaving the home; individuals will not be forced to wear a mask, but strongly encouraged to do so (contact behavior department if there are mask tolerance issues and alternatives need to be explored).
Visit	House staff will escort resident to the visit location (food or other items from house are allowed). Visitation details: <ul style="list-style-type: none"> ○ Visit will last 1 hour ○ Masks must be worn by all parties unless eating/drinking ○ Physical distancing is encouraged ○ Please do not leave the visitation area ○ Visit Facilitator will remain in the area to answer questions/needs ○ Visit Facilitator will return at the end of visit to assist with departure
Visit Conclusion:	<ul style="list-style-type: none"> ○ Visitor departs Village ○ Resident uses hand sanitizer ○ House staff will meet facilitator and escort resident to home ○ Visit facilitator cleans/sanitizes the visit area ○ If a vehicle is used, driver informs Transportation Coord. by email
Post Visit:	<ul style="list-style-type: none"> ○ Once resident has returned to the home staff will assist resident with removing of and disposing of mask and proper hand washing. ○ House staff will describe/document visit on tlog ○ Daily symptom monitoring is in place for resident ○ Sally/Karen follow up with visitor to confirm no symptoms post visit