



Manual of Administration

TOPIC: Pandemic Planning Protocols	SUBJECT: Visitor Screening Protocol	Code: PPP004
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PROTOCOL FOR COMPLETION OF VISITOR SCREENING FOR COVID-19 and VISITS WHEN THERE IS NOT AN OUTBREAK AND/OR PANDEMIC DECLARED

VISITORS ARE ENCOURAGED TO ONLY VISIT WHEN FEELING WELL

Please note –Emergency services are not required to screen prior to entry.

Visiting may occur indoors or outdoors.

Definitions:

Staff – An Employee of Avenue II entering a work site.

Visitor – Anyone who is not employed by Avenue II including family, friend or neighbour.

- **Essential Visitor** – People performing essential support services, health care services, maintenance/repair person, a person visiting a very ill or palliative client. In the event of an outbreak the Manager will permit Essential Visitors on a case-by-case basis.

Outbreak:

Visitors are allowed if the home is not experiencing an outbreak. In the event of an outbreak at the location all visits may be prohibited.

Outdoor Space:

- A dedicated outdoor area has been identified at the residential support location where visitors can meet with the person receiving services as appropriate.
- The space must have seating available and provide shade to support a comfortable and safe visit.

Indoor Space:

- A dedicated indoor space has been identified at the residence where the client is able to visit with people important to them with privacy where possible, while not interfering with the other roommate of the home.

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Residential Locations:

Screening:

- **If a Visitor has noted that they feel unwell** ask Visitors if they would pass current COVID-19 screening posted on avenueii.com or provided at entry prior to visiting.

Essential Visitors

- Essential Visitors must:
 - Indicate they would pass COVID-19 screening posted on avenueii.com or provided at entry prior to visiting.
 - perform hand hygiene before the visit and when needed.
 - wear gloves and a medical mask if appropriate.
 - maintain social distancing where appropriate.

Visitors

- Visitors must
 - Indicate they would pass COVID-19 screening.
 - Maintain social distancing during the visit where appropriate.
 - perform hand hygiene before the visit and when needed.
 - Physical contact is permitted.
 - Be responsible for any visitor that attends under the age of 18.

Staff Responsibility for Visitors at Client Locations:

- Set up the space with social distancing of 2 meters in place only when required.
- Disinfect the space **before** and **after** the visit.
- Document in the daily logs.
- If needed, contact the Manager/On-call for direction.
- If needed, assist the client receiving the visit to:
 - Be prepared for the visit as per their needs.
 - Understand as best as possible the restrictions that may be applicable.
 - Proceed to and return from the designated area for the visit if applicable.
- Staff are not responsible for visitors under 18.

Main Office Location (122 S. Cumberland Street):

- Upon entrance into the main office and if feeling unwell, visitors are to complete the Online Screening for COVID-19 questionnaire.
- If you select "I decline" to any of the questions do not enter. Please contact a Manager or Director during office hours at 807-345-9933.