

## **Holiday Visitation Protocol for ELS November 11, 2020**

The following protocol and procedures address the holiday visitation for individuals served in Evergreen Life Services.

It is reported that there is an increase in the number of exposures, infections and deaths related to Covid19 all across the United States. Evergreen Life Services has experienced surges of Covid19 in LA, KY, AR, TX, TN, and OK.

While recognizing that family contact and support is critical in the lives of our individuals served, we endeavor to present the following guidelines as a safety plan. Adherence to these guidelines will continue to protect not only the involved individual but also the other individuals who live in the homes and the staff that serve these people.

The following outlines the procedures for both the in facility visitation and at home visitation with family members.

### **In ELS facility visitation**

While ELS is officially in Phase 2 of our visitation reopening strategies, we are still limiting the number of outside vendors to the facilities as indicated in Phase 1 below.

The below applies to all visitation in all ELS facilities except for those individuals who have been designated as an essential caregiver in the States of LA and TX. Those visitors must meet the criteria as put forth by LA and TX and distributed to all of those Divisions.

### Visitation

Visitation is considered after each State has reached its Phase 2 level of opening or after the shelter in place and precautions for vulnerable populations orders expire.

Phase 1 - Visitation is for essential visitors only in the home.

- This includes medical emergency personnel, ELS staff, and approved contractors only for critical repairs of infrastructure and end of life needs. Masks must be worn at all times.
- All CDC guidelines will be followed for visitation to vulnerable individuals including the use of PPEs, the logging of temperatures and symptoms upon entry and departure and proper infection control procedures.
- Proper infection control procedures will continue to be followed such as washing hands, social distancing, monitoring of temperatures/symptoms upon departure and return.
- Visitation will not occur for at least 10 days if the visitor is living with or has been in contact with any other consumer, family member or caregiver who is suspected (tested but not yet received results) or confirmed Covid-19 positive.

Phase 2 - Is for immediate family or supports who wish to visit the individuals served.

- This visitation will occur only in open areas such as on the porch of the homes or in an open area where the individuals can practice physical distancing and there are limited communal surfaces.

- All infection control measures will be followed including the use of masks by family members and the individual, no physical contact, social distancing, hand sanitizing, and the logging of temperatures and symptoms upon beginning the visit and upon ending the visit.
- Visitation will not occur for at least 10 days if the visitor is living with or has been in contact with any other consumer, family member, or caregiver who is suspected (tested but not yet received results) or confirmed Covid-19 positive.

### **At home visitation for ELS individuals and family members**

The following guidelines and the attached documents outline the requirements to be adhered to for home visitation for ELS individuals. This protocol must be followed if the visit is only for a short duration such as 24 hours or for a longer duration.

The following protocols constitute what ELS considers a safety plan for all individuals and staff.

#### Pre-visit screening document

The pre-visit screening tool must be completed by the party signing for the visit with the individual served. The screening tool must capture the five (5) days prior to the visit and confirm that there are no signs or symptoms of Covid-19.

1. Agreement to return the individual served with a negative Covid-19 test (highly encouraged). If the individual returns without a negative Covid-19 test he/she must isolate for a 10-day period (minimum).
2. Agreement to follow the health and safety precautions listed below:
  - a. Wear mask and participate in physical distancing;
  - b. Wash hands and use hand sanitizer, as needed;
  - c. Social distancing of six (6) feet or more;
  - d. Return the completed and signed Pre-Visit Screening Document;
  - e. Follow each the order from the Governor of the State, as well as the Federal and State CDC and state recommendations for Covid19 prevention
  - g. No participation/attendance at indoor congregate situations such as restaurants, churches or large family gatherings where risk of exposure increases.
3. Individuals with confirmed exposures and/or symptoms will not be allowed to return to the facility.

#### Post visit screening document

The screening tool must be completed by the party returning the individual served. The screening tool must capture the five days prior to returning the individual to the community home, and demonstrate no signs or symptoms of Covid-19. Keep in mind, a negative Covid-19 test is highly encouraged. Failure to return with a negative Covid-19 test will mandate, at minimum, a 10-day isolation period.

1. Confirmation that both the family member and the individual returning are non-symptomatic (based on the symptom log ) and
2. Confirmation that the family member and the individual have not been around anyone in the last five (5) days who was diagnosed with or suspected to have Covid-19.

3. Confirmation of strict compliance with health and safety precautions **a-g**, as sited on the Holiday Pre-Visit Screening Document, during the course of the entire home visit.

Please reference the attached documents for use with every visitation. Also please discuss these protocols with staff and visitors prior to scheduling any visitations.

As always, the Executive Directors have the final decision on the approval of visitation based upon conditions in the particular homes.

# PREVENT OVID-19: Holiday Home Visit Infection Control Training

## Pre Post Visit Guideline Forms

### Home Visitation Infection Control Training

#### Coughing and Sneezing Etiquette

Covering coughs and sneezes and keeping hands clean can help prevent the spread of serious respiratory illnesses like influenza, respiratory syncytial virus (RSV), whooping cough, and COVID-19. Germs can be easily spread by:

- Coughing, sneezing, or talking
- Touching your face with unwashed hands after touching contaminated surfaces or objects
- Touching surfaces or objects that may be frequently touched by other people

Covering coughs and sneezes and washing hands are especially important for infection control measures in healthcare settings, such as emergency departments, doctor's offices, and clinics.

#### **To help stop the spread of germs:**

- Cover your mouth and nose with a tissue when you cough or sneeze
- Throw used tissues in the trash
- If you don't have a tissue, cough or sneeze into your elbow, not your hands

#### **Remember to immediately wash your hands after blowing your nose, coughing or sneezing.**

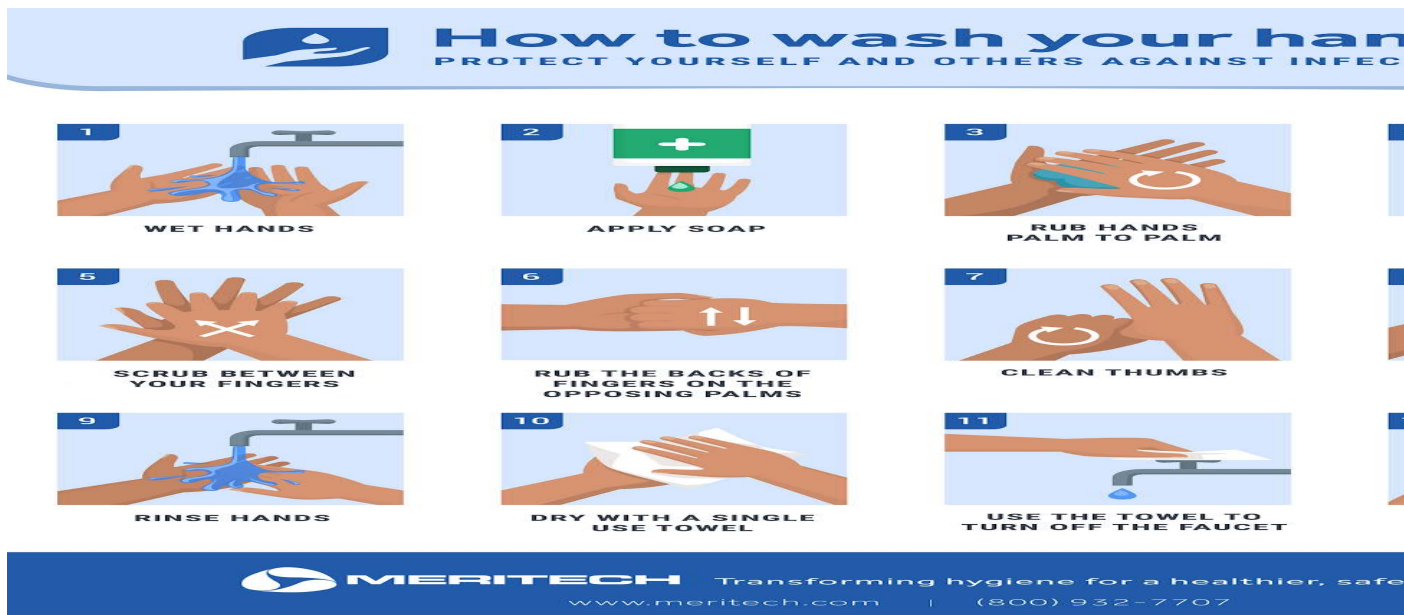
Washing your hands is one of the most effective ways to prevent yourself and your loved ones from getting sick, especially at key times when you are likely to get and spread germs.

- Wash your hands with soap and water for at least 20 seconds
- If soap and water are not readily available, use an alcohol-based hand sanitizer that contains at a minimum 70% alcohol to clean hands

#### Handwashing

1. Wet your hands with clean, running water (warm or cold)
2. Apply soap
3. Lather your hands
4. Scrub your hands for at least 20 seconds. (Need a timer? Hum or sing "Happy Birthday" from beginning to end twice.)

5. Rinse your hands well under clean, running water
6. Dry your hands using a clean towel or air dry them



## PPE Usage

### **What is a face mask?**

Face masks are one tool utilized for preventing the spread of disease. They may also be called dental, isolation, laser, medical, procedure, or surgical masks. Face masks are loose-fitting masks that cover the nose and mouth, and have ear loops or ties or bands at the back of the head. There are many different brands and they come in different colors. It is important to use a face mask approved by the FDA.

### **What is a face mask used for?**

Facemasks help limit the spread of germs. When someone talks, coughs, or sneezes they may release tiny drops into the air that can infect others. If someone is ill a face masks can reduce the number of germs that the wearer releases and can protect other people from becoming sick. A face mask also protects the wearer's nose and mouth from splashes or sprays of body fluids.

### **When should a face mask be worn?**

Consider wearing a face mask when you are sick with a cough or sneezing illness (with or without fever) and you expect to be around other people. The face mask will help protect them from catching your illness. Healthcare settings have specific rules for when people should wear face masks.

How to put on and remove a face mask

Disposable face masks should be used once and then thrown in the trash. You should also remove and replace masks when they become moist.

Always follow product instructions on use and storage of the mask, and procedures for how to put on and remove a mask. If instructions for putting on and removing the mask are not available, then follow the steps below.

### **How to put on a face mask**

1. Clean your hands with soap and water or hand sanitizer before touching the mask.
2. Remove a mask from the box and make sure there are no obvious tears or holes in either side of the mask.
3. Determine which side of the mask is the top. The side of the mask that has a stiff bendable edge is the top and is meant to mold to the shape of your nose.
4. Determine which side of the mask is the front. The colored side of the mask is usually the front and should face away from you, while the white side touches your face.
5. Follow the instructions below for the type of mask you are using.
  - *Face Mask with Ear loops:* Hold the mask by the ear loops. Place a loop around each ear.
  - *Face Mask with Ties:* Bring the mask to your nose level and place the ties over the crown of your head and secure with a bow.
  - *Face Mask with Bands:* Hold the mask in your hand with the nosepiece or top of the mask at fingertips, allowing the headbands to hang freely below hands. Bring the mask to your nose level and pull the top strap over your head so that it rests over the crown of your head. Pull the bottom strap over your head so that it rests at the nape of your neck.
6. Mold or pinch the stiff edge to the shape of your nose.
7. If using a face mask with ties: Then take the bottom ties, one in each hand, and secure with a bow at the nape of your neck.
8. Pull the bottom of the mask over your mouth and chin.

### **How to remove a face mask**

1. Clean your hands with soap and water or hand sanitizer before touching the mask. Avoid touching the front of the mask. The front of the mask is contaminated. Only touch the ear loops/ties/band. Follow the instructions below for the type of mask you are using.
2. *Face Mask with Ear loops:* Hold both of the ear loops and gently lift and remove the mask.
3. *Face Mask with Ties:* Untie the bottom bow first then untie the top bow and pull the mask away from you as the ties are loosened.
4. *Face Mask with Bands:* Lift the bottom strap over your head first then pull the top strap over your head.
5. Throw the mask in the trash. Clean your hands with soap and water or hand sanitizer.

# PREVENT COVID-19: Holiday Home Visit Guideline Form

## Holiday Pre-Visit Guideline Form

As you know, we have been closed to all but essential visitors since mid-March. In an effort to allow individuals to complete home visits for the Holidays, the following will serve as a **"Safety Plan"** to allow Holiday visits, while best protecting every individual served by Evergreen Life Services.

Individual Served: \_\_\_\_\_ Date of Visit: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
 Person signing the individual out: \_\_\_\_\_ Contact Number: \_\_\_\_\_ Address: \_\_\_\_\_

**Pre-Visit Screening Tool:** The screening tool must be completed by the party signing the individual served out for the Holiday visit. The screening tool must capture the five (5) days prior to the visit, and demonstrate no signs or symptoms of Covid-19.

Program: \_\_\_\_\_

Name	Date	Temp (Must be the last 14 < 100-4)	Feverish in the last 14 21 days	Shortness of Breath	Runny nose/ Cough	Fatigue/ Myalgia/ Headache/ throat	Gastrointestinal Upset	Loss of smell or taste	Over 60 Age	History of the items "Illness List" below	Traveled in the past 14 days outside of your home town
			Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
			Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
			Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
			Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
			Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N

**Illness List:** heart disease, lung disease, kidney disease, diabetes, or any autoimmune disorder.

By signing below, you are stating that you are non-symptomatic (based on the above) and agree to follow the Infection Prevention and Control procedures:

- Agreement to return the individual served with a negative Covid-19 test (highly encouraged). If the individual returns without a negative Covid-19 test he/she must isolate for a 10-day period (minimum).
- Agreement to follow the health and safety precautions listed below:
  - Wear mask and participate in physical distancing;
  - Wash hands and use hand sanitizer, as needed;
  - Social distancing of six (6) feet or more;
  - Return the completed Pre-Visit Screening Tool;
  - Follow each Governor's order, as well as the Federal and State CDC recommendations for Covid-19 prevention;
  - No participation/attendance at indoor congregate situations (such as restaurants, churches, and large family gatherings) where risk of exposure increases

3. Individuals with exposures and/or symptoms will not be allowed to return to the facility.  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Individual Served Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Staff on duty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Upon return, please complete the Post-Visit documentation on the next page.**

# PREVENT COVID-19: Holiday Home Visit Guideline Form

## Holiday Post-Visit Guideline Form

**Post-Visit Screening Tool:** The screening tool must be completed by the party returning the individual served. The screening tool must capture the five days prior to returning the individual to the community home, and demonstrate no signs or symptoms of Covid-19. Keep in mind, a negative Covid-19 test is highly encouraged. Failure to return with a negative Covid-19 test will mandate, at minimum, a 10-day isolation period.

Program: \_\_\_\_\_



Name	Date	Temp (must be < 100.4)	Feverish in the last 14- 21 days	Shortness of Breath	Runny nose/ Congestion	Fatigue/ Myalgia/ Headache/ Sore throat	Gastrointestinal Upset	Loss of smell or taste	Over 60	History of the items listed in the "Illness List" below	Traveled in the past 14- days outside of your hometown
			Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
			Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
			Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N
			Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N	Y / N

**Illness List:** heart disease, lung disease, kidney disease, diabetes, or any autoimmune disorder.

By signing below, you confirm that you and the individual returning are non-symptomatic (based on the above) and have not been around anyone, in the last five (5) days, who was diagnosed with or suspected to have Covid-19. You also confirm strict compliance with health and safety precautions **a-g**, as sited on the Holiday Pre-Visit Guideline Form, during the course of the entire home visit.

If returning without a negative Covid-19 test, a 10-day isolation period is absolutely mandatory.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Individual Served Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff on duty Signature: \_\_\_\_\_ Date: \_\_\_\_\_