



MEMORANDUM

TO: ALL STAFF
DATE: AUGUST 18, 2020
FROM: SUZANN R. DOHERTY, EXECUTIVE DIRECTOR
SUBJECT: COVID-19 BINDER UPDATE – VISITOR SUPERVISION

The Ministry of Children, Community and Social Services has updated visitor supervision requirements. **Please use the guidelines in the COVID-19 binder for visitors along with specific supervision instructions from the Manager.**

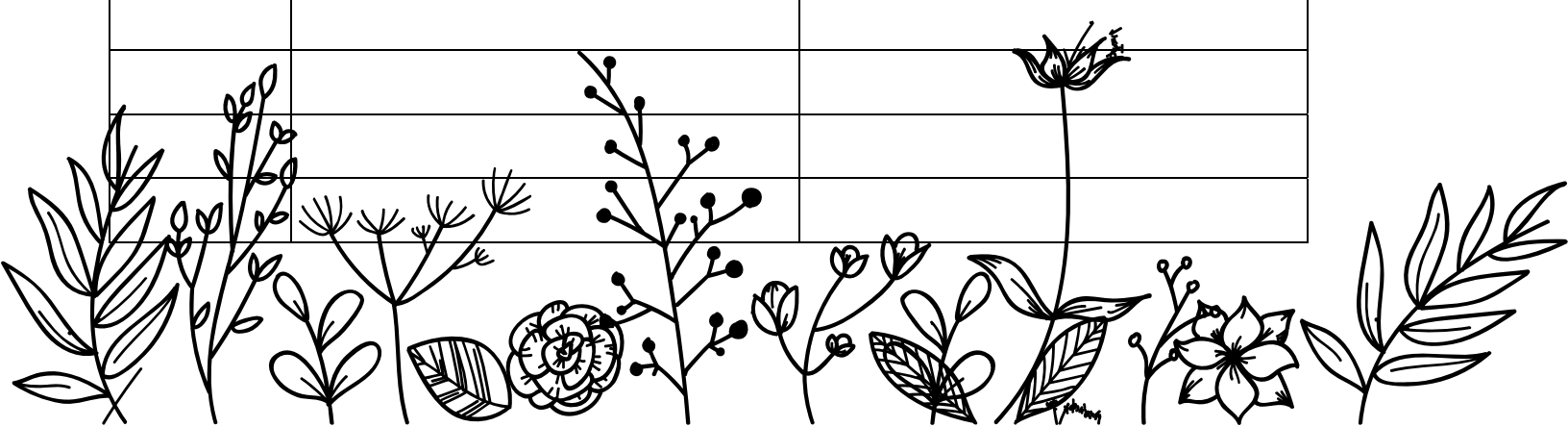
Visits must be arranged directly with the Manager by family or friends. The Manager will determine the level of supervision for the visit and inform the staff. Staff must supervise the visit as per the Manager’s direction; however, constant visual contact may no longer be required. Staff must accompany the client out and back in the house.

If the client and/or visitor can follow the requirements the staff may be directed to observe from a distance and check on the group during the visit. This could include the staff leaving the visit area and checking from a window or door from time to time to supervise. Supervision is defined as observing the group visiting and by speaking to the group as directed by the Manager.

During the visit staff may need to increase supervision to ensure the visit requirements are followed by all parties. If social distancing, masks, number of visitors or other rules of visiting (such as prescreening) are not followed the staff are still required to stop the visit.

Please sign below when read.

Date	Name	Signature



Date	Name	Signature
