

# AVENUE II COVID-19 PANDEMIC PLANNING MANUAL

<b>TOPIC:</b> Pandemic Planning Protocols	<b>SUBJECT:</b> Visitor Screening Protocol and Sample of Tool	<b>Code:</b> PPP004
		<b>Date of Issue:</b> September 1, 2020
		<b>Revised:</b> January 25, 2022
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## PROTOCOL FOR COMPLETION OF VISITOR SCREENING FOR COVID-19 and VISITS WHEN THERE IS NOT AN OUTBREAK

**Please note – All visitors must be approved by Management 48 hours in advance, unless an emergency. On-call does not have authority to approve visitors. Emergency services are not required to screen prior to entry.** Outdoor visiting is still encouraged where possible however indoor visits can occur if deemed appropriate by the Manager.

### **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.

**Visitor log** – a record of all visitors to the home.

### **Outbreak:**

Visitors are allowed if the home is not experiencing an outbreak. In the event of an outbreak at the location all visits will 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 that allows for a minimum of 2 meters (6 feet) physical distance between the person, visitor(s) and employee at all times.
- The outdoor space must be accessible to the visitor without entering the person's home.
- The space must have seating available (arranged 2 meters or 6 feet apart) and provide shade to support a comfortable and safe visit.
- Furniture must be wipeable, fully cleaned and disinfected **before** and **after** each use.

### **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.
- The area must be able to be cleaned **before** and **after** the visit using cleaning and disinfectants according to protocols.

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## **Restrictions:**

- **All Visitors are prohibited from using the washroom other than to perform hand hygiene as per ministry directives.** Should use of the washroom be unavoidable, staff will clean and disinfect after use.
- Only gifts with hard surfaces and in original packaging that can be disinfected are permissible (families will discuss with the manager prior to the visit the permissibility of gifts/packages that they intend to bring)

## **Residential Locations:**

### **Screening:**

- Ask Visitors and Essential Visitors to complete the online screening tool prior to the visit.
- At each main entrance to a home blank copies of the Visitor Screening Tool for COVID-19 and Essential Visitor Screening for COVID-19 will be available for those who can't access the online tool.
- Staff must ensure the visitor has passed screening. It is preferred that the form be completed outside of the home if possible. If the employee needs to approach the visitor they will wear mask, gloves and face shield. As per directives a mask is to be worn by staff at all times.

### **Essential Visitors**

- Essential Visitors who pass the screening must:
  - perform hand hygiene before the visit and when needed.
  - wear gloves and **a surgical** mask (if the visitor does not have the correct mask use one from the bag marked Essential Visitor Masks)
    - staff are to ensure that they are aware of on how to put on and take off gloves and mask.
  - maintain social distancing where possible.
  - complete the exit screening upon leaving the premises.

### **Visitors**

- Shall perform hand hygiene prior to screening and be wearing a mask.
- Pass the online screening tool. performed by staff.
- Shall wear a face covering and must bring their own face covering for outdoor visits.
  - Will be provided with and wear a surgical mask for indoor visits.
- Maintain social distancing during the visit.
- Brief physical contact.

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- Clients and visitors (essential and non essential) are permitted to engage in brief physical contact (e.g. a hug) during indoor or outdoor visits. Then maintain physical distancing.
- Be responsible for any visitor that attends under the age of 18.

## **Manager Responsibility:**

- Determine the date, time and duration of the visit considering the operational needs of the home.
- Confirm number of Visitors attending is not more than 2. Pets may accompany with permission of the manager for outside visits only and are not permitted inside the home.
- Determine the location of visit.
  - indoors or outdoors.
  - Shade is available if needed.
  - The ability to access the outdoor space without entering the home.
  - Indoor space allows for adequate spacing and privacy.
- Consider seating capacity (2 meters/6 feet apart),
- Ensure proper furniture is available for the visit.
- Assess and determine the level of supervision needed by staff.
  - If it is likely that the client and/or visitor may not follow the requirements of the visit staff must remain in the area of the visit in order to ensure there is no breach of the requirements.
  - Is additional staffing needed in order for the visit to occur.
  - If the client and/or visitor are able to follow the requirements the staff may observe from a distance and regularly 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.

## **Staff Responsibility for Visitors at Client Locations:**

- Set up the space with social distancing of 2 meters in place.
- Disinfect the space **before** and **after** the visit.
- Prior to any interaction with the client and visitor staff must complete the active screening with the visitor and document answers using the appropriate Visitor COVID-19 screening tool.
- Complete the Visitor Log in the home.
- Contact the Manager/On-call, if needed, for direction.
- Assist the client receiving the visit to:
  - Be prepared for the visit as per their needs.
  - Understand as best as possible the restrictions (no touching, hugging, maintain social distance). With the exemption of brief physical contact.
  - Wear a mask if tolerated.
  - Proceed to and return from the designated area for the visit.

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- Maintain contact with the visitors and client as directed by the Manager.
  - When supervising or checking in on the client and visitor, at minimum verbal contact must be made to ensure the visit is going as per plans.
  - During the visit staff need to use judgement on the level of supervision required if the situation warrants it to ensure the visit requirements are followed by all parties.
  - Monitor the visit to ensure the requirements and safety measures are being followed and record any concerns with respect to failure to follow the visitation guidelines which will result in the termination of the visit.
  - If safety measures are not being followed, the employee will contact the Manager or On-call for direction on terminating the visit.
- Staff will wear PPE as required during the visit.
- Staff are not responsible for visitors under 18.
- Visitors may not exceed 2 including visitors under 18.

## **Main Office Location (122 S. Cumberland Street):**

- Upon entrance into the main office, visitors are to complete the online Office Visitor 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 345-9933.

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Complete this self-assessment before entering the workplace

**First name\***

**Last name\***

\*mandatory fields

**Date:** \_\_\_\_\_ **I am NOT EXPERIENCING**

And not related to known causes or existing conditions

- Fever and/or chills, Cough or barking cough.
- Shortness of breath, Decrease or loss of smell or taste.
- Nausea, Vomiting and/or diarrhea, Sore throat, Runny or congested nose.

Symptoms below don't apply if you began to experience them only after being vaccinated to COVID-19 in the last 48 hours.

- Muscle aches/joint pain, Extreme tiredness, Headache.

During the last 14 days, I have not

- Been travelling outside of Canada AND been advised to quarantine per federal requirement.

In the last 10 days, I have not

- Been tested positive on a rapid antigen test or home-based self-testing kit.
- Been living with someone with symptoms associated with COVID-19 and/or tested positive for COVID-19.
- Received a COVID Alert exposure notification on my cell phone.
- Been identified as a "close contact" of someone who has COVID-19 (confirmed by a PCR test or antigen test). Does not apply if you have since been cleared by public health.

I understand and agree

- That failure to follow the protocols will end the visit and prohibit future visits.
- To maintain a social distance of 2 meters at all times.
- That essential Visitors may breach social distancing to perform a required task.
- To perform hand hygiene before donning PPE and prior to leaving.
- To read How to Safely Wear and Take Off a Cloth Face Covering. (Applies to all masks)
- To wear a medical mask at all times during the visit.
- With the restrictions in this community regarding gathering size, hand and respiratory hygiene, and the use of face coverings and masks.
- To follow these recommendations and restrictions regularly outside this setting I am seeking to enter.

I have performed

- A Rapid Antigen Test as per Avenue II Policy and have a negative result

**I confirm**

**I decline**

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**ScreenEasy**

Residential Visitor or Essential Visitor

Safety is our priority, we have partnered with ScreenEasy to ease the daily COVID-19 screening

## How to use ScreenEasy?

1

[CLICK ON THIS LINK TO ACCESS THE COVID-19 SCREENING ONLINE QUESTIONNAIRE](#)

OR SCAN THE QR CODE BELOW with the camera of your phone



2

Enter your First and Last name.

A screenshot of the ScreenEasy web form. At the top center is the Avenue II logo. Below it is a red warning message: "Complete this self-assessment before entering the workplace". There are two input fields: "First name\*" and "Last name\*", each with a horizontal line below it for text entry. At the bottom center, there is a small "Remember Me" checkbox.

3

You're all set! Complete the screening everyday before entering on the site.



ScreenEasy respects your privacy. Information is only shared with Avenue II.