



**REQUEST FOR ESSENTIAL CAREGIVER**  
**THE PINES LTC HOME**

A caregiver is a type of essential visitor who is designated by the resident and/or their substitute decision-maker (Power of Attorney) and is visiting to provide direct care to the resident.

Please complete and return this form to the Director of Care (DOC) at The Pines, only if you wish to apply to have designated caregivers assigned to a resident in our home.

If you do not apply to be a caregiver, general visits are still available. All applications will be reviewed by the Nursing Leadership Team (DOC/ADOC) and you will be notified within 7 business days of the status of your application.

A form must be signed by the resident or substitute decision-maker only; no limit on the number of caregivers per resident.

**DEFINITION OF ESSENTIAL CAREGIVER:**

A type of essential visitor who is designated by the resident and/or their substitute decision-maker and is visiting to provide care to the resident (eg: supporting feeding, mobility, personal hygiene, cognitive stimulation, communication, meaningful connection, relational continuity, and assistance in decision-making).

Examples of essential caregivers include family members who provide a meaningful connection, a privately hired caregiver, a paid companion, or translators.

**REQUIREMENTS FOR ESSENTIAL CAREGIVERS:**

- ✓ In the case of an individual under 16 years of age, has approval from a parent or legal guardian to be designated as a caregiver;
- ✓ No maximum number of essential caregivers per resident can be designated by a resident;
- ✓ Maximum of two (2) essential caregivers may visit a resident when the home area is in an outbreak, Please contact the home to verify;
- ✓ A resident and/or their substitute decision-maker may change a designation in response to a change in:
  - The resident's care needs which are reflected in the plan of care;
  - The availability of a designated essential caregiver, either temporary (eg: illness) or permanent;

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**HEALTH SERVICES DEPARTMENT**

**Long-Term Care Services**

70 Pine Street, Bracebridge, ON P1L 1N3

**Phone:** 705-645-2100 **Toll-Free:** 1-800-461-4210 (within 705)

**Fax:** 705-645-5319

**Email:** healthservices@muskoka.on.ca

**Website:** www.muskoka.on.ca

**THE PINES**

**Long-Term Care Home**

98 Pine Street, Bracebridge, ON P1L 1N5

**Tel:** 705-645-4488

**Fax:** 705-645-6857



Updated: June 9, 2025

Resident's Name: Gavin Maher ROOM # 136

☐  
SPRUCE

☐  
CEDAR

☐  
OAK

☐  
BIRCH

☐  
MAPLE

I AM A RESIDENT Name: Gavin Maher Room Number: 136

CAREGIVER Name (Please Print): \_\_\_\_\_

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

I have reviewed the attached package on Infection Control- Please initial \_\_\_\_\_

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

I have reviewed the attached package on Infection Control- Please initial \_\_\_\_\_

Resident/POA Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*DOC/ADOC USE ONLY BELOW THIS LINE\*\*\*\*

Date Received: \_\_\_\_\_ Date Reviewed: \_\_\_\_\_ Approved: YES ☐ NO

Not Approved (please explain here):



This letter and the attached information are to inform you of important Infection Prevention and Control (IPAC) practices in the home to keep your loved one and yourself safe from infectious disease. Our home follows the guidance from Public Health, the Ministry of Long-Term Care, and the Ministry of Health.

Please review the information package which includes, but is not limited to infection prevention and control (IPAC), masking, visitor's mandatory compliance with processes, hand hygiene, maintenance of the highest level of IPAC standards prior to, during, and after visits;

- [Public Health Ontario Resources](#)
  - [Recommended Steps: Putting on Personal Protective Equipment](#)
  - [Video: Putting on full personal protective equipment](#)
  - [Video: Taking off full personal protective equipment](#)
  - [Video: How to hand wash](#)
  - [Video: How to hand rub](#)

*What are the ways we prevent illness in The Pines?*

We have passive screening posted at the entrance to ensure we keep contagious viruses such as Influenza, Covid-19 and colds out of the home. Our residents are at risk of more severe illness if they catch these viruses.

We also continue to follow public health measures including screening of all residents for covid signs and symptoms daily. We follow the Ministry of Long-Term Care guidance related to resident testing.

*What happens if you have symptoms or test positive for covid?*

Please do not attend the home if you are ill with any symptoms related to covid and ensure that you have resolved symptoms as well as have waited 10 days prior to returning to the home.

*Can I visit my loved one if they have Covid?*

Yes, we do limit the number of visitors an ill resident has. They may have 2 essential caregivers at a time. You will be required to wear personal protective equipment when you are in visiting your loved one. Speak with the registered nurse or IPAC lead to understand what this means prior to visiting.

*What does it mean to be in "Outbreak"?*

Outbreaks are declared with the support of Public Health. You will be notified if your loved one is impacted by an outbreak. The Home has many avenues for communicating with family members and friends. Essential visitors are the only visitors allowed into the home during an outbreak. If you have questions, please contact the registered nurse of the IPAC lead for more information.

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*How else can we protect our loved one from illness?*

The Home will offer for your loved one to receive immunizations that are recommended by Public Health. These can include vaccines to protect against pneumonia, Influenza, shingles, and/or Covid-19.

Although vaccines do not always stop the transmission of viruses, they are proven to reduce the severity of illness, especially in vulnerable populations such as seniors, and individuals living in Long Term Care.

In this package we have included information on how to:

- Properly perform Hand Hygiene, your #1 way to help reduce the spread of infection;
- How to put on and take off Personal Protective Equipment, also called “Donning” and “Doffing”;
- And how to reduce the spread of infectious diseases

If you have questions and need support about what this means for you and your loved one.

Please contact us:

**Stephanie Albert, Infection Prevention and Control Lead at The Pines**

Extension 4752 or at [stephanie.albert@muskoka.on.ca](mailto:stephanie.albert@muskoka.on.ca)

OR

**Kim Sander, Director of Care at The Pines**

Extension 4861 or at [kimberly.sander@muskoka.on.ca](mailto:kimberly.sander@muskoka.on.ca)



# IPAC Visitor Education Package

Become familiar with our home's *infection prevention and control practices*

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# How to handwash



Wet hands with  
warm water



Apply soap



Lather soap  
and rub hands  
palm to palm



Rub in between  
hand with palm  
of other hand



Rub back of each  
hand with palm  
of other hand



Rub fingertips of  
each hand in  
opposite palm



Rub each thumb  
clasped in opposite  
hand



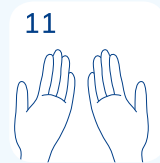
Rinse thoroughly  
under running  
water



Pat hands dry  
with paper  
towel



Turn off water  
using paper  
towel



Your hands  
are safe

Lather hands for 15 seconds



# How to handrub

Rub hands for 15 seconds



Apply 1 to 2 pumps of product to palms of dry hands.



Rub hands together, palm to palm.



Rub in between and around fingers.



Rub back of each hand with palm of other hand.



Rub fingertips of each hand in opposite palm.



Rub each thumb clasped in opposite hand.



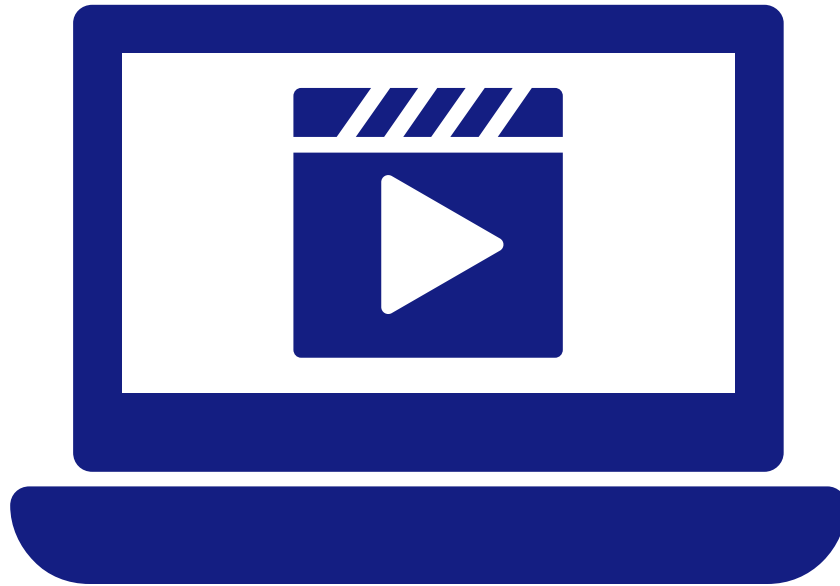
Rub hands until product is dry. Do not use paper towels.



Once dry, your hands are safe.



# Hand washing and hand rubbing video resources



**Click the buttons below to access**

**Hand washing Steps Using  
the WHO Technique**

**Hand rubbing Steps Using  
the WHO Technique**

(WHO- World Health Organization)

# PPE **DONNING** Sequence



Perform hand hygiene

**1**



Put on a gown

**2**



Put on a mask or  
N95 Respirator

**3**



Put on eye protection  
(goggles/face shield)

**4**



Put on gloves

**5**

\*Follow Universal PPE Strategy principles when policy is in effect

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# PPE DOFFING Sequence



Take off gloves

**1**



Perform hand hygiene

**2**



Take off gown

**3**



Perform hand hygiene

**4**



Take off eye protection  
(goggles/face shield)

**5**



Perform hand hygiene

**6**



Take off mask or N95  
Respirator

**7**



Perform hand hygiene

**8**

\*Follow Universal PPE Strategy principles when policy is in effect

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**Helping people  
live better**

# How to wear a face mask

the safe and smart way!



## The Right Way



Make sure your mask completely covers your nose and mouth and is secured snugly under your chin.

Wash your hands before you put on, and after you take off, your mask.



Touch only the ties or ear loops when putting on or taking off your mask.

If your mask has a metal wire running along the top edge, mold it over the bridge of your nose to help contain droplets.



Dispose of mask when it becomes damaged, soiled or becomes contaminated with body fluids (droplets/secretions).

Store masks in a clean environment.



## The Wrong Way



Don't touch the outside of your mask while you are wearing it.

Don't lower your mask so you can talk.



Don't wear a mask that's too loose or slides down your face.

Don't rest your mask around your neck or under your chin.



Don't hang your mask off your ear.

Don't double-mask (wear one mask on top of another).



When worn properly, a mask is an important way to prevent the spread of infection.

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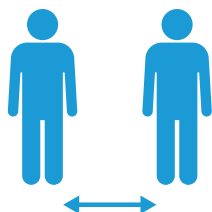
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# Respiratory etiquette

## Coughing & sneezing best practices

### Move it

Move away from others when you feel a sneeze or cough coming on.



### Catch it

Cover your mouth and nose with a tissue when you sneeze or cough. If you don't have a tissue, cough or sneeze into your sleeve or elbow, not into your hands!



### Bin it

Discard any used tissue in a garbage bin.



### Kill it

Wash or sanitize hands immediately. Remember to rub hands for minimum of 15 secs!



### Stop the spread of infection

Infections (such as influenza, COVID-19, cold viruses, and even whooping cough) are spread by coughing or sneezing. When you cough or sneeze on your hands, your hands carry and spread these infectious agents. When you touch an object such as a door handle, elevator button, telephone or computer keyboard with unclean hands, you are spreading germs. The next person who touches these objects may pick up these germs and get sick if they do not clean their hands before touching their eyes, nose or mouth.

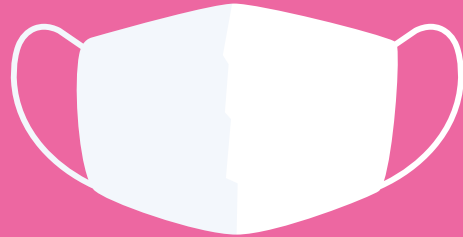
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**Stay home if you're sick  
or have symptoms**



**Wear a mask based on  
setting and situation**



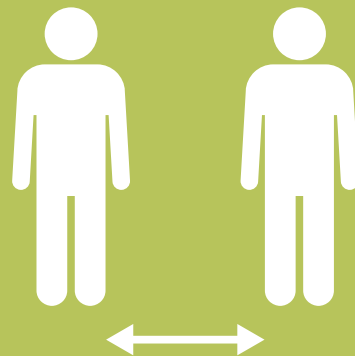
## **IPAC Principles**

**to keep everyone safe**

Everyone has a role in preventing  
the spread of disease



**Practice hand hygiene  
and respiratory etiquette**



**Keep a physical distance  
whenever possible**

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