

**Title:** Visit Guidelines based on COVID-19 precautions at Supervised IRAs

**Review:** This policy will be reviewed with Staff, family members/friends, and individuals (as applicable) prior to any planned visit.

**Policy:** This policy outlines expectations and will provide guidance to staff on how to support people receiving services to safely receive visitors while mitigating his/her risks in response to the COVID-19 pandemic. Visitors and individuals must also adhere to these guidelines. The guidelines will be consistent with NYS and OPWDD rules/regulations.

**The Residence Manager (R.M.)** will be responsible for ensuring all people involved in a visit are aware of the expectations contained within this policy. This includes an expectation to review the rules and plans for the visit with the visitor. This also includes working with the person we support to help them fully understand expectations so that they can help make it a safe visit for everyone.

**The Residence Manager and Assistant Director** will ensure that acceptable locations are available for visits to occur. Currently acceptable locations include outdoor areas on the home property, within a screen porch attached to the home if available, outside of a closed window for a “window visit” or at a separate agency location such as a day program property. Areas should be equipped and arranged to naturally support safe and comfortable visits (e.g.: patio chairs 6 ft apart, shaded area if possible, hand sanitizer available...)

**Residence Manager/Shift Supervisor** will ensure disinfecting procedures are completed before and after all visits.

**Individuals / Homes that cannot receive visitors at this time:** any home supporting an individual that is on “droplet precautions” or other heightened levels of quarantine due to symptoms or exposure. Residence Manager will explain reason for visit denial to the family/friend and provide an approximate time when visits can occur again.

**Visit Guidance (No off site visits at this time):**

1. All visits will be pre-scheduled/planned with the Residence Manager (or Assistant Director in his/her absence), and communicated to the other staff working in the home via the Shift Change Form and House Rec Calendar (if in use). The R.M. will ensure the following rules are communicated, understood and adhered to when scheduling visits:
  - a. Only one (1) person we support from each home may host a visitor(s) at a time.
  - b. Total number of visitors will be limited to two (2) at a time.
  - c. Length of visits will not exceed two (2) hours
  - d. Visits will be limited to the hours between 9 a.m. and 8 p.m.
  - e. Visitors will not be allowed to enter the home at this time
2. The Residence Manager will be responsible for completing the attached “Family/Friend Visit Log” for the scheduled visit. This form will contain specific details about the scheduled visit including expected time / length of visit, who will be visiting, type of visit (outdoors, window, etc.), expectations during the visit, and other pertinent details. The Family/Friend Visit Logs will be placed in a binder for staff review, and saved in same binder for historical reference.
3. The Family/Friend Visit Log will be shared with the visitor to communicate general rules and information and will also provide the visitor(s) with a section for them to attest to having a full understanding of the rules and willingness to abide by them. The form will also have a place for the visitor to document the start and stop time of the visit. General rules will include:
  - a. Visitor should be 18 years of age or older for health reasons. If an exception to this age limit is desired it will require approval from the Program Director and agreement from the adult visitor that he/she will be

responsible for ensuring the minor meets all associated safety expectations. (e.g.: mask use, social distancing, hand washing).

- b. Use of a surgical mask, provided by Lexington, will be required by the visitor throughout the visit. Surgical mask or cloth covering use will be required for the person we support (unless medically unable). If medically unable to use a mask or cloth covering, a shorter staff supervised visit that ensures a 6 feet social distance between all parties may be considered.
- c. Social distancing (maintaining 6 ft. perimeter) is required throughout the visit.
- d. Visitor(s) and person we support will clean hands thoroughly prior to commencement of visit. Hand sanitizer will be provided by Lexington for this purpose.
- e. No food or beverages will be consumed during visits.

4. **Procedure to follow upon arrival of visitor(s):**
  - a. Visitor will ring the doorbell/knock and will be greeted at the door by staff. Staff will then reference the specific Family/Friend Visitor Log to complete the following:
    - i. Staff will take the visitor's temperature to ensure it is not above 100 degrees, and will review the screening questions.
    - ii. If symptomatic or exposure concerns are noted the visit will need to be rescheduled or limited to a window visit only.
    - iii. Staff will briefly review the safety expectations and arrangement for the visit.
  - b. Visitor will use the provided hand sanitizer prior to the visit beginning
5. During the visit, staff will provide privacy for the person and their visitor(s), but will periodically check in to monitor and assist as needed. If staff observe improper mask use, physical contact or eating/drinking they should simply remind those involved of the agreed upon requirements. Shift supervisor or Support Staff can note anything of significance from the visit on the Family/Friend Visit Log.
6. **Residence Manager** will ensure that any areas of safety concerns stemming from a visit are reviewed with their A.D. and follow up plans will be developed as applicable to promote safer visits in the future.
7. **Types of allowable visit (limit of 2 visitors under each scenario):**
  1. **Window visits: Window should be closed during visit to avoid exposure concerns**
  2. **Outdoor visits (including screened in porches)**
  3. **Day Program property (transportation of person we support must be done by Lexington employee)**

The ultimate goal of this policy is for Lexington to collaborate with the family member(s)/friend(s) to develop an individualized plan that provides an opportunity for the person we support and their family member(s) to enjoy the visit, while ensuring everyone's safety and compliance with OPWDD's guidance.

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_