

MANUAL Pandemic Planning	TITLE Essential Caregivers	POLICY NUMBER ES-01
CATEGORY In Home Visits	CROSS REFERENCE	
	Department:	
CREATED September 2020	REVISED	PAGE 1 OF 3
MOLTC Directive 3 Issue date: September 3, 2020		

This policy and procedure will address visiting guidelines for Essential Caregivers as defined by the Ministry of Long Term Care within Directive #3, issued September 09, 2020. This policy will be updated when required and communications will be shared through the Home's website and via telephone/email communications.

Under Directive #3, an essential visitor is defined as including a person performing essential support services (e.g. food delivery, inspector, maintenance, or health care services (e.g. phlebotomy)) or a person visiting a very ill or palliative resident.

A **Caregiver** is a type of essential visitor who is

- a) Designated by the resident and/or their substitute decision-maker; and
 - b) Visiting to provide direct care to the resident (e.g. supporting feeding, mobility, personal hygiene, cognitive stimulation, communication, meaningful connection, relational continuity and assistance in decision making.
 - c) A Caregiver is required to be of eighteen years of age or older.
- Where the home is not in an outbreak
 - If the resident is not self-isolating or symptomatic, a maximum of 2 caregivers per resident may be present at a time.
 - If the resident is self-isolating or symptomatic, a maximum of 1 caregiver per resident may be present at a time.
 - A caregiver may not visit any other resident or home for 14 days after visiting another
 - Resident who is self-isolating or symptomatic; and/or
 - Home in an outbreak
 - Where the Home is in an outbreak
 - A maximum of 1 caregiver per resident may be present at a time
 - A resident and/or their substitute decision-maker may change a designation in response to a change in the:
 - Resident's care needs that is reflected in the plan of care.
 - Availability of a designated caregiver, either temporary (e.g. illness) or permanent.

It is the responsibility of the Resident and/or their substitute decision-maker to email visits@groveparkhome.on.ca to assign up to two (2) essential Caregivers and to complete the Essential Caregivers Request Form.

A mutually agreeable schedule will be arranged and be dependent on the Homes available resources and purpose of visit. An Essential Caregiver Request Form will be required to be signed by the designated Caregiver(s) and returned to the Home before the first visit. This form will be placed on the Resident Chart and documented in Point Click Care.

Caregivers entering the Home for the first time will be required to view the following videos provided by Public Health Ontario resources to support IPAC and PPE education and training for visitors:

Guidance document entitled Recommended Steps: Putting on Personal Protective Equipment (PPE).

Video entitled Putting on Full Personal Protective Equipment.

Video entitled Taking off Full Personal Protective Equipment.

Video entitled How to Hand Wash.

Videos are to be viewed at Grove Park Home.

Review of these videos and this policy will be required monthly along with a signed attestation of such by each Caregiver.

Essential Caregivers upon entering the Home will undergo active screening which will include being asked a series of questions related to COVID 19 symptoms and exposure as well as a temperature check. Proof of a negative COVID 19 testing (valid within a 2 week period of each visit) must be shown.

Caregivers are required to correctly wear the provided personal protective equipment at all times while in the Home.

Caregivers are not permitted to visit outside of their visit area(s). Visits will take place in the Resident room with the exception of residents with wandering behaviours. Caregivers may in this case be in the Unit hallways while maintaining physical distancing and refraining from socializing with staff and other residents. Please note, any assistance with meal and/or nourishment cart will take place in the resident room.

It is requested that caregivers practice good hand hygiene throughout their visit and to be mindful of minimal touching i.e. handrails etc.

Caregivers are not permitted to bring food and/or drink during their visit for themselves and/or resident.

Caregivers are not permitted to perform task(s) that are not included on their signed Essential Caregiver Request Form.

Except in an emergency situation, Caregivers are not permitted to disrupt the regular duties/tasks of staff.

Disinfecting of the visiting area will be completed at the end of a scheduled visit; therefore it is important for Caregivers to respect the timeframes agreed upon.

Non-compliance with the Home's policies may result in the temporary discontinuation of visits from the non-compliant visitor.

Procedure for visits:

It is requested that you do not enter the Home earlier than five (5) minutes ahead of your scheduled time.

An employee of Grove Park Home will meet you at the entrance at your scheduled time.

Caregivers must complete hand sanitizing and pass the active screening process. Personal information such as name and phone number will be required for attendance tracking purposes.

Proof of a negative COVID 19 test (valid within a 2 week period of each visit) must be shown.

Failure to any of the screening questions or ability to show proof of valid test results will result in non-admittance into the Home.

Caregivers will be provided with a surgical mask, eye covering (goggles or face shield) and gown. Caregivers will also be provided with an identification badge. These items must be worn at **all** times when in the Home.

For first visits, Caregivers will be given the time to view the mandatory videos through Public Health regarding infection control and personal protective equipment. Caregivers will be asked to review and sign the Caregivers Visitor Policy which includes acknowledgement and understanding of the policy and videos.

Caregivers will be escorted by staff to each area (designated area to view videos and/or resident home area). Caregivers at the end of each visit will be escorted by staff back to the entrance/exit.

Essential Caregivers should consider their personal health and susceptibility to the virus in determining whether a Long Term Care home visit is appropriate.

I have been designated as an Essential Caregiver and have reviewed the required Essential Caregiver Visitor policy and required videos as listed in the policy. I understand and agree to the terms laid out in this policy and the content in the videos.

Name: _____

Resident Name: _____

Signature: _____

Date: _____