

**ST. COLUMBAN'S ON THE LAKE
RETIREMENT HOME
SILVER CREEK, NEW YORK 14136**

MANUAL OF POLICIES AND PROCEDURES

INDOOR RESIDENT VISITATION DURING COVID-19 PANDEMIC

St. Columban's on the Lake Retirement Home, being in full compliance with all applicable state regulations, Executive Orders, and Department of Health guidance related to COVID-19 will begin indoor resident visitation with the following plan in place.

If the outside temperature is less than 75 degrees Fahrenheit or rain or snow is forecasted visitation will be held in the Support Kitchen. **See attached map.**

Visitation will be by appointment only by calling (716) 934-4515 or e-mailing Amanda Brown, Case Manager at amanda@stcolumbanshome.org.

Visitation will be limited to 30 minutes and 4 visitors per resident.

There will be no more than 10 people in the Support Kitchen during visiting hours.

Parking for visitors will be in front of the garage and all visitors will wait in their vehicles for staff to invite them to the patio. At no time will visitors enter restricted areas indicated on attached map.

Visitors are asked not to arrive any earlier than 10 minutes prior to appointment time as designated parking is limited.

All visitors will complete a questionnaire and have their temperature taken before entering the facility. **See flag #1 on map.**

The questionnaire will include each visitor's name, address, phone number, e-mail address, date, and time of visit. It will also include whether they have traveled within in United States or abroad within the last 14 days. Where they traveled to and where they may have had a layover. Additionally, each visitor will indicate if they are experiencing or have experienced COVID-19 signs and symptoms within the last 14 days.

If the visitor answers yes to any of the questions or has a temperature greater than 100.0 degrees Fahrenheit, they will be asked to reschedule their visit and vacate the property.

After having temperature taken and completing questionnaire, visitors will be sent directly to their assigned table in the Support Kitchen.

All visitor information will be transferred to digital format for use by the Department of Health for tracking purposes in case of a positive test result within the facility. This is a directive from the Department of Health.

At no time will visitors roam outside of designated visiting area or they will be asked to immediately vacate the property and all subsequent visitation privileges terminated.

All visitors are required to wear face coverings **at all times**. Staff will provide a face covering if a visitor shows up lacking a face covering.

All visitors will use an alcohol-based hand sanitizer provided by the facility prior to approaching designated visiting area.

All visitors are expected to practice social distancing.

No one under the age of 18 years will be permitted to visit.

Visitors will not bring food or drink to their visit. If items are brought for the resident, those items will be given to staff to clean/disinfect, label, and staff will deliver items to the residents when completed.

After each visit the tables and chairs will be disinfected with an EPA-approved disinfectant. Additionally, all highly touched surfaces including handrails and doorknobs will be disinfected after each visit and as needed.

If there is a positive test result within the facility, visitation will cease for 14 days.

St. Columban's on the Lake reserves the right to suspend visitation at any point. A copy of our visitation plan is posted to our St. Columban's on the Lake website to provide all visitors with clear guidelines for visiting and share announcements if there are any changes including the suspension of visitation.

VISITATION MAP

9/14/2020

DRIVEWAY

PICK UP FOR RESIDENT APPOINTMENTS

PARK HERE

GARAGE

REGISTRATION

STORAGE HALL

TABLE

SUPPORT KITCHEN

PATIO

MAIN FACILITY

 =RESTRICTED AREA

