Policy Name: Visitation Policy Update

Policy Statement: This policy is being amended in response to the following:

- DOH’s Revised Advisory regarding Adult Care Facility Visitation dated July 8, 2021.
- Availability of Covid-19 vaccines for children 5 years old and above.

A. All visits are by appointment only.
   a. No unscheduled visitors will be allowed.
      i. Unscheduled visitor will be referred to the Manager on Duty who will contact resident to discuss reason for the visit.
      ii. If there is no Manager on Duty, staff will contact the Executive Director for approval.
   b. All requests for visits should be directed to Sarah Rossen, Social Work Manager, at 212-360-2230 or srossen@carnegieeast.org;
      i. If the Social Work Manager is not available, requests can be directed to Wilma Torres, Director of Clinical Services at 212-360-2227 or wtorres@carnegieeast.org.
   c. Visitation hours are: Sunday thru Saturday from 10:00 am until 7:00 pm.
      i. CEH will try to accommodate a request for visitation outside of the regular schedule, if possible.
      ii. The resident should contact Sarah Rossen, Wilma Torres, or Christeena Baksh to make the request.
   d. There will be three visitation slots per hour.
   e. No more than three visitors may attend each session.
   f. All visitors must be 5 years old or older.
      i. The accompanying adult is responsible for any child visiting CEH.
      ii. No child can be left alone or alone with the resident.
   g. Each visit will be limited to one hour.
      i. All visits must begin at the scheduled time.
      ii. Extensions may be granted for special circumstances. (ie medical, visitors from out of town).
         1. These extensions must be discussed and approved by Sarah Rossen, Social work Manager.
2. If Ms. Rossen is not available, Wilma Torres, Director of Clinical Services can approve extensions.

3. If Ms. Rossen or Ms. Torres are unavailable, extensions will be approved by Christeena Baksh, Chief Operating Officer.

h. Visitors arriving early for a visit will be asked to wait in the vestibule.

B. Visitors who are fully vaccinated for Covid-19
a. Residents will be able to have visitors in their apartments if the conditions below are met:
   i. The visitor(s) has been fully vaccinated for Covid-19 and meet the criteria below:
      1. The visitor(s) is fully vaccinated (i.e., ≥2 weeks following receipt of the second dose in a 2-dose series, or ≥2 weeks following receipt of one dose of a single-dose vaccine)
      ii. The visitor(s) must email a copy of the Covid-19 Vaccination Record Card to Sarah Rossen, Social Work Manager at srossen@carnegieeast.org or to Wilma Torres, Director of Clinical Services at wtorres@carnegieeast.org before the scheduled visit.
         1. If the visitor(s) does not email a copy of the Covid-19 Vaccination Record Card, the visit will be moved to the third floor library or patio.
      iii. All visitor(s) will complete CEH’s Covid-19 Screening and Health Questionnaire as well as the Contract Tracing Questionnaire.
      iv. While in the common areas, the visitor(s) will adhere to CEH’s guidelines for infection control, which include:
         1. Properly wear a mask while in the building’s common areas.
         2. Maintain appropriate social distancing while in the common areas.
         3. Practice hand hygiene.
      v. Visitor(s) must remain with the resident, in the apartment and with the door closed.
         1. While in the apartment, visitor(s) and resident do not have to wear a mask nor follow social distancing
         2. A staff member will monitor and keep track of the visit.
            a. Monitoring is limited to ensuring that the visitor and resident remain in the apartment with the door closed throughout the course of the visit.
            b. Staff will contact the resident to remind him/her when the visitation session is over.
      3. Failure to adhere to any of the above regulations will result in terminating the visit and risk of revoking visitation privileges for the resident.

C. Visitor(s) who has not been fully vaccinated for Covid-19
a. Visitors who have not been vaccinated for Covid-19 can visit the residents but must adhere to the following guidelines:
   i. All visitation will take place on the 3rd floor patio.
   ii. Only one visitation allowed in the patio, at a time to ensure privacy.
   iii. Visitation area in the patio will be clearly marked and separate for others.
   iv. Visitors and residents must wear a facemask.
   v. All furniture will be placed to ensure appropriate social distancing.
      1. The social distancing markers will be placed on the patio floor.

b. In the event of inclement weather, limited visitation will occur in the third-floor library.
   i. Only one visitation in the library, at a time, to ensure privacy.
   ii. All furniture will be placed to ensure appropriate social distancing.
      1. The social distancing markings will be placed on the library floor.
   iii. A library window or door will be kept open for ventilation purposes.
   iv. The space will be sanitized between visits.

c. After the visit, a CEH staff will go back to the third-floor patio to sanitize the space, using an EPA-registered household disinfectant. (A full list of disinfectants can be found at https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2.)

d. At this time, visitation is strictly prohibited in resident apartment for visitors who are not fully vaccinated.
   i. Exceptions will be made for compassionate care visitation only.

D. All visitors, regardless of vaccination status, must comply with CEH’s infection control mandates for Covid-19 which include:
   a. Properly wearing a face mask while in the building.
      i. Visitors will not be allowed in the building without a face mask.
      ii. Front desk concierge will provide a face mask if needed to enter the building.
      iii. Face mask must cover both nose and mouth at all times while in the building and throughout the course of the visit.
      iv. Vaccinated visitors who are visiting a vaccinated resident can remove the mask once inside the resident’s apartment.
   b. Using hand sanitizer before coming into the elevator.
   c. Maintaining social distance throughout the visit.
      i. Do not move furniture, as these have been placed to ensure 6’ distance.
      ii. Failure to comply with these mandates may result in cancelling the visit.
      iii. Vaccinated visitors who are visiting a vaccinated resident do not need to follow social distancing while in the resident’s apartment only.

E. Upon the visitor(s) arrival to CEH, the Concierge Staff will greet all visitors and complete Covid-19 Screening.
a. Any visitor, regardless of vaccination status, that is ill or presenting with any of the following symptoms will not be allowed in the building:
   i. fever or chills
   ii. cough
   iii. shortness of breath or difficulty breathing
   iv. fatigue
   v. muscle or body aches
   vi. headache
   vii. new loss of taste or smell
   viii. sore throat, congestion or runny nose
   ix. nausea, vomiting, or diarrhea
b. Visitors who are not ill and not exhibiting signs or symptoms of COVID-19 will complete our COVID-19 Screening process, which includes:
   i. completing the Covid-19 Screening Questionnaire
   ii. temperature check by the front desk concierge
c. In addition to the Covid-19 Screening Questionnaire, visitors will complete the Contact Tracing Questionnaire that includes the following information:
   i. visitor’s first and last name;
   ii. visitor’s street address;
   iii. visitor’s daytime and evening telephone numbers;
   iv. date and time of visit;
   v. visitor’s email address, if available.
d. We will refuse visitors' access if they exhibit symptoms or do not pass the screening questions, including having a temperature greater than 100 F.
   i. The resident will be notified by the Social Work Manager, the Director of Clinical Services, or the Chief Operating Officer that the visit was cancel and reason.
   ii. If the above are not available, the resident will be notified by the Manager on Duty or by the Executive Director.
F. All visits will be monitored for adherence to our outlined protocols. Any failure to adhere to our protocols will result in termination of the visit and future visit privileges for the duration of the COVID-19 state declared public health emergency.

Personal Caring and Compassionate Caring Visits:

A. The Executive Director, the Chief Operating Officer, or the Director of Clinical Services will activate the Personal Caregiving and Compassionate Caregiving Visitation policies during a declared state public health emergency.

B. Both Personal Caring and Compassionate Caring visits are special visits that are separate from regular family visitation.
   a. They cannot be combined with regular family/friend visitation.
C. All CEH residents will designate up to two personal caregiving visitors and up to two compassionate caregiving visitors.
   a. Designated visitors should include a family member, close friend, or legal guardian of a resident designated.
   b. Information on designated visitor will be electronically filed.

D. All visitors must continue to follow CEH’s protocols on infection control and universal precautions protocols, which include:
   a. All visits must be scheduled.
      i. No visitor will be allowed in the building unless approved and scheduled by Sarah Rossen, the Social Work Manager; Wilma Torres, the Director of Clinical Services; or Christeena Baksh, the Chief Operating Officer.
   b. All visitors will complete CEH’s health screening which includes a Covid-19 Screening Questionnaire, temperature check, and the Contact Tracing Questionnaire.
      i. The Executive Director, Chief Operating Office, or Director of Clinical Services will cancel a visit if there are any contradictions of screen questions, and/or a visitor has a temperature of over 100 degrees.
   c. All visitors will properly wear a face mask, hand sanitize, and maintain appropriate social distance while in the building.
   d. All visitors must be 18 or older.
      i. Exceptions can be made for Compassionate Caregiving visitors but must be approved by the Executive Director, Chief Operating Officer, or the Director of Clinical Services.
   e. Any visitor that fails to adhere to these protocols will be asked to leave the building and the visit will be suspended.

E. Personal Caregiving Visitation
   a. They are a one-time event, with no more than two visitors at a time, and allowed for up to three hours.
   b. During personal caregiving visits, a visitor will provide comfort, support, and assistance to a resident who has been emotionally impacted by a public health crisis.

F. COMPASSIONATE CAREGIVING VISITATION
   a. Compassionate care consists of personal caregiving provided in anticipation of (1) the end of the resident’s life, or (2) in the instance of significant mental, physical, or social decline, or a crisis.
   b. Examples for compassionate caring visits include the following:
      ii. A recently admitted resident, who was living with their family before moving into Carnegie East House and is struggling with the change in environment and lack of physical family support.
      iii. A resident who is grieving the recent death of a friend or family member.
      iv. A resident, who used to interact with others, but is now experiencing emotional distress. Signs of emotional distress can include:
1. social isolation
2. seldom speaking to others
3. increase in anxiety
4. increase in psychosomatic symptoms
5. no longer participates in activities
6. crying more frequently
7. increased irritability and/or mood swings
8. weight loss
c. A resident with a change in function as noted by a decline in Activities of Daily Living (ADL) or physical functioning.
d. A resident’s ability or capacity of decision-making has worsened.

G. The Executive Director, the Chief Operating Officer, or the Director of Clinical Services may temporarily suspend Personal Caregiving under the following circumstances:
   a. the visit is not safe for the resident, as assessed by the Clinical Team
   b. in the event of an outbreak on-site
   c. there is limited staff at CEH due to the public health emergency
   d. or if requested by the Department of Health

Reviewed and Approved:

Signature: [Signature]
Date: 8/12/21