

	Policy Number: GA-B-60
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Policy Section: Organization, Roles, & Committees	Effective Date: April 2022
Prepared By: R. Barlow	Revision Date: June 2024
Subject:	Visitor Policy

Policy

The Home shall have a Visitor Policy in compliance with the Fixing Long-Term Care Act (FLTCA) and its associated regulations.

Procedure

Visitors may access the building on their own at any time during normal business hours (8:00am to 8:00pm) when staff are on duty at the front entrance. For security reasons the doors will be locked at other times and access will be gained by visitors by using the front door intercom and awaiting a response from the assigned charge nurse.

The assigned charge nurse may not respond immediately to after-hours calls from the front door intercom if they are engaged in resident care activities. Patience may be required.

Visitors are expected to sign in at the front desk, regardless of the time of day of their arrival. A sign-in book, with hand sanitizer, and any communication notices will be made available at the front entrance for this purpose. Visitors will enter the following information into the visitor log, as required by provincial regulation. Presumably there are security, contact-tracing, and/or other reasons underlying this provincial sign-in regulation.

- the name and contact information of the visitor;
- the time and date of the visit;
- the name of the resident visited; and
- sign out at the end of the visit

Currently passive screening is in place meaning that visitors follow the list of symptoms posted and do not enter the home if they feel ill or are experiencing any other symptoms posted at the entrance of the home.

In the event of an “outbreak” of an infectious disease, visitor access may be restricted as directed by the local Medical Officer of Health or provincial authorities.

The Resident/SDM will identify designated caregivers and the home will keep these recorded in resident’s electronic chart.

The Administrator will ensure that a copy of this policy is provided to the Residents’ Council and Family Council, if any.

<u>Cross References:</u> HR-D-70 (Door Security)	<u>Attachments:</u> GA-B-60A (Visitor Log); GA-B-60B (Visitor Policy Regulations)
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