



Guidelines for Family & Legal Guardian Visitations

Effective June 19, 2020

The New York State Office for People with Developmental Disabilities (OPWDD) has resumed visitations for those who reside in group settings effective Friday, June 19, 2020.

We will continue to offer options for communication, such as virtual visits, visits through the windows, phone calls and written communications as requested.

To assure the health and safety of the person being visited, their housemates, the staff and the visitor, the following guidelines have been established:

- Visitors must obtain prior approval by contacting the Site Manager to make a scheduled visit.
- Visitors must schedule with the manager 48-72 hours prior to the planned date. This timeframe is required to avoid multiple visits during the same hours.
- Scheduled visits will be made for a one (1) hour period.
- Unannounced visits are not allowable at this time.
- The manager will ask health check screening questions via phone/email at the time the visitor is scheduling to visit their loved one.
- All visitors will have their temperature taken upon arrival.
- Staff will ask health check screening questions, note the name and relationship of visitor and record the visitor's temperature at the time of the visit. If any of the questions are a yes and/or the visitor presents with a temperature the visitation will need to be suspended.
- Visitors will contact the site upon arrival and wait at their vehicle to be greeted by a staff person.
- All visitors must wear a mask. The person being visited will also wear a mask/face covering as tolerated by that person.
- All visitors will be asked to hand sanitize upon arrival to the site.
- Visits will occur preferably outdoors, or in the persons bedroom or apartment as approved/identified.
- Visitors must maintain social distance (six feet apart).
- Off-Site outdoor visitation will be considered at the discretion of the Assistant Director and Director of Residential. Plans must be communicated and approval sought before off-site visitation occurs. Staff must accompany individual in most situations.

Who can participate in visits:

- Immediate family members of the person being visited (i.e. father, mother, siblings, and grandparents).
- Legal Guardian and/or Advocate of the person being visited.
- Visitor must be 18 years or older. Exceptions must be approved by Assistant Director and Director of Residential.
- A maximum of ONE immediate family member can visit at a time and visits can occur between 9am-7pm during the week (Monday – Sunday). Exceptions for two visitors must receive prior authorization by Assistant Director and Director of Residential.



- Only one family visit can occur at any one time (no more than one person in the home can have a visit at the same time). This is why it is important to schedule in advance.

Where the outdoor visit can occur:

- Outdoor visits are to occur on Community Services for Every1 property.
- Off-site visits must be outdoor and pre-planning must occur with final approval from Assistant Director and Director of Residential.
- The person being visited cannot leave the property with the family member or sit in the family member(s) vehicle.
- The outdoor location of the visit will be prearranged to assure for social distancing and be in the front or backyard, at a minimum of 6 feet from all entrances and away from parking areas where others may be entering or exiting the home.
- Chairs will be provided by staff and arranged to assure for six-foot social distancing for all participating in the visit. If the six feet social distancing is not able to be maintained by the visitor, the visit will be suspended.
- Visitor must wear a mask/face covering, the covering must be over the visitors mouth and nose.

When and where indoor visits can occur:

- Indoor visits will occur when the outdoor location is unavailable due to inclement weather or high heat/humidity.
- Indoor visits can only occur in the person they are visiting room or personal apartment.
- A chair will be provided to the visitor, and social distancing must be adhered to during the visit.
- Visitor must wear a mask/face covering, the covering must be over the visitors mouth and nose.

Upon visitor arrival:

- Upon arrival to the site, the visitor will call the site and notify the staff they have arrived. The staff person over the phone will ask the health screening questions and document the name and relationship of the visitor on the sign in sheet.
- The staff will meet the visitor outside, ask them to hand sanitize and staff will take their temperature. Their temperature will be documented on the sign-in.
- Staff will inform the resident that their visitor has arrived and will escort the visitor to the pre-determined visiting location.

Health Checks:

All family members will be asked; (if the answer is yes to any of these questions the visit will be suspended):

- If they have any symptoms of COVID-19 in the last 14 days to include, but not limited to: cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, new loss of



taste or smell. If any symptoms are present, the family member will not be allowed to visit at that time.

- If they have come in contact with anyone who has had symptoms of COVID (see above) in the last 14 days. If so, they will not be allowed to visit at that time.
- If they have been instructed to self-quarantine by the Department of Health (DOH), Center for Disease Control (CDC) or their medical provider in the last 14 days. If so, they will not be allowed to visit at that time.
- If they have come in contact with anyone under a DOH quarantine in the last 14 days. If so, they will not be allowed to visit at that time.

Hygiene/Cleaning /Disinfecting:

- After the visit, staff will clean and disinfect of any surfaces used during the visit.
- The person being visited must wash their hands following the visit.

Family Acknowledgement:

In order to assure for the health and safety of the people we support we appreciate your adherence to these guidelines.

Prior to scheduling and confirming the planned visit, we ask that all family members, who are planning to participate visit to acknowledge the following;

- ✓ I have reviewed these guidelines for visits on Community Services for Every1 property and agree to adhere to them.
- ✓ I understand the failure to adhere to these guidelines will result in the immediate termination of the visit.
- ✓ Failure to follow the social distancing and wearing of a mask and/or having any physical contact with the person being visited, will result in the suspension of the visit.

I/We agree to adhere to these guidelines.

Signature or via e-mail confirmation

Date

Signature or via e-mail confirmation

Date



Community Services

FOR EVERY1

**Guidelines must be provided to families in advance of the visit via email or postal mail. Families must acknowledge the guidelines via email or provide a signed copy at the time of their first visit.*