

VISITOR POLICY WOODINGFORD LODGE

SECTION:	Outbreak Management	APPROVED BY:	Manager of Continuous Quality Improvement
NUMBER:	W 4.05	SIGNATURE:	
RESPONSIBILITY:	Supervisor of Infection Prevention and Control	DATE:	April 2023
REFERENCE POLICIES:	Fixing Long-Term Care Act, 2021 O. Reg. 246/22 CSA National IPAC Standards, 2022	REVISED / REVIEWED:	July 2023
SUBJECT:	Visitor Policy	Page: 1 of 3	

POLICY STATEMENT

All visitors to Woodingford Lodge will be educated on infection prevention and control (IPAC) best practices, including how and when to perform hand hygiene; how to properly put on or “don” and how to properly take off or “doff” personal protective equipment. Education will be provided upon a visitor’s first visit to Woodingford, and monthly thereafter.

BACKGROUND

Section 7 of the [Minister of Long-Term Care’s \(MTLC’s\) Directive](#) states that long-term care homes are required to ensure that visitor requirements, as set out in the [MLTC COVID-19 Guidance document](#) are followed. Residents have a [right to receive visitors](#) under the [Fixing Long-Term Care Act, 2021](#), and Homes should develop policies that do not unreasonably restrict this right.

PURPOSE

Woodingford Lodge will follow recommendations set out by the Ministry of Long-Term Care, Public Health and other relevant legislation which may include canceling visits temporarily. The goal of this policy is to balance safety with emotional well-being while providing equitable access, and flexibility towards our Residents, staff and visitors. At the same time consideration must be made for the social, cultural and spiritual needs of our Residents.

DEFINITIONS

The following types of visitors are addressed in this policy:

1. **Essential Visitor:** includes caregivers, support workers, people visiting a very ill Resident for compassionate reasons, and government inspectors with a statutory right to enter. Essential visitors are the only type of visitors allowed when there is an

outbreak in a Home or area of a Home, or when a Resident has failed screening, is symptomatic, or is in isolation.

2. **Caregiver:** an essential visitor designated by a Resident of the Homes and / or their substitute decision maker who is visiting to provide direct care to the Resident (i.e. feeding, supporting mobility, personal hygiene, cognitive stimulation, communication, and / or meaningful connections.)
3. **Support Worker:** an essential visitor who performs personal and support services for the Home or a Resident of the Home (i.e. physicians, nurse practitioners, maintenance workers, or a person delivering food.)
4. **Government Inspector:** an essential visitor not subject to this policy.
5. **General Visitor:** a person who is visiting the Home to provide non-essential services related to either the operations of the Home or a particular Resident or group of Residents. General visitors include those persons visiting for social reasons as well as visitors providing entertainment, or individuals touring the Home. General visitors are not considered essential visitors during outbreaks.

Woodingford Lodge prioritizes the mental and emotional well-being of Residents during periods of enhanced precautions during a declared outbreak. General visitors should postpone all non-essential visits to Residents within the outbreak area for the duration of the outbreak.

CONDITIONS

1. All visitors to Woodingford Lodge are subject to applicable directives, orders, guidance, or recommendations issued by the Ministry of Long-Term Care, Chief Medical Officer of Health or a medical officer of health appointed under the Health Protection and Promotion Act.
2. Any visitor who is experiencing illness or feeling unwell is asked not to visit the Home.
3. All general visitors, including children under the age of five, can enter the Long-Term Care Home when the Home is not in an outbreak.
4. Essential visitors will have access to their loved ones at any time.
5. The most current COVID-19 guidance document for long-term care homes in Ontario will guide Woodingford Lodge's hand hygiene, mask wearing and symptom screening practices.
6. All visitors must sign into the electronic visitor log (iLobby). A copy of the log will be kept for a period of at least 30 days and be readily available to the local public health unit for contact tracing purposes upon request.
7. Visitors may be asked to wear additional personal protective equipment (PPE).

This policy has been reviewed by Residents' Council and Family Council in July of 2023. Future revisions will be brought to Residents' Council and Family Council for review and comment.

A copy of this policy is displayed when signing into the electronic visitor log (iLobby) and will be made available through other formats (i.e. email, print) upon request.

IPAC AND PPE EDUCATION AND TRAINING

Visitors can access education on infection prevention and control by clicking on the links below:

1. Guidance document: [putting on personal protective equipment](#)
2. Video: [putting on full personal protective equipment](#)
3. Video: [taking off full personal protective equipment](#)
4. Videos: [how to hand wash](#) and [how to hand rub](#)

POLICY ARCI: Accountable, Responsible, Consulted, Informed

ACCOUNTABLE	RESPONSIBLE	CONSULTED	INFORMED
Manager of Continuous Quality Improvement	Supervisor of Infection Prevention and Control	Residents' and Family Councils	All visitors, including: <ul style="list-style-type: none"> • Contractors • Families / Caregivers • Staff • Volunteers
		Woodingford Lodge Senior Leadership Team	
		IPAC Committee Members	

- **Accountable:** overall accountability for this policy
- **Responsible:** the person(s) most responsible to develop, implement, maintain, and monitor this policy
- **Consulted:** the people consulted during the most recent revision to this policy
- **Informed:** the people who must be informed of this policy and any changes to the most recent version of this policy