



Manual Name: Infection Control	Policy and Procedure Number: IPAC 4.02.00
Section: 4-Resident Care	Policy: Visitor Policy
	Procedure: Process for Visitation

PURPOSE:

The purpose of this policy and procedure is to outline the process for visitors to gain access to the Glebe Centre's Long-Term Care Home.

POLICY:

Visiting a resident in the home is permitted 24 hours a day, seven days a week unless otherwise directed by the Ministry of Long-Term Care.

Visitors must comply with all applicable laws including any directives, orders, guidance, advice or recommendations issued by the Chief Medical Officer of Health or a medical officer of health appointed under the *Health Protection and Promotion Act*.

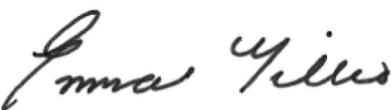
Visitors are welcome in all common areas of the home; however visitors are asked to respect the privacy and comfort of resident space. Where capacity is limited or a communal area has been assigned for a special event, a visitor may be asked to refrain from using a common area.

In the event of an outbreak of a communicable disease or an outbreak of a disease of public health significance, an epidemic or a pandemic, additional visitor restrictions may be required and will be posted on the Glebe Centre's website (<https://www.glebecentre.ca>), via email notification and throughout the home.

DEFINITIONS:

Essential Visitor: A support worker who visits a home to provide support to the critical operations of the home or to provide essential services to residents, a person visiting an unwell resident for compassionate reasons including, but not limited to, hospice services or end-of-life care, or a Government Inspector with a statutory right to enter a long-term care home to carry out their duties.

Caregiver: An individual who is a family member or friend of a resident or a person of importance to a

Created: July 2020 Last Reviewed: Nov '21, Apr '22, Jul '22, Aug 2024, April 2025	Approved by: Executive Director 	Page 1 of 4
--	--	-------------

Manual Name: Infection Control	Policy and Procedure Number: IPAC 4.02.00
Section: 4-Resident Care	Policy: Visitor Policy
	Procedure: Process for Visitation

resident, provides one or more forms of support or assistance to meet the needs of the resident, including providing direct physical support such as activities of daily living or providing social, spiritual or emotional support, whether on a paid or unpaid basis. Is designated by the resident or the resident's substitute decision-maker with authority to give that designation, if any, and in the case of an individual under 16 years of age, has approval from a parent or legal guardian to be designated as a caregiver.

General Visitor: A person who is not an essential visitor and is visiting to provide nonessential 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 non- essential services such as personal care services, entertainment, or individuals touring the home.

Additional Precautions: These precautions (i.e., Contact Precautions, Droplet Precautions, and Airborne Precautions) are carried out in addition to Routine Practices when infections caused by organisms transmitted by these routes are suspected or diagnosed. They include the physical separation of infected or colonized residents from other individuals and the use of Personal Protective Equipment (PPE) (e.g., gowns, gloves, masks, eye protection) to prevent or limit the transmission of the infectious agent from colonized or infected individuals to those who are susceptible to infection or to those who may transmit the agent to others

Designation of a caregiver: Residents or their substitute decision maker must complete and then submit the Caregiver Designation form, on admission. Each caregiver must sign an attestation that they have reviewed the mandatory training and are familiar with the guidelines for hand washing and PPE.

The approval from a parent or legal guardian is required to permit persons under 16 years of age to be designated as a caregiver. The name and contact information of all designated caregivers is included in the resident's electronic health record. All designated caregivers are provided with a swipe card on admission.

PROCEDURES:

All visitors must sign in at the main reception when entering and exiting the home. These logs will be maintained for 30 days and include all required information as per O. Reg 246/22.

Created: July 2020 Last Reviewed: Nov '21, Apr '22, Jul '22, Aug 2024, April 2025	Approved by: Executive Director 	Page 2 of 4
--	--	-------------



Manual Name: Infection Control	Policy and Procedure Number: IPAC 4.02.00
Section: 4-Resident Care	Policy: Visitor Policy
	Procedure: Process for Visitation

All visitors to the Glebe Centre will follow public health measures i.e., self-screening, physical distancing, enhanced hand hygiene, and masking as shared through Glebe Centre policies and communication.

Visiting Hours

For security purposes the main entrance is locked between the hours of 16:00 pm to 8:00 am. Outside of these hours, visitors can request access by using the doorbell located at the front of the entrance doors at The Glebe Centre.

Designated caregivers who have been provided an access card have access to the home from 7.00 am to 9.00pm. If a designated caregiver is wishing to enter the home outside of these hours can use the doorbell and access will be provided.

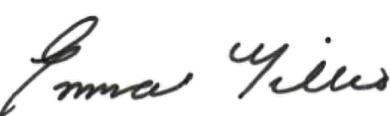
We encourage visitors to limit their visiting times to the regular hours outlined above to ensure that the resident can maintain their daily schedules and enjoy the time with their friends and family. All visitors shall keep noise to a minimum respecting that other residents may be sleeping.

SCREENING

All visitors will self-screen for infection or illness prior to entering the home using signage posted at entrance.

To safeguard resident health, visitors with symptoms or exposure to infections, such as COVID-19 or Influenza, are restricted from visiting. Visitors who are experiencing symptoms and are visiting an end of life resident must wear full PPE.

- All visitors are strongly encouraged to wear a mask indoors when visiting.
- Caregivers and visitors are required to wear a mask in respiratory outbreak scenarios or if the resident has isolation precautions in place which require masking.
- Personal Protective Equipment (PPE) is required for caregivers and visitors when they are visiting residents who have isolation precautions in place.
- The home will provide masks, gloves and gowns as required and provide guidance when it is required to wear all the above PPE.

Created: July 2020 Last Reviewed: Nov '21, Apr '22, Jul '22, Aug 2024, April 2025	Approved by: Executive Director 	Page 3 of 4
--	--	-------------

Manual Name: Infection Control	Policy and Procedure Number: IPAC 4.02.00
Section: 4-Resident Care	Policy: Visitor Policy
	Procedure: Process for Visitation

Scent Free: The Glebe Centre has a scent-free policy and procedure that applies to everyone entering the home.

Smoking: Smoking is not permitted anywhere inside and outside the Glebe Centre property.

Infection Prevention and Control: All visitors should review education specific to Infection Prevention and Control.

[Just Clean Your Hands Videos | Public Health Ontario](#)

[Putting on Full Personal Protective Equipment | Public Health Ontario](#) [Taking off Full Personal Protective Equipment | Public Health Ontario](#)

Safe and Healthy Environment: The Glebe Centre is committed to a safe and healthy work and living environment and does not tolerate any type of violence, harassment and discrimination within the long-term care home or at any Glebe Centre related activities.

Non-Compliance with Visiting Rules: Failure to comply with visitor policy and procedure may result in the suspension or loss of visiting privileges.

APPLICABILITY: This policy and procedure is specific to the Long-Term Care Home and applies to all visitors entering the home.

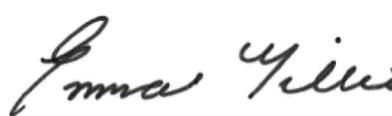
REVIEW OF POLICY: Annually by the Director of Care and Manager of IPAC.

REFERENCE:

Fixing Long-Term Care Home Act, 2021 and Regulation 246/22.

The Glebe Centre Policy and Procedures:

- HR 8.07.00 Fragrance Free Environment
- HR 6.01.00 HR Violence and Harassment (Workplace Safety)

Created: July 2020 Last Reviewed: Nov '21, Apr '22, Jul '22, Aug 2024, April 2025	Approved by: Executive Director 	Page 4 of 4
--	--	-------------