

# Employee & Essential Visitor Screening Log & Process (Home: \_\_\_\_\_)

Before signing the log, you need to meet the definition of essential visitor. When your name is entered into the log, you agree to follow our visitor guidelines. **Key points:** You are able to answer 'No' to ALL 4 Covid screening questions (see below), you will wear your mask the entire time you are in this home, you will remain physically distant when possible, you will follow good hygiene practices, including washing your hands on a regular basis and not touching your eyes, nose, mouth.

<u>Essential Visitor (First &amp; Last name)</u>	<u>Date &amp; Time</u>	<u>Reason</u>	<u>Screener Name</u>	<u>Screener Signature confirms visitor answered 'No' to all 4 screening questions</u>

### Covid Screening Questions

1. Have you had signs or symptoms of a respiratory infection, such as fever, cough, shortness of breath, sore throat, or abdominal pain including nausea or diarrhea not related to allergies or other known causes?
2. Have you had contact in the last 14 days with someone with a confirmed diagnosis of COVID-19, or under investigation for COVID-19 outside of the providers agency or home?
3. Have you been quarantined by public health or been advised to self-isolate by a physician within the last 14 days?
4. Have you traveled internationally within the last 14 days to countries with sustained community transmission as listed on the CDC website.

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If a person can't answer "No" to all four screening questions, do not let them enter the home/site and refer to the PCL visitor process for next steps.

\*Essential Persons are people who need to be inside the home to provide care or respond to an individual's urgent health and safety needs and are on the list below. Please note visitors are limited to no more than 2 people, from the same household, at any one time, this does not include employees on duty.

- PCL DSPs and Employees who provide direct care
- Emergency Personnel
- Child and Adult Protective Services
- Long Term Care Ombudsman and Deputies (not volunteers)
- Office of State Guardian and other guardians when they have concerns about the health and safety of someone we support
- Licensing staff and Case Managers
- Friends or family during end-of-life stages
- Office of Training, Investigations, and Safety (OTIS) staff or delegates
- Outside medical and behavioral health personnel, including nursing service providers
- Behavior professionals, when necessary for health and safety and telecommunications methods are insufficient
- Vendors for critical supplies
- Family members
- Oregon Public Guardians (OPG) and other Guardians
- Close, personal friends
- Registered Nurses as required by a person's health care needs

Any areas of the home where visitors spent time must be cleaned and disinfected immediately afterward.

Once the screening has been completed, EVERYONE who enters the home at any time, including those who live there, must do the following:

- Wash hands for 20 seconds with soap and water upon entering the home and frequently while inside.
- Avoid touching the face
- Use good respiratory etiquette, cover cough and sneezes in the elbow

**If a potential visitor answered yes to any of the screening questions**, they will be denied entry and an alternative means of communicating will be identified (virtual, phone, etc.). The screener will also:

1. Instruct the visitor to not visit any PCL location until cleared by their healthcare provider and able to answer 'no' to the screening questions.
2. Contact their immediate supervisor or on-call after hours.

**\*\*For people who receive Supported Living services - If there is a staff with the person we support when a visitor or nonessential person comes to the door, the staff must instruct the visitor or nonessential person that they may not enter the home.**