

SAMPLE GUIDELINES: New Admissions with COVID Precautions

UPDATE SPECIFICS AS NEEDED TO APPLY TO YOUR COMMUNITY.

Guidelines for New Admissions New admissions may be allowed (on a case by case basis) effective {ENTER DATE}.

The following steps or conditions must be followed for a new admission:

Prior to Admission:

- Marketing interviews will be conducted in {ENTER SPECIFIC MEETING LOCATION WITHIN THE BUILDING}
 - o Attendance will be limited to appropriate community staff and up two representatives for the new resident, and the prospective resident, if appropriate.
 - o Immediately upon entering the building, screening of these individuals will be required and use of PPE (protective mask at a minimum) will also be required.
 - o A direct visit to view and select a specific resident unit can be made; however, no comprehensive tours of the building will be permitted. Once the visit to the resident unit is completed, these individuals will be escorted back to the {ENTER SPECIFIC MEETING LOCATION WITHIN THE BUILDING} to complete the interview and paperwork.
- The prospective resident/responsible party will be required to complete the {ENTER COMMUNITY NAME} COVID-19 Pre-admission Questionnaire.
- An in-person assessment by the {ENTER APPROPRIATE STAFF TITLE} is required. The {ENTER APPROPRIATE STAFF TITLE} is required to wear PPE during this assessment.
- All new admissions will need to be approved in advance {INSERT LEVEL OF NEEDED APPROVAL – e.g. by the corporate office, a specific staff title, etc.}. Please have extensive information regarding the resident and their whereabouts during the two weeks prior to their proposed admission date.
- {POTENTIAL GUIDANCE – Update with specifics from community} The resident must have a negative COVID test result, and the resident must physically move into {ENTER COMMUNITY NAME} within 48 hours after receiving the negative test result. The test must be administered within 96 hours of the admission date.
- Social distancing (at a minimum) must be observed for at least two weeks prior to admission. Self-isolation and no exposure to outside individuals is preferred. Be sure that this is communicated to the resident, their family, and/or the current healthcare provider.
- {POTENTIAL GUIDANCE – Update with specifics from community} No later than two days prior to admission, the family must arrange to drop off the resident's furniture/belongings at the front or back of the building. Community staff (wearing PPE) will spray/sanitize all personal items prior to bringing these items into the building. Once the furniture/belongings are moved into the resident's unit, our staff will have these items sprayed/sanitized at least one more time before the resident moves in. Once the furniture/belongings have been in the resident's room and sanitized twice, then the resident can move in. Any outside party involved in moving the resident's belongings into {ENTER COMMUNITY NAME} will be screened and required to wear PPE (mask and gloves at a minimum).

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After Admission:

- The new resident must be wearing a mask upon arrival and not remove it until they are settled in their unit.
- New residents will be required to remain quarantined in their resident unit for a minimum of 7 days. On day 7, a second COVID-19 test should be administered if available. The strict quarantine to the resident's room may be lifted after receiving a negative test result.
- {IF APPLICABLE} Memory care residents may be required to have 24-hour private sitters for the first 7-10 days (following admission or returning to the facility), so that the resident can be constantly monitored while they are in quarantine.
- On the day of admission only, no more than two individuals may participate in the move-in/visitation process. Upon arrival, these individuals will be screened and required to wear PPE.
- Following the day of admission, the {ENTER COMMUNITY NAME} "No Visitors" policy will be strictly enforced.

Other Guidance (for the current COVID-19 precautions):

- The {ENTER COMMUNITY NAME} strict "No Visitors" policy will remain in effect until further notice.
- All employees are required to wear a protective facemask at all times while in the building.
- {UPDATE AS GUIDELINES CHANGE} The CDC has issued guidance regarding when employees that have had COVID-19 are allowed to return to work with a couple of those guidance pages linked below.
 - o [Criteria for Return to Work for Healthcare Personnel with Confirmed or Suspected COVID-19](#)
 - o [Strategies to Mitigate Healthcare Personnel Staffing Shortages](#)
- Everyone entering the building needs to be screened (questionnaire, temperature check, and observation of hand washing) and documentation of this screening must continue.
- Except during the quarantine period for new admissions or residents returning from the hospital/rehab or during an investigative period following a positive case, residents will not be confined to their units, unless they are exhibiting symptoms.
- Residents not confined to their units will utilize available PPE and social distancing guidelines when not in their units.
- If the community is in an investigative period following a positive case, all activity/social gatherings will be suspended.
- Typically, activity/social gatherings will be limited to 10 persons or less, and we will continue to maintain a safe social distance (min. 6 feet) protocol. Gatherings of greater than 10 persons will be permitted only if safe social distances of 6 feet can be maintained throughout the gathering and if allowed by state and local governments. Such larger gatherings must also be approved in advance by the Executive Director.