



DAY SERVICES

Title of policy/procedure: COVID-19 Visitor Screening

Policy/Procedure Updated on: 3/12/2020

Created By: Day Services Director

Purpose: To ensure the health and safety of all people supported through the minimization of exposure to the COVID-19 virus.

Procedure:

This procedure is to be implemented in an effort to minimize the exposure of staff and people supported in the residential program to the COVID-19 virus.

In accordance with guidance provided by OPWDD on 3/10/2020, the following procedures regarding visitors to the day programs are to be implemented effective immediately and until further notice:

All (non-staff) visitors must be pre-screened before visiting the program the Day Service receptionist /secretary or TC/PC/Administrator. Screening shall include the following three questions:

1. Have you traveled anywhere in Europe, China, or Iran in the last 14 days?
2. To your knowledge, have you had contact with anyone who is being tested, been tested, quarantined, or diagnosed with COVID-19 within the last 14 days?
3. Do you have any symptoms of a respiratory infections (such as cough, sore throat, fever, shortness of breath)?

The secretary/receptionist/ TC/PC/ Administrator will log the screening on the Day Services Visitor Screening Log. If the responses to all three questions is “No”, the visit may occur. If any response is “Yes”, please ask to restrict visitation until the 14-day period has lapsed and/or they are no longer exhibiting symptoms. In the event the visitor insists on conducting the visit, please contact the chain of command for further direction.