

GUIDELINES FOR ESSENTIAL VISITORS

These Guidelines outline requirements and expectations for your upcoming visit to:

Name of Program Location/Office: _____

On (Date mm/dd/yy): _____

For the Purpose of: _____

General Principles

These Guidelines have been prepared by Community Living Toronto (CLTO) to protect the health and safety of people in our residential services, their families, and our staff. They reflect Public Health Ontario and Ministry Guidelines and are intended to limit the potential exposure to COVID-19. On the day of your visit, you will be asked to confirm that you have reviewed these Guidelines for Essential Visitors in advance of the visit and you agree to the conditions outlined. All visits need to be pre-arranged with a CLTO staff representative of the location to be visited. The purpose of the visit, the expected timing for the visit and the location that will need to be accessed must be discussed in advance.

1. Scheduling and/or cancelling and rescheduling of visits will be at the discretion of the Program supervisor/CLTO office contact. Visits may be cancelled/rescheduled if a visitor does not pass the Active Screening, or if operational needs of the home/office cannot be met.
2. Visits will not be permitted at CLTO sites when there are active cases of COVID-19, if there are persons awaiting test results and/or if someone the site is in isolation protocol.

On the Day of the Visit

3. Prior to entry, the CLTO screener will record your name and contact information in a Visitors Log. This is required in the event that an outbreak in the home occurs, for the purpose of contact tracing.
4. Upon entry into the home, you must wear appropriate Personal Protective Equipment (PPE) and adhere to physical distancing requirements. You will be provided with a medical mask and face shield if needed, to wear for the duration of the visit. You are expected to practice hand hygiene before, during, and after the visit.
5. You will only be permitted in the area designated (or required) for the visit. You will not be permitted elsewhere in the home or office.
6. Time spent within the residence is to be limited to the extent possible.
7. Only items necessary to perform the essential service are to be brought into the location and must be cleaned and disinfected (to the extent possible). Sharing of equipment should be minimized as much as possible. Any item that is shared must be cleaned and disinfected between uses.

8. To align with the province’s restrictions on social gatherings, you must attempt to maintain physical distancing restrictions (6 feet, or 2 metres) as is practical, and as related to the purpose of your visit. The visit may be ended early if it becomes apparent that individuals cannot maintain physical distance or if the individual or other residents in the home are not tolerating the visit well. The total number of persons in the home at any time will also be considered in allowing the visit to proceed.
9. If you experience symptoms of or test positive for COVID-19 within 14 days after your visit, you must inform CLTO and Toronto Public Health.
10. As required by provincial guidelines, prior to entry you must pass a Screening questionnaire that screens for signs and symptoms of/potential exposure to COVID-19. The screening questions are provided below. **Review these in advance and only come to the site if you pass these questions.**

Screening Questions	Yes	No
1. Do you have any of the following new or worsening symptoms or signs? Symptoms should not be chronic or related to other known causes or conditions. <input type="checkbox"/> Fever or chills <input type="checkbox"/> Difficulty breathing or shortness of breath <input type="checkbox"/> Cough <input type="checkbox"/> Runny nose, stuffy nose or nasal congestion <input type="checkbox"/> Sore throat, trouble swallowing <input type="checkbox"/> Decrease or loss of smell or taste <input type="checkbox"/> Nausea, vomiting, diarrhoea, abdominal pain <input type="checkbox"/> Not feeling well, extreme tiredness, sore muscles		
2. Have you travelled outside of Canada in the past 14 days?		
3. Have you recently (within the last 14 days) been in a location that is currently experiencing an outbreak where you have been asked to self-isolate?		
4. Have you been in close contact with a probable or confirmed case of COVID-19?		
5. Are you aware of the recommendations and restrictions that Toronto Public Health has in place that affect this location, including limits on gatherings, hand hygiene and respiratory etiquette, and the use of face coverings and masks?		
6. Are you following these recommendations and restrictions regularly outside this setting you are seeking to enter?		