

Shepherd Village Inc.	Policy No.: PP10
Section: ADMINISTRATION	Page No.: 1 of 9
Subject: Absences - Social and Temporary	Approved By: Director, Client Care Services Director, Client Care Services
Supersedes date: January 5, 2021	Effective date: June 9, 2021 June 9, 2021

OVERVIEW:

As per the Ministry of Health Directive #3 June 9, 2021 residents may leave the home's property for short stay and temporary absences. This policy is intended to supplement the parameters of absences as outlined in Directive #3. Any non-adherence to the rules set out in this document could be the basis for discontinuation of short-stay or temporary absences.

PROCEDURE:

1. Short stay absences:

Residents who are fully immunized can leave the home's property on a short stay social absence for:

- Outpatient medical visits
- Social visits
- Emergency room visits that take place over a single night
- or other reasons

Short Stay Absences are not recommended for residents who are unable to wear a mask.

Medical/surgical mask must be worn if able to tolerate. Upon return to the home, residents will be actively screened but are not required to be tested or self-isolate.

2. Temporary absences:

Residents may leave the home's property for a temporary absence (one or more nights) for personal reasons.

Shepherd Village will review and approve all temporary absences based on a case by case risk assessment considering, but not limited to, the following:

- Residents who leave the home for an overnight absence are required to have a PCR COVID-19 test upon return and remain in isolation on Droplet and Contact precautions while their test result is pending.
- The local disease transmission and activity.
- The risk associated with the planned activities that will be undertaken by the resident while out of the home.
- The resident's ability to comply with local and provincial polices/ bylaws.
- If the Home is on suspected or confirmed outbreak

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Shepherd Village will assess if the resident is able to self-isolate for 14 days and other risk factors that may arise due to the absence. If a temporary absence request is denied the Home will provide written notification to the resident/substitute decision maker. We advise you to contact the unit to confirm that the resident is still able to leave the Home.

Upon return the resident will be actively screened for any of the typical and atypical symptoms of COVID-19.

SCREENING:

1. You are advised to perform self-screening at home prior to visiting (use the self-screening form)
2. Does the person requesting the absence with the resident (and anyone in the same household of that person) have any symptoms of COVID-19 or recently been exposed to COVID-19?
3. Complete the Active Screening process upon arrival to shepherd Village. Full screening includes answering the following questions:
 - fever and/or new onset of cough
 - difficulty breathing
 - chills
 - fatigue
 - headache
 - sore throat
 - runny nose
 - red eye
 - stuffy or congested nose
 - lost sense of taste or smell
 - hoarse voice
 - difficulty swallowing
 - digestive issues (nausea/vomiting, diarrhea, stomach pain)

If the visitor passes the screening they will be permitted to take the resident off the premises for the absence.

- If the visitor answers yes to any of the questions, a Manager/D.O.C. will intervene and can possibly cancel the planned absence. The visitor will be advised to contact Telehealth Ontario (1-866-797-0000) or their health care provider.

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If Shepherd Village is in a Suspected or a confirmed Outbreak, all short-stay and temporary absences in the Village will be put on hold.

ABSENCE PROTOCOL:

1. To book an absence please provide a minimum of 24 hours notice
2. After you have been screened in you are required to wait for your loved one to be escorted to the main reception
3. The Resident or Substitute Decision Maker must give consent for any short or temporary absences
4. On the day of the absence the visitor must bring the completed Request for Short Stay Absence Form
5. Person(s) requesting the absence must briefly describe the absence:
 - The number of persons that will be in attendance at the absence
 - Length of Time the resident will be gone
 - What is the mode of transportation or the location of the absence
6. Ensure that safe physical distancing (2meters) is maintained for persons not fully immunized
7. Ensure that both the visitor and the resident wash their hands frequently (wash/rub 15seconds with hand sanitizer) while on the absence to reduce the risk of infection
8. Ensure the resident wear the provided medical/surgical mask(if tolerable)
9. Ensure the visitor and other persons present at the absence wear a mask/facial covering during the visit
10. You are expected to have a plan for the absence that protects the resident from being exposed to a case or probable case of COVID-19
11. We encourage you to review and follow the Risk Assessment Index(appendix 5)

To book an Absence from the Home:

1. To book a planned absence from the Home please call the unit and speak with the nurse
2. Resident/Visitor will be asked where they are going, for how long and with whom
3. Resident/Visitor will be asked to complete the Request for Short Stay Absence Form and the Self-screening Form
4. The Request for Short Stay Absence Form will be reviewed by the RN Float or designate for approval prior to the leave

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If the Home Enters into an Outbreak – Absence in Hospital

In the event of an outbreak where residents cannot be placed in other areas of the home that are not part of the declared outbreak area, or there are other exceptional circumstances (e.g., resident safety, advice from local public health unit), temporary short-stay in hospital could be considered for residents to support outbreak management and IPAC measures provided:

- The resident can be isolated under Droplet and Contact Precautions in the hospital for 14 days.
- The resident is tested and results known within 24 hours of the short-stay transfer to the hospital.
- Return to the home should follow the Admission and Re-Admission details above.

OUTCOME:

Residents will have the opportunity to safely leave Shepherd Village’s property for short absences during the COVID-19 Pandemic period.

ADDITIONAL REFERENCES:

1. Public Health Ontario
2. Ministry of Long Term Care and Ministry of Health Emergency Directives
3. Ontario Health
4. RNAO
5. COVID 19 Test Centre Locations: <https://covid-19.ontario.ca/assessment-centre-locations/>
6. Update to Long-Term Care Homes Directive#3
7. Appendices 1 to 5

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Appendix 1

SELF-SCREENING FORM

Print Visitor Name: _____ **Date & Time of visit:** _____

Print Resident Name: _____

1. Do you have a fever (temperature of 37.8C or greater)? Yes No

2. Are you experiencing ANY of the following symptoms?

New or worsening cough Yes No

Shortness of breath Yes No

Sore throat Yes No

Runny nose or sneezing Yes No

Nasal congestion Yes No

Hoarse voice Yes No

Difficulty swallowing Yes No

New smell or taste disorder(s) Yes No

Nausea/vomiting, diarrhea, abdominal pain Yes No

Unexplained fatigue/malaise Yes No

Chills Yes No

Headache Yes No

Pink Eye Yes No

3. Have you travelled or had close contact with anyone that has travelled in the past 14 days? Yes No

4. Have you had close contact with anyone with respiratory illness or a confirmed or probable case of COVID-19? Yes No

5. Have you visited another Long Term Care Home? Yes No

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Appendix 2

HOW TO WEAR A MEDICAL MASK SAFELY

[who.int/epi-win](https://www.who.int/epi-win)

Do's →



Wash your hands before touching the mask



Inspect the mask for tears or holes



Find the top side, where the metal piece or stiff edge is



Ensure the colored-side faces outwards



Place the metal piece or stiff edge over your nose



Cover your mouth, nose, and chin



Adjust the mask to your face without leaving gaps on the sides



Avoid touching the mask



Remove the mask from behind the ears or head



Keep the mask away from you and surfaces while removing it



Discard the mask immediately after use preferably into a closed bin



Wash your hands after discarding the mask

Don'ts →



Do not Use a ripped or damp mask



Do not wear the mask only over mouth or nose



Do not wear a loose mask



Do not touch the front of the mask



Do not remove the mask to talk to someone or do other things that would require touching the mask



Do not leave your used mask within the reach of others



Do not re-use the mask

Remember that masks alone cannot protect you from COVID-19. Maintain at least 2 metre distance from others and wash your hands frequently and thoroughly, even while wearing a mask.




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Appendix 3

HOW TO WEAR A NON-MEDICAL FABRIC MASK SAFELY

who.int/epi-win

Do's →



Clean your hands before touching the mask



Inspect the mask for damage or if dirty



Adjust the mask to your face without leaving gaps on the sides



Cover your mouth, nose, and chin



Avoid touching the mask



Clean your hands before removing the mask



Remove the mask by the straps behind the ears or head



Pull the mask away from your face



Store the mask in a clean plastic, resealable bag if it is not dirty or wet and you plan to re-use it



Remove the mask by the straps when taking it out of the bag



Wash the mask in soap or detergent, preferably with hot water, at least once a day



Clean your hands after removing the mask

Don'ts →



Do not use a mask that looks damaged



Do not wear a loose mask



Do not wear the mask under the nose



Do not remove the mask where there are people within 1 metre



Do not use a mask that is difficult to breathe through



Do not wear a dirty or wet mask



Do not share your mask with others

A fabric mask can protect others around you. To protect yourself and prevent the spread of COVID-19, remember to keep at least 2 metre distance from others, clean your hands frequently and thoroughly, and avoid touching your face and mask.



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Appendix 4

REQUEST FOR TEMPORARY ABSENCE FORM

Resident Name: _____ Home Area _____
 Person Requesting Absence: _____ Contact info: _____
 Date and Time of Absence: _____ Location of the Absence: _____

1. Briefly describe the absence:

--
2. Does the person requesting the absence with the resident (and anyone in the same household of that person) have any symptoms of COVID or recently being exposed to COVID? Yes No
use the visitor screening symptoms as a guide when you ask
3. How many other people will be in attendance at the absence? _____
4. Length of Time resident will be gone? _____
5. What is the mode of transportation of the absence? _____
6. Is social distancing able to be maintained and masking by others present during the visit? Yes No
7. Have the Resident/ Substitute Decision Maker given consent for the absence? Yes No
8. Is the person(s) making the request fully immunized? Yes No

SUBMIT COMPLETED FORM TO THE NURSE OR DESIGNATE

Approved Yes No Approved with Additional Precautions Required: Yes No Denied: Yes No
 Family notified of request: Yes No

 Signature of Nurse or Designate Date

**** Absences that require additional precautions on return or that are denied must be given in writing to the family member with rationale for the decision****

Upon Return:
 Passed screening upon entry: Yes No Reviewed absence occurred as details above: Yes No
 If no to either question, then resident is to be immediately placed on self-isolation and IPAC precautions until DOC or designate is able to review the absence and determine if additional precautions are needed.

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Risk Assessment Index

Appendix 5

