

LEADERS COVID-19 VISITATION SCREENING CHECKLIST

To Parent/Guardian

Through this COVID-19 pandemic Leaders is following all the Department of Health Public Health Orders referring to restrictions that have been implemented in response to the spread of the Novel Corona Virus Disease (COVID-19). Leaders is staying updated in the ongoing discussions being had with the Department of Health and their Developmental Disabilities Supports Division as well as the Association of Developmental Disabilities Community Providers (ADDCCP) to ensure we continue to follow the state Public Health Order. In these discussions home visitation has been a priority. Subsequently, this pandemic has brought forth a great deal of uncertainty and has created some major challenges for our organization. We would like for each of you to know that Leaders has made a commitment to the health and well-being of all the Leaders stakeholders. Additionally, in consultation with our staff, and more specifically our Health Services Department and the medical experts in that department being the nurses, Leaders has made several process changes in our operations to help keep everyone in the organization safe and healthy.

As we struggle with the COVID-19 pandemic, I would like to communicate the most recent visitation discussions that have remained a priority in allowing you and your loved ones the opportunity to see each other during this most difficult time. The plans for visitation will allow for outdoor **visitation once a month** for guardians and family members (**only**), and your loved ones in Supported Living. **The plan will consist of how visitation will occur within the Governor's Public Health Order so that we can create an organized and controlled approach. Furthermore, in the Public Health Order (pg. 2 #1) all persons entering New Mexico from out of state must self-isolate or self-quarantine for a period of at least 14 days from the date they enter into the state of New Mexico.** The approach needs to consider many key issues so that individuals, staff, and families are not overwhelmed and that the approach moves forward with safe and healthy visitation. I would also like to remind everyone that we will also continue to use Zoom, Facetime, and other modes of online communications in allowing you to visit with your loved ones.

Finally, attached you will find our visitation protocols and procedures.

Respectfully,



Phillip Roybal
Executive Director

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Outdoor Visitation

Visitors Procedures

Quarantined Homes and Isolated or Sick Residents:

- The first thing that Visitors will need to return is the questionnaire. It can be sent in the following ways:
 - Fill out questionnaire on Leaders website @ www.leadersindustries.com
 - Emailed to Phillip Roybal at proybal@leadersind.com
 - Faxed to (575) 393-1318
 - Mailed to Julissa Franklin @ 115 W. Dunnam Hobbs, NM 88240
- Visits **will not be permitted** if person visiting Leaders home have been exposed to COVID-19 in the last fourteen (14) days or are showing COVID-19 symptoms. Anyone who has had close contact with a person who has COVID-19 should also stay home and monitor their health. Additionally, visitors must follow the **Public Health Order (pg. 2 #1) all persons entering New Mexico from out of state must self-isolate or self-quarantine for a period of at least 14 days from the date they enter into the state of New Mexico. Additionally, Leaders will ask the visitor to take a Covid-19 quick test through our Health Services Department. The test results will only take 15 minutes.**
- **All visitors will be required to wear a face covering mask during the visit.** If visitor does not have a mask the visitation will be terminated.
 - **Visitors must bring their own face covering** mask in order to preserve Leaders PPE supply.
 - Any visitor refusing to wear a mask will be reported to the Department of Health COVID compliance unit.
 - **Visitors must wear gloves** (these will be furnished by Leaders)
- Residents will also be wearing a mask if they can tolerate it and do so safely.
- Social distancing (6 ft.) visits shall adhere to the mass gathering requirements of the current Public Health Order.
- There will be **no physical contact** allowed during the visit.
- There will only be **3 family visitors** allowed per visit. Again, we must follow the Public Health Order of no gathering of over 5 people.
- Hand sanitizer will be provided at the visit and visitors must hand sanitize upon arrival.

Scheduling Visits in Advance

- Point of contacts for visitations will be Santos Martinez and Keith McGaha, **no exceptions.**
- Length of the visitation will be 1 hour.
 - The time begins when visitor's check-in for screening.
 - All visitors must check in at the same time.
- Leaders has discretion to limit the length of any visit, the days on which the visits will be permitted, the hours during a day when visits will be permitted, and the number of times a resident is visited in order to ensure the safety of individuals served by the agency. Limits imposed by the agency should be based upon safety consideration and should not be arbitrary.
- Visits must be scheduled at least 48 hours in advance to allow coordination with others that may also want to visit and to ensure appropriate staffing levels.

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- **Visitors should call ahead to ensure that the home is not under quarantine and that the individual served can be emotionally prepared for the visit.**
- A log of all visitors will be kept including name, date of visit, and staff on shift.
- Leaders will continue to support alternative electronic methods for communication between residents and visitors, such as Zoom, FaceTime, and other methods.

Visitation Procedures Subject to Change

- Leaders may be required to change this procedure with little notice as required by the Department of Health and or the Public Health Order.
- Leaders may continue to prohibit visits on a case-by-case basis, if a resident, staff, or visitor tests positive or shows symptoms of illness, or it is determined visitation cannot safely be accommodates for residents, visitors, or staff.

Food and Drink

- **No food or drinks will be allowed into the visitation area.** Leaders will provide a bottled water if visitors or individuals would like.
- No sharing of drinks will be allowed

Visitor Screening

- All visitors must be screened prior to visiting with their loved one.
- **Visitors are not permitted to visit** if they have tested positive for COVID-19 in the past 14 days or if they have been ordered by a medical professional to quarantine due to exposure.
- **Visitors are not permitted to visit** if they have symptoms of COVID-19, including fever, cough, shortness of breath, sore throat, muscle pain, chills, or new loss of taste or smell.
- Anyone with a fever (100.0 F or over) **will not be permitted to visit.**
 - Thermometers must be disinfected after each use
- Any individual who participates in a visitation and develops signs and symptoms of COVID-19 such as fever, cough, shortness of breath, sore throat, muscle pain, chills, or new onset loss of smell or taste within 2 days after the visitation must immediately notify the Health Services Department (Nurse Julissa / Nurse Dottie). They must include the date they were on site, the individuals they were in contact with, and the location of the visit.
- Leaders should immediately screen the individuals who had contact with the visitor for the level of exposure and follow-up with the Leaders Health Services Department Nurses.

Visitation Area

- **Visitation area will be outdoors only. Visitors will not be allowed entry into the home for any reason. Please use the restroom before coming to the visit.**
- The designated outdoor area which will include chairs and a table.
 - Chairs/table will be arranged to allow for social distancing.
 - Visitation areas will be disinfected using an EPA-approved disinfectant for use against SARS-COV-2 after each visit.
- **As per the Public Health Order social distancing of 6 ft. will be in effect during the entire visit.**

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1. Have you traveled out of state within the last fourteen (14) days?
 - a. Yes _____
 - b. No _____
2. Have you had a fever (above 100.4) in the past 24 hours?
 - a. Yes _____
 - b. No _____
3. So, do you have a new or worsening cough today?
 - a. Yes _____
 - b. No _____
4. Do you have any of the following symptoms:
 - a. Shortness of breath or difficulty breathing Yes _____ No _____
 - b. Fatigue Yes _____ No _____
 - c. Muscle or body aches Yes _____ No _____
 - d. Headache Yes _____ No _____
 - e. New loss of taste or smell Yes _____ No _____
 - f. Sore Throat Yes _____ No _____
 - g. Congestion or runny nose Yes _____ No _____
 - h. Nausea or vomiting Yes _____ No _____
 - i. Diarrhea Yes _____ No _____

For Health Care Providers

Ask if they have worked in facilities or locations with recognized COVID-19 cases?

Yes _____

- If yes ask them if they have worked with a person(s) with confirmed COVID-19?
- If yes restrict from visitation and location

No _____

- If no the visit will proceed.

Print Name: _____

Signature: _____

Staff Name: _____

Staff Signature: _____

Date: _____ Time: _____ a.m. / p.m.