

## **COVID-19 Visitor & Small Family Gathering Policy**

### **Access to Harbison is restricted**

To prevent transmission of the COVID-19 virus to our residents, access to Harbison is currently restricted. Every non-resident on our premises is subject to epidemiological and symptom screening and temperature testing and is required to have and provide evidence of a 2020 influenza vaccination and make a legal declaration as a condition of entry.

This policy is based on the latest and best medical advice, guidelines, and regulations and is reviewed whenever that information changes and at least monthly.

### **Maintaining safe visitor access is a priority**

Harbison is committed to maintaining visitor access to residents, including at small family gatherings, while minimising the risk of transmitting COVID-19 to our residents and workforce.

### **Exemption from the influenza vaccination requirement**

A public health order<sup>1</sup> sets out the minimum requirements for entry into a residential aged care facility in NSW. If you have a medical contraindication for the vaccination against influenza you must provide us with a certificate in the approved form <https://www.health.nsw.gov.au/Infectious/covid-19/Documents/flu-medical-form.pdf>. The exemption is only available for medical contraindications detailed in the Australian Immunisation Handbook.

### **Exclusion if you have been in specified locations**

Harbison receives regular advice from NSW Health and may change access requirements without notice based on that advice or a change in our COVID-19 risk assessment. You are excluded from entry to Harbison if you have been in any of the locations listed by NSW Health at <https://www.health.nsw.gov.au/Infectious/covid-19/Pages/case-locations-and-alerts.aspx> ('case locations') which are designated 'self-isolate and get tested' or 'monitor for symptoms' at the specified dates and times.

### **Visitor appointments**

Visitors require an appointment unless they hold Approved Visitor status. To make an appointment call our contact support team on 02 4868 6276 or [harbison.org.au/visit-harbison/](http://harbison.org.au/visit-harbison/)

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<sup>1</sup> Public Health (COVID-19 Aged Care Facilities) Order (No 3) 2020 – more information is available at <https://www.health.nsw.gov.au/Infectious/covid-19/Pages/aged-care-faq.aspx>

## General visitor entry requirements

In addition to the requirements set out above every visitor is required to:

- Provide name and contact details (electronically if requested).
- Closely supervise children under the age of 16 years.
- Perform hand hygiene on entry and exit of the facility and on entry and exit of the designated visiting area.
- Wear a surgical mask during the visit.
- Comply with directions from staff.
- Confine movements to minimise time outside the designated visiting area.

Visits are limited to a maximum of two people including any children, and wherever possible should be conducted in designated visitor areas including the Visitor Pod at Burradoo and Visitor Room at Moss Vale.

## Exclusion for COVID-19 symptoms or close case contact

You must not enter Harbison if you have a temperature of 37.5°C or higher or any other symptom of COVID-19, however mild, including cough, headache, fatigue, runny nose, sore throat, shortness of breath, loss of taste or loss of smell, muscle pain or joint pain, diarrhoea, nausea or vomiting, and loss of appetite, or who has had close contact with a COVID-19 case.

## Approved Visitor status

Visitors may be granted Approved Visitor status by the Infection Prevention & Control Coordinator. Visitors with Approved Visitor status do not require an appointment to visit a resident, may visit a resident in the resident's room or outdoors, and may host small family gatherings. Approved Visitor status may be revoked at any time for breach of Harbison infection prevention & control protocols. Eligibility for Approved Visitor status is dependent on:

- Completion of specified infection prevention & control eLearning.
- Completion of one-to-one education with the Infection Prevention & Control Coordinator (or their delegate).
- Acknowledgement of the requirements and responsibilities of Approved Visitor status.

More information is set out in the COVID-19 Approved Visitor Status checklist – see **Appendix A**, and Offsite Family Gathering Application - **Appendix B**

## Small family gatherings

Subject to a risk assessment by Harbison, residents may attend small family gatherings but may not go on group excursions other than excursions organised by Harbison. Small family gatherings must be outdoors or in a venue that is well ventilated and not crowded.

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Attendees, including the resident, must wear a face mask at small family gatherings if social distancing cannot be maintained.

A nominee approved by Harbison ('host') must be accountable to Harbison for the safe organisation of the small family gathering and for notifying Harbison of any breaches of COVID-19 safety protocols prior to the return of the resident to Harbison. A breach may require the resident to self-isolate on return from the small family gathering. These responsibilities are additional to the normal responsibilities which apply to social leave by a resident.

Prior to approval for a resident to attend a small family gathering the host must provide Harbison with the following information to support a risk assessment:

- Location<sup>2</sup>, date, time, and duration of the small family gathering.
- Identity of every attendee at the gathering, including their relationship to the resident, mobile phone number, and usual residential address.
- Proof of a 2020 influenza vaccination for every attendee at the small family gathering, including children.
- A COVID-safe plan for the gathering.

At commencement of the small family gathering the host is responsible for:

- Screening and excluding attendees who have symptoms of COVID-19, however mild.
- Screening and excluding attendees who have had close contact with known cases of COVID-19 within 14 days.
- Screening and excluding attendees who have been in a case location at the specified times and dates.
- Temperature testing each attendee with a contactless thermometer and sharing the results with Harbison prior to the return of the resident to Harbison.
- Providing each attendee with instruction on hand hygiene, cough etiquette, social distancing, and proper use of a face mask.
- Closely supervising children.
- Educating adult attendees about the vulnerability of the resident to COVID-19 and the importance of precautions to protect not only the resident, but the other residents and care providers at Harbison.
- Promoting the use of the Australian Government COVIDSafe App.

Hosts are responsible for ensuring the adequate supply of:

- Alcohol-based hand sanitiser approved by the Therapeutic Goods Administration.
- Disposable surgical masks.
- Hospital-grade disinfectant wipes for cleaning touchpoints and surfaces in the venue.

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<sup>2</sup> Gatherings must not be organised in locations listed by NSW Health as 'areas with increased testing'

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Hosts are required to hold Approved Visitor status, subject to the discretion of the Director of Nursing. On return to Harbison the resident must undergo a clinical assessment and post-gathering risk assessment, and any need for the resident to self-isolate will be based on clinical judgement.

For questions relating to this policy please contact our Infection Prevention & Control Coordinator.

4 December 2020

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## Harbison COVID 19: Approved Visitor Status – Appendix A

The approved visitor status will allow you to enter our facility without the need to make an appointment when you want to visit the home. You are still required to undergo our screening process each visit and sign the visitor declaration, have your temperature taken and recorded.

To obtain this status, Harbison requires you to undertake and complete the following requirements set out below. You will need to complete partial components of the online Australian Government modules through the Covid-19 Infection Control Training portal, download & use the Covid Safe app if applicable and undertake a verbal and practical approach to identifying Covid-19 signs & symptoms, wearing of a surgical mask and how to hand hygiene correctly.

This status will not be issued until all items on the list have been completed and provided to the Infection Control Coordinator for review who will forward your application to the DoN or CEO for final approval.

REQUIREMENT	COMPLETED	DATE
Dept of Health training modules on Covid-19 via the website <a href="https://covid-19training.gov.au/login">https://covid-19training.gov.au/login</a> , <i>attach copies of the certificates to this checklist:</i>		
• Module 1 – Personal Safety		
• Module 2 (part 1 & 2)- Families and Visitors		
• Module 3- Covid-19 and Aged care		
• Module 5- PPE		
• Module 8- If You Suspect a Person Has Covid-19		
• Module 9 (part 1&2)- Supporting Older Australians in Residential Aged Care		
• Infection Control Training – Covid-19		
• Use of the Covid Safe app (strike out and date if not applicable)		
• Evidence of current flu vax		
Demonstrates understanding of COVID-19 related symptoms and the requirement to not attend facility if symptomatic and requirement for testing. <b>Competence assessed by:</b> (Name):  (Signature):		

REQUIREMENT	COMPLETED	DATE
Dept of Health training modules on Covid-19 via the website <a href="https://covid-19training.gov.au/login">https://covid-19training.gov.au/login</a> , <i>attach copies of the certificates to this checklist:</i>		
Demonstrates understanding of requirement and consents to having their temperature checked and recorded each visit <b>Competence assessed by:</b> (Name):  (Signature):		
Demonstrates understanding of requirement and consents to wearing a surgical mask while in the facility at all times. <b>Competence assessed by:</b> (Name):  (Signature):		
Demonstrates competence in fitting and wearing a surgical mask – To be visually assessed. <b>Competence assessed by:</b> (Name):  (Signature):		
Demonstrates understanding of requirement of correct hand hygiene and demonstrates competence in correct hand hygiene techniques - Refer to Harbison Competency CO 06. <b>Competence assessed by:</b> (Name):  (Signature):		
Demonstrates understanding of visitor limitations. Each resident is allowed a maximum of 2 visitors per visit. <b>Competence assessed by:</b> (Name):  (Signature):		

**\*\* Supporting documentation such as Certificates and Competency Assessments MUST be attached to this checklist prior to approval \*\***

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Approved Visitor Status - Appendix A to Visitor & Small Family Gatherings Policy	CEO	CEO/IPC Lead	3/12/20	S/Covid	1	November 2021	





## ACKNOWLEDGEMENT

Permission for a resident to attend a small family gathering is conditional upon each attendee, prior to or on arrival at the gathering:

- Signing a COVID-19 declaration on the day of the gathering<sup>1</sup>.
- Providing written evidence that they have a 2020 influenza vaccination<sup>2</sup>.
- Agreeing to a temperature check on arrival at the gathering<sup>3</sup>.
- Confirming whether they have downloaded and are using the Australian Government [COVIDSafe app](#).
- Knowing the latest COVID-19 case locations in NSW as listed by NSW Health at <https://www.nsw.gov.au/covid-19/latest-news-and-updates#latest-covid-19-case-locations-in-nsw>
- Knowing and practicing proper COVID-19 contact precautions including hand hygiene, cough and sneeze etiquette, social distancing, and wearing a surgical mask when the situation makes social distancing impractical<sup>4</sup>.

Acknowledge that the host will provide Harbison with the personal information collected by the host and that the host must inform Harbison prior to the return of the resident of any COVID-19 signs or symptoms observed at the gathering.

I (*Full Name*) \_\_\_\_\_ acknowledge that I am responsible for organising COVID-19 safety at the small family gathering described in this application. I accept responsibility for minimising the risk that COVID-19 is transmitted at the gathering and am working in partnership with Harbison to prevent the introduction of COVID-19 to Harbison on return of a resident from a small family gathering.

- I acknowledge that Harbison must risk assess the proposed small family gathering in accordance with AHPPC guidelines. The application may be refused at the absolute discretion of Harbison.
- I will comply with the Harbison visitor policy and approved visitor status scheme. I understand that failing to comply with NSW Health regulations may prejudice my request and any future requests.
- I understand that COVID-19 circumstances can change and this small family gathering may be cancelled without notice if Harbison needs to increase precautions.
- This gathering will be held at a family home with a maximum of 20 people including children<sup>5</sup>, and limited to close friends, partners, siblings, and direct relations.
- I will encourage adults at the gathering to download and use the COVIDSafe app to support contact tracing if it becomes necessary.

<sup>1</sup> The host must exclude any person who cannot sign a declaration that they pass COVID-19 screening requirements.

<sup>2</sup> People who are contraindicated for the influenza vaccination pursuant to [The Australian Immunisation Handbook](#) may provide an [Influenza Vaccine Medical Contraindication Form](#) signed by an authorised medical practitioner.

<sup>3</sup> Anyone with a temperature of 37.5°C or higher is excluded from the gathering. The host is responsible for procuring a contactless thermometer for the purpose of the temperature check.

<sup>4</sup> The host is responsible for making TGA approved alcohol-based hand sanitiser and surgical masks available at the gathering. Soap and water must also be available, and the host is responsible for monitoring and implementing contact precautions.

<sup>5</sup> Or such other number as advised by NSW Health from time to time.

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Offsite Family Gathering Application- Appendix B (Visitor & Small Family Gathering Policy)	CEO	CEO/IPC Lead	4/12/20	S/Covid	1	November 2021	

