

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 controlled. Every non-resident on our premises is subject to epidemiological and symptom screening and temperature recording. You must make a legal declaration as a condition of entry. Screening will occur during set hours of the day, currently 9:30am to 10:30am and 1:30pm to 3:30pm, 7 days. Hours are subject to change and will be updated and communicated as required.

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.

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. We will only exclude you from Harbison based on NSW Health advice.

Visitor appointments

Visitors require an appointment during the advised visiting hours unless they hold Approved Visitor status. To make an appointment email your Personal Care Manager.

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.
- Comply with directions from staff.
- Confine movements to minimise time outside the designated visiting area.

Visits wherever possible should be conducted in resident rooms or designated visitor/meeting areas.

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 or congested 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 have had close contact with a COVID-19 case within the past 14 days.

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 and outings with family or friends. Small family gatherings are encouraged to take place in a venue that is well ventilated and not crowded. All participants must wear a surgical mask.

A person 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:

- Location¹, 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.
- 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.

¹ Gatherings must not be organised in locations listed by NSW Health as areas of concern

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- 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.

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.

1 February 2021

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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 when social distancing cannot be maintained 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 https://covid-19training.gov.au/login , <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)		
Demonstrates understanding of COVID-19 related symptoms and the requirement to not attend facility if symptomatic and requirement for testing. Competence assessed by: (Name): (Signature):		
Demonstrates understanding of requirement and consents to having their temperature checked and recorded each visit Competence assessed by: (Name): (Signature):		

REQUIREMENT	COMPLETED	DATE
Dept of Health training modules on Covid-19 via the website https://covid-19training.gov.au/login , <i>attach copies of the certificates to this checklist:</i>		
Demonstrates understanding of the requirement and consents to wearing a surgical mask when social distancing of 1.5m cannot be maintained in the home and demonstrates competence in fit checking of mask. To be visually assessed. Competence assessed by: (Name): (Signature):		
Demonstrates understanding of requirement of correct hand hygiene and demonstrates competence in correct hand hygiene techniques - Refer to Harbison Competency CO 06. Competence assessed by: (Name): (Signature):		

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

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ACKNOWLEDGEMENT:

I, (Name) _____, understand that my approved visitor status may be revoked/suspended or temporarily put on hold at any time on the following advice:

- If I do **not** adhere to any of Harbison's Covid-19 requirements and directives whilst visiting the facility
- Harbison's Covid-19 risk increases in the community and or suburb which you reside
- Changes to Harbison's visitor policy that affect your status
- The visitor status may change without notice due to increased or escalated advice from NSW health or the Australian Government.

Signature: _____

Name: _____

Date: / /

APPROVAL:

Approved Visitor Status Approved: YES

NO


Date: / /

Infection Control Coordinator Name: _____

Infection Control Coordinator Signature: _____

Director / CEO Name: _____

Director / CEO Signature: _____

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Approved Visitor Status - Appendix A to Visitor & Small Family Gatherings Policy	CEO	CEO/IPC Lead	18/12/20	S/Covid	2	November 2021	

Offsite Family Gathering Application – Appendix B

Harbison has implemented an approved visitor scheme to help maintain the safety of our residents through the Covid-19 pandemic. Part of this scheme allows the approved visitor to host or accompany a resident(s) in a small family gathering environment.

Harbison is required to conduct a risk assessment of each gathering to minimise the risk of Covid-19 transmission to the other residents of Harbison on their return from the event.

In order to apply to hold or accompany to a family event, Harbison requests that the host will acknowledge and adhere to the approved visitor status and undertake and complete online government training modules with a practical demonstration in knowledge of Covid-19, hand hygiene and surgical mask use, provided by one of our staff members to ensure ultimate safety whilst out in the community.

Please provide all details to be requested:

Resident Name	
Host Name	
Date of proposed Gathering	
Time	
Address	
Occasion	
Total number of people attending	

Total number of people proposed to attend the gathering on the date and time provided. Ensure this number does not exceed NSW Health guidelines at the date of request.

Full Name	Residential post code	Age group	Temperature on arrival	Symptoms	Contact phone

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 ¹.
- Agreeing to a temperature check on arrival at the gathering².
- 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 impractical³.

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 the 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.
- Any gathering will be by application to Harbison and conducted in line with NSW Health Government regulations on numbers allowed to gather and be risk assessed by Harbison⁴.
- I will encourage adults at the gathering to download and use the COVIDSafe app to support contact tracing if it becomes necessary.

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Offsite Family Gathering Application- Appendix B (Visitor & Small Family Gathering Policy)	CEO	CEO/IPC Lead	3/2/21	S/Covid	3	November 2021	

Name of Host: _____

Signature of Host: _____

Date _____ / _____ / _____

APPROVAL

Visitor Status Approved YES/NO

All documentation received YES/NO

The applicant has complied with the requirements to host a small family gathering and I recommend approval from the Director.

Infection Control Coordinators Name: _____

Infection Control Coordinators Signature: _____

Date: _____ / _____ / _____


Final Approval for offsite family gathering: YES/NO

Director/CEO Name: _____

Director/CEO Signature: _____

Date: _____ / _____ / _____

1. The host must exclude any person who cannot sign a declaration that they pass COVID-19 screening requirements.
2. 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
3. The host is responsible for making TGA approved alcohol-based 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
4. or such other number as advised by NSW health from time to time

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