

North Centennial Manor	
Department: Administration	Policy: Resident Absences Covid
Last Update: July 1, 2021	Coverage: Residents and Visitors/Essential Caregivers

Reference Documents:

Directive # 3 for Long-Term Care Homes under the Long-Term Care Homes Act, 2007

FAQ's for Directive #3

Porcupine Health Unit Direction

Guiding Statement

During the COVID-19 Pandemic, the Manor will follow the Direction of the MLTC and the PHU in regards to resident absences.

PPE for all types of absences

- Residents booked/approved for absence from the Manor will be given a medical mask and encouraged to use it for the duration for of any absence
- Residents will also be reminded of Public Health Measures to use such as physical distancing and hand hygiene while away from the home

Screening

- All residents entering the Manor after any absence, regardless of the length of the absence will be actively screened upon return entry to the Manor

Types of Absences

1. Medical Absences

- a. An absence for the sole purpose of seeking medical and/or health care.
- b. All residents regardless of immunization status may participate in medical absences

2. Compassionate/Palliative Absence

- a. Include, but are not limited to, absences for the purposes of visiting a dying loved one.
- b. The Manor is required to assess these situations on a case-by-case basis.

3. Short Term Absences

- a. There are two types –
 - i. **Essential Absences**
 1. Absences for reasons of groceries, pharmacies and outdoor physical activity
 2. All residents regardless of their immunization status can participate in Essential Absences unless they are currently isolating.
 - ii. **Social Absences**
 1. Absences for all reasons not listed under medical, compassionate/palliative and/or essential absences
 2. Does not include overnight stays

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3. Currently only fully immunized residents may participate in social absences.

4. Temporary Absences

- a. Include absences involving two or more days and one or more night(s) for social reasons.
- b. All residents returning from a temporary absence must be tested (PCR) and isolated until the results of the PCR test are known to be negative.
- c. Currently only fully immunized residents may participate in temporary absences for social reasons.

Process to Follow for All Absences

<u>Type of Absence</u>	<u>Process to Follow</u>	<u>Upon Return</u>
1. <u>Medical Absence</u>	<ul style="list-style-type: none"> • When a resident has a medical/health related appointment outside the Manor, please notify the RN in Charge 705 335 6125 Ext. 244 as soon as possible after the appointment is made providing: <ul style="list-style-type: none"> ○ The name of the health professional ○ Contact information of the health professional ○ Date and time of the appointment ○ Name and contact information of the person who will accompany the resident to the appointment ○ Arrangements made for transport ie. what time will the bus be picking the resident up 	<ol style="list-style-type: none"> 1. Screening 2. If out overnight* resident will be PCR swabbed and isolated until swab results known to be negative <p>*swabbing and isolation do not apply to residents who spent one night in the ER</p>
3. <u>Compassionate/Palliative Absences</u>	<ul style="list-style-type: none"> • Contact the Director of Care 705 335 6125 Ext. 225 or the Charge Nurse 705 335 6125 Ext. 244 to discuss the case as far as possible in advance. 	<ol style="list-style-type: none"> 1. Screening 2. If out overnight resident will be PCR swabbed and isolated until swab results known to be negative.
4. <u>Short Term Absences</u>	<ul style="list-style-type: none"> • Monday to Thursday call the Absence Coordinator (Nicole) between 0800- 	<ol style="list-style-type: none"> 1. Screening upon return

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<u>Type of Absence</u>	<u>Process to Follow</u>	<u>Upon Return</u>
	<p>1500, 24 hours in advance, 705 335 6125 Ext. 222</p> <ul style="list-style-type: none"> • Friday, Sat, Sun call the Nurse in Charge 24 hours in advance 705 335 6125 Ext. 244 • Please include the name of the person who will pick up the resident, the expected date and time of pick up and return • Be reminded that the person who picks up the resident must be wearing a mask, should encourage the resident to wear a mask and follow all Public Health Practices to prevent the spread of Covid-19 (social distancing, hand hygiene, universal masking) • Visitors/Essential Caregivers who wish to enter the Manor to pick up a resident will need to comply with the COVID – 19 swabbing guidelines that are in effect at the time 	
5. <u>Temporary Absences</u>	<ul style="list-style-type: none"> • Please notify Administration 705 335 6125 Ext. 222 (Nicole) Monday to Thurs 08-1500 of the date and time that the temporary absence will take place 	<ol style="list-style-type: none"> 1. Screening 2. PCR swab 3. Isolation until the results of the swab are known to be negative.

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Staff Protocols When Notified Resident will be absent:

1. Person Receiving the Notification of Upcoming Absence

- a. Complete Absence Form Below prior to absence and give to screener



Welcome to North Centennial Manor
Our home is currently free from COVID-19.

Absences – Medical – Compassionate/Palliative – Short Term – Temporary

Name of the resident _____ Name of family member (if applicable) _____

Date of the short stay _____

Approx. Leaving Time _____ Approx. Return Time _____

Medication needed _____

For the protection of all, please follow these directions during all short stay absences.



Clean your hands. Clean your hands regularly using hand sanitizer, rubbing thoroughly over all areas of your hands for 20 seconds.



Wear a mask. The resident must wear the mask provided by North Centennial Manor (if tolerated) at all times during absence. The person accompanying the resident must wear face covering at all times when with resident.



Maintain physical distance when possible. When providing care requiring contact, avoid the face to face position. Approach from the resident's side or back.

In addition to the above safety guidelines the Manor encourages:

- o That all residents on leave and persons who accompany residents follow all local and provincial bylaws and recommendations from the Public Health Unit to limit social contact and take all measure possible to prevent the spread of COVID 19
- o That hand hygiene is completed frequently
- o That the resident not be brought into the company of extended families, friends, or any social gatherings such as shopping, parties, restaurants, hair salons, etc
- o That the resident have no contact with anyone who has had s/s of COVID or other respiratory or gastric illness in the previous 14 days

I, _____, have read and understand the rules and regulations regarding short stay absences. I understand that failure to respect the guidelines set out by North Centennial Manor will result in termination of the right to continue future short stay absences.

Resident/family member signature: _____ Date: _____

Screening upon return to the Home

Resident has any fever, cough or other symptoms of COVID-19? Y or N Temperature _____

Leaving Time _____ Return Time _____ Screener name _____

Family member screening logged in VISITOR BINDER

2. Nursing to be aware of absence and prepare meds/treatments as needed as well as the Medical Pharmacies Medication LOA medication education form for family so sign when picking up resident.
3. Resident goes on absence.
4. Upon return resident is screened by screener and bottom of absence form completed.
5. Nursing is made aware of resident's return and results of screening.
6. If resident has been away overnight screener will ensure that nursing knows immediately upon resident's return.
7. Resident must wear a mask upon return or remain in his/her room until nursing has cleared resident of need to wear mask.