

Novel Coronavirus 2019 (COVID-19) Visitor Screening Guidelines for Long Term Care Facilities

The most effective way to protect your residents and staff from novel coronavirus disease (COVID-19) is to prevent the disease from entering your facility. Thorough screening of staff, vendors, and visitors can help prevent potential transmission to your residents.

For additional resources and ongoing updates on COVID-19, visit the following websites:

- www.rileycountyks.gov/covid19
- <http://www.kdheks.gov/coronavirus/index.htm>
- <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Visitor Screening and Criteria

According to the March 4 2020 [Centers for Medicare and Medicaid Service \(CMS\) Memo QSO-20-14-NH, Guidance for Infection Control and Prevention of COVID-19](#), nursing homes should monitor and/or limit visitors. Facilities should screen visitors for the following:

- International travel within the last 14 days to CDC identified countries with travel restrictions. For up-to-date travel restricted countries, visit: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>
- Has had contact with someone who tested positive or is under investigation for COVID-19
- Signs or symptoms of respiratory infection, such as fever, cough, shortness of breath and sore throat

Each facility should designate staff members, trained in screening protocols, to monitor the entrance to the facility and actively screen all persons entering it. All visitors should sign in and out on a visitor's log, according to normal protocols.

This guidance contains:

- Template letters for residents, family members and visitors about COVID-19
- Template communication to vendors requesting they not enter the facility if they are potentially at risk of carrying COVID-19
- COVID-19 Screener Competency tool for documenting training for staff assigned to screen visitors and vendors entering the facility
- Visitor Screening tool for screening all persons entering the facility



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Regulations About Limiting Access to the Facility

According to the [Centers for Medicare and Medicaid Service \(CMS\) Memo QSO-20-14-NH, Guidance for Infection Control and Prevention of COVID-19](#), if visitors meet the above criteria, facilities may restrict their entry. Regulations and guidance related to restricting a resident's right to visitors can be found at 42 CFR §483.10(f)(4). A nursing home may need to restrict or limit visitation rights for reasonable clinical and safety reasons. This includes, "restrictions placed to prevent community-associated infection or communicable disease transmission to the resident".

Employee Screening

According to the [Centers for Medicare and Medicaid Service \(CMS\) Memo QSO-20-14-NH, Guidance for Infection Control and Prevention of COVID-19](#), the same screening performed for visitors should also be performed for facility staff. Healthcare providers (HCPs) who have signs and symptoms of a respiratory infection should not report to work. Any staff who develop signs and symptoms of a respiratory infection while on the job should:

- Immediately stop work, put on a facemask, and self-isolate at home
- Inform the facility infection control staff, and include information on individuals, equipment, and locations the person came in contact with, and
- Contact and follow RCHD recommendations for next steps

Posting Information

It is important to post educational information that reminds employees and visitors to follow precautions to protect residents from COVID-19 infection. There are examples of educational information, including hand hygiene and preventing the spread of disease fact sheets included in this guidance.

COVID-19 Checklist for Long Term Care Facilities

1. Infection Control & Prevention – Review of Guidelines (all staff)

- Review of current guidelines related to respiratory illness
- Education on guidelines and appropriate infection control procedures
- Hand hygiene, cough etiquette/respiratory hygiene

2. Evaluate Supplies

- Inventory of supplies (gowns, gloves, masks, face shields, cleaning supplies, etc.)
- Soap in bathroom for handwashing
- Hand gel/sanitizer supplies
- Temperature scanners for visitors/employee screening

3. Front Desk/Reception

- Station at entrances manned by nurse(s) during regular business hours
- Signage with printed education materials for visitors
- Use of the Visitor Screening Tool

4. Monitoring of Employees and Staff

- Up-to-date roster of employees working
- List of employees coming back from vacation
- Process for monitoring residents' health daily for 14 days
- List of residents with symptoms of illness
- List of employees with symptoms of illness, using the Employee Screening Tool

5. Housekeeping

- Regular and routine cleaning of high-touch surfaces (handrails, doorknobs, counter/tabletops, etc.), including in kitchen
- Terminal cleaning of rooms on droplet precautions

6. Other:

- Coordination with local hospital
- Coordination with Riley County Health Department

Letter to Residents, Family & Visitors

To our Residents, Family Members, and Visitors,

We know some of you may be concerned about the spread of the novel coronavirus, COVID-19, and how it may impact us at [ENTER FACILITY NAME]. Ensuring residents are cared for in a safe and healthy environment is our greatest concern. At this time, there are no cases in our facility. The Centers for Disease Control and Prevention (CDC), Kansas Department of Health and Environment (KDHE) and Riley County Health Department (RCHD) have recommended a variety of steps that we are implementing to help reduce the potential for the virus to enter our building(s). However, we need your help in battling COVID-19. Below are some examples of how you can protect our residents, as well as prevent the spread of disease throughout the community.

At this time, we request that you do not visit the facility if you have or have had symptoms of respiratory illness (fever, cough, shortness of breath, sore throat) within the last 14 days. We understand that connecting with family members is incredibly important, and there are a variety of ways you might consider connecting with them aside from in person visits.

We will be implementing a brief screening protocol for visitors coming to the facility to ensure that our residents stay happy and healthy.

We are staying up-to-date on the ongoing outbreak of COVID-19, and ask that you do the same by visiting the following websites:

- www.rileycountyks.gov/covid19
- <http://www.kdheks.gov/coronavirus/index.htm>
- <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

The Kansas Department of Health & Environment also has a dedicated hotline for public questions regarding COVID-19 that is staff Monday-Friday from 8:00am – 5:00pm. The hotline can be reached at: 1-866-534-3463.

Thank you for your cooperation as we all work together to keep our residents safe and healthy.

[Contact Information/signature]

Letter to Vendors and Business Partners

Good afternoon valued vendor/business partner,

In an effort to protect [ENTER FACILITY NAME] residents and staff from COVID-19, we are asking that visitors and vendor not enter/visit the center if they meet any of the following criteria:

- Fever great than 100 °F
- Cough, sneezing or flu-like symptoms
- Recent travel to Italy, South Korea, China, Japan, or Iran in the past 14 days

If this is will adversely impact any of the provider rendering services to [ENTER FACILITY NAME] , please contact [FACILITY POINT OF CONTACT] .

We appreciate your understanding as we ensure the health and well-being of our residents and staff

[Contact Information/signature]

To our employees,

We know some of you may be concerned about the spread of the novel coronavirus, COVID-19, and how it may impact us at [ENTER FACILITY NAME]. Ensuring staff and residents are in a safe and healthy environment is our greatest concern. At this time, there are no cases in our facility. The Centers for Disease Control and Prevention (CDC), Kansas Department of Health and Environment (KDHE) and Riley County Health Department (RCHD) have recommended a variety of steps that we are implementing to help reduce the potential for the virus to enter our building(s). However, we need your help in battling COVID-19. Below are some examples of how you can protect our residents, as well as prevent the spread of disease throughout the community.

- Practice hand hygiene
- Avoid touching your eyes, nose and mouth with unwashed hands
- Avoid close contact to people who are sick
- Cover your cough or sneeze with a tissue, then throw it in the trash
- Stay home if you are experiencing fever or any other symptoms of illness
- Clean surfaces with a disinfectant, especially if those surfaces have been touched by someone who is sick

We are staying up-to-date on the ongoing outbreak of COVID-19, and ask that you do the same by visiting the following websites:

- www.rileycountyks.gov/covid19
- <http://www.kdheks.gov/coronavirus/index.htm>
- <https://www.cdc.gov/coronavirus/2019-ncov/index.html>



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Visitor Screening Tool

Visitor Name:	
Resident Being Visited;	
Have you traveling within the last 14 days to a country under CDC travel advisory	If yes, please list travel destination(s):
Fever or history of fever within the last 14 days?	If yes, please indicate temperature: _____ °F
Cough	Yes No
Difficulty Breathing	Yes No
Sore Throat	Yes No
Exposure to individuals with cold or flu-like symptoms within the past 14 days?	If Yes, please describe:
If you have any of the above symptoms or exposures, we ask that you do not visit at this time. Please feel free to call your loved one or call our staff to check on them until your symptoms have resolved.	
Thank you for your understanding and cooperating in helping us keep our residents, staff, and community happy and healthy	

Visitor Name:	
Resident Being Visited;	
Have you traveling within the last 14 days to a country under CDC travel advisory	If yes, please list travel destination(s):
Fever or history of fever within the last 14 days?	If yes, please indicate temperature: _____ °F
Cough	Yes No
Difficulty Breathing	Yes No
Sore Throat	Yes No
Exposure to individuals with cold or flu-like symptoms within the past 14 days?	If Yes, please describe:
If you have any of the above symptoms or exposures, we ask that you do not visit at this time. Please feel free to call your loved one or call our staff to check on them until your symptoms have resolved.	
Thank you for your understanding and cooperating in helping us keep our residents, staff, and community happy and healthy	

Employee Screening Tool

Employee Name:	
Resident Being Visited;	
Have you traveling within the last 14 days to a country under CDC travel advisory	If yes, please list travel destination(s):
Fever or history of fever within the last 14 days?	If yes, please indicate temperature: _____ °F
Cough	Yes No
Difficulty Breathing	Yes No
Sore Throat	Yes No
Exposure to individuals with cold or flu-like symptoms within the past 14 days?	If Yes, please describe:
If you have any of the above symptoms or exposures, we ask that you do not work at this time.	

Employee Name:	
Resident Being Visited;	
Have you traveling within the last 14 days to a country under CDC travel advisory	If yes, please list travel destination(s):
Fever or history of fever within the last 14 days?	If yes, please indicate temperature: _____ °F
Cough	Yes No
Difficulty Breathing	Yes No
Sore Throat	Yes No
Exposure to individuals with cold or flu-like symptoms within the past 14 days?	If Yes, please describe:
If you have any of the above symptoms or exposures, we ask that you do not work at this time.	

Employee Name:	
Resident Being Visited;	
Have you traveling within the last 14 days to a country under CDC travel advisory	If yes, please list travel destination(s):
Fever or history of fever within the last 14 days?	If yes, please indicate temperature: _____ °F
Cough	Yes No
Difficulty Breathing	Yes No
Sore Throat	Yes No
Exposure to individuals with cold or flu-like symptoms within the past 14 days?	If Yes, please describe:
If you have any of the above symptoms or exposures, we ask that you do not work at this time.	



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COVID-19 Screener Competency

Employee Name: _____

Date: _____

Job title: _____

Skill/Competency Checklist	Yes	No	Comments
Understands the need to screen individuals visiting the facility for fever, respiratory symptoms, history of travel to affected places and/or contact/exposure to individuals with symptoms or history of travel to affected places			
Demonstrates ability to explain to individuals visiting the facility for fever, respiratory symptoms, history of travel to affected places and/or contact/exposure to individuals with symptoms or history of travel to affected places			
Understands/demonstrates use of infection control requirements for cleaning/disinfecting temperature scanner/thermometer before and after its use. Able to verbalize to individuals visiting the facility the importance of infection control practices			
Demonstrates the use of the temperature scanner/thermometer to obtain temperature of individuals visiting the facility.			
Demonstrates knowledge of documentation requirements when utilizing the Visitor Screening Tool			
Demonstrates ability to politely not allow visitors entry into the facility if screening criteria not met, and explains why the visitor is not allowed entry into the facility			
Able to find assistance and resources if concerns/issues arise pertaining to individuals visiting the facility			

Employee:

I acknowledge my competencies in the areas as documented above. I understand it is my responsibility to sustain competencies in these and any other procedures/responsibilities that may not be represented here

Employee Name: _____

Date: _____

Facilitator:

I acknowledge the above documented competencies have been reviewed

Facilitator Name: _____

Date: _____

Coronavirus (COVID-19) Precautions

In order to protect our residents, we ask that you **DO NOT** visit the facility during this time if you have the following active symptoms:



- *Fever*
- *Cough/Sneezing Cold Symptoms*
- *Difficulty Breathing*

In order to keep our facility free of COVID-19 we will begin screening **ALL** visitors prior to visiting. Any visitors that show “active” signs will not be allowed to enter.

We appreciate your understanding during this time. If you have any questions/concerns, please don't hesitate to call the facility.

Thank you for your understanding and cooperation.