



ADMINISTRATION POLICY MANUAL

ADM- K- 11.00

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APPROVED BY: PRESIDENT & CEO	

Mission: Collectively, our foundation, purpose and vision capture our mission of care for the people we serve.

Foundation: A Catholic organization inspired by Christ's ministry and the legacy of the Grey Sisters of the Immaculate Conception.

Purpose: Quality, person-directed long-term care and support for people in our community.

Vision: A welcoming and inclusive home where each person feels cared for, supported and engaged.

Values: Respect, Compassion Spirituality, Integrity, Excellence and Collaboration

Purpose:

To ensure that all staff and visitors are aware of the Visitor Guidelines in accordance with the Fixing LTC Act, 2021, Ministry of Long-Term Care requirements which may exist, Public Health Guidelines and Infection Prevention and Control Precautions. The Ministry of Long-Term Care and Public Health may make changes to the requirements at any time and these will take precedent over this policy.

Guidelines for Visiting:

Visitors are welcome to visit residents. St. Pat's is home for the people that live here. Please respect the privacy of other residents.

Visitors are required to complete the Visitor Log upon entering the home and when leaving. The log will include the:

- the name and contact information of the visitor;
- the time and date of the visit; and
- the name of the resident visited.

These logs will be kept for 30 days as per the legislative requirement.

There is no limit on the number of visitors at any given time.

Visiting Hours:

Visiting is not limited to specific hours. For security purposes the main entrance is locked between the hours of 8:00pm to 8:00am.

If a visitor is wishing to enter the home outside of these hours can use the doorbell and access will be provided.

We do encourage people to limit visiting to the regular hours so that the residents able to enjoy their company and to keep noise to a minimum respecting that other residents may be sleeping.

Parking:

St. Patrick's Home provides affordable and accessible parking for all visitors. Parking is \$5.00 per day. Free parking is provided for a maximum of two visitors per resident. Revenue generated by the parking fee supports parking lot maintenance, as well as services and care directly for the residents at St. Pats.

Infection Prevention and Control (IPAC):

Wash your hands regularly, cough or sneeze into your elbow, and avoid visiting if you are sick with a cold, influenza or a stomach virus. Did you know that the main way germs can spread is through hand contact? That's why hand washing, when done correctly, is the single most effective way to prevent the spread of communicable diseases, such as colds and flu. Visitors are reminded to regularly wash your hands with soap and warm water, especially after eating, coughing, sneezing and using the washroom.

St. Patrick's Home has provided hand sanitizer for visitors use throughout our Home. Please use them often during your visit. Remember to make sure your hands are dry after applying the sanitizer before you touch anything.

Another important way to limit the spread of germs is by not bringing them into the Home. We recognize the important role that family plays in a resident's care and well-being. However, please do not visit if you feel unwell or have symptoms such as cough, fever, runny nose, sore throat, diarrhea, vomiting, or a new rash.

Visitors are encouraged to self-educate regarding IPAC best practices: [IPAC Education](#)

Outbreak Management:

If a Resident Home Area has a number of residents with symptoms of an infectious disease the Public Health Unit will be contacted and may place the area into an Outbreak status. During this time we will contact the primary contact or POA. It is recommended that during an Outbreak visiting is limited and only to your loved one. To reduce the spread of infection.

Scent Free Environment:

St. Pat's has a Scent Free Policy that applies to all residents, visitors, staff, physicians, volunteers, students and contractors. For the safety and comfort of those with allergies, scent sensitivities and breathing issues, please do not use scented products such as colognes, aftershaves, lotions, perfumes and scented personal care products.

St. Patrick's Home is a Smoke-Free Organization:

St. Patrick's Home and grounds are smoke-free with the exception of a designated resident smoking area and a designated staff and visitor smoking area. We want to promote healthy living, and minimize our community's exposure to the harmful effects of second hand smoke. Please help us by not smoking anywhere on Home property, except for the designated areas