

## **Dom Lipa - Policy for Absences during COVID-19 for Retirement Home – August 12<sup>th</sup>, 2020**

Dom Lipa has co-located Retirement and Long-Term Care homes, and while we endeavour to keep residents and staff separate, there is a common entrance/exit, shared staff and other Home's services.

Due to some degree of integration of both Long-Term Care and Retirement, Dom Lipa has kept policies for both in line with the more restrictive long-term care policies for the most part, in order to maintain awareness and keep all residents safe.

The short-term absences policy has been based on the Long-Term Care Directive #3, which states that the Home must not permit residents to leave the home for short-stay absences to visit family and friends, and that "retirement homes must take all reasonable steps to follow the required precautions and procedures outlined in this Directive." This includes that residents who wish to go outside of the home must be told to remain on the home's property and maintain safe physical distancing.

However, based on the Reopening Retirement Homes recommendations, Dom Lipa will support Retirement Home residents' freedom to leave the Home.

Retirement home residents are permitted to leave the Home for:

1. Visits of up to 12 hours at a time, maintaining physical distancing of 2 metres and wearing a mask, without requiring Droplet and Contact Precautions for 14 days on return or
2. Absences into the community of 12 hours or more (including overnight and longer absences) with enhanced precautions for 14 days on return.

Dom Lipa Retirement has the following policy outlining these processes and the resident and family will be asked to sign off on the agreement.

This policy does not apply to emergency room visits and hospitalizations.

### **1. Requirements for Non-Overnight and up to 12 hours at a time Absences**

(such as absences with friends or family, shopping, medical appointments, etc.)

Retirement home residents who wish to go outside of the home (e.g., absences with friends or family, shopping, medical appointments, etc.) are permitted to do so if the following requirements are met:

- Dom Lipa must NOT be currently in a COVID-19 outbreak.
- In the event that the Home allows an absence but enters into an outbreak, all new absences requests will end.
- Upon return the resident must pass active screening, every time they re-enter the home.
- If a resident does not pass active screening, the resident will be allowed into the Home. However, Dom Lipa and the resident will follow existing 14 days Droplet and Contact Precautions and self-isolation policies.
  
- The resident will wear a face covering/mask while outside the home and will respect physical distancing.
- The resident will wear a mask while in common areas inside the Home that are shared with the Long-Term Care Home, such as first floor lobby, and main entrance area, if there is any risk of being within 2 metres of LTC residents or others who are not wearing a mask.
- The resident is responsible for supplying a face covering/mask while they are on absences. The home may, at its discretion, opt to supply face covering/masks for absences.
- Education on all required protocols for short absences will be provided by the Home to the resident(s).
  
- For medical appointments, the resident will be asked to provide the date, the time and the location of the appointment and an estimated travel time.
- The resident will inform the Director of Care and/or the delegate of the date of an absence in a timely manner, to allow for planning and review absences' protocol and to sign an agreement outlining the short absences requirements.
- The resident will sign an agreement which outlines the short absences requirements prior to each absence.

**DOM LIPA – Slovenian Linden Foundation Retirement Home**

**Agreement between:**

Dom Lipa Retirement Resident and Dom Lipa SLF to **Requirements for Non-Overnight and up to 12 hours at a time Absences** (absences with friends or family, shopping, medical appointments, etc.)

I \_\_\_\_\_ have been informed of, understand and agree  
Resident's name (print)

to Dom Lipa's requirements for non-overnight and up to 12 hours at the time Absence.

I will follow the requirements as outlined below:

- I will wear a face covering/mask while outside the home
- I will wear a mask while in common areas inside the Home that are shared with the Long-Term Care Home, such as first floor lobby, and main entrance area, if there is any risk of being within 2 metres of LTC residents or others who are not wearing a mask.
- I will practice hand hygiene
- I will respect physical distancing as outlined by the Government of Ontario directives
- I will follow the Government of Ontario directives regarding group gatherings and will not participate in gatherings larger than allowed by the government
- Upon the return I must pass active screening
- If I do not pass active screening, I understand that I will be allowed into the Home and I will follow Dom Lipa's existing 14 days Droplet and Contact Precautions and self-isolation policies.

My reason for request for **Non-Overnight and up to 12 hours at a time Absences** is:

- visit friends or family
- shopping
- medical appointments
- other \_\_\_\_\_

I request the absence on: \_\_\_\_\_  
Date

My estimated time of leave is: \_\_\_\_\_

My estimated time of return is: \_\_\_\_\_

\_\_\_\_\_  
Signature of Resident

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness (Charge Nurse)

\_\_\_\_\_  
Date

- (resident's initial)

## 2. Requirements for Absences into the Community for more than 12 hours (overnight or longer absences)

Retirement home residents who wish to go outside of the home for overnight absences are permitted to do so if the following requirements are met:

- Dom Lipa must NOT be currently in a COVID-19 outbreak.
- In the event that the Home allows an absence but enters into an outbreak, all new absences requests will end.
- Resident may choose to return Home when the Home enters into an outbreak.
  
- The resident will wear a face covering/mask while outside the home and respects physical distancing.
- The resident will wear a mask while in common areas inside the Home that are shared with the Long-Term Care Home, such as first floor lobby, and main entrance area, if there is any risk of being within 2 metres of LTC residents or others who are not wearing a mask.
- The resident is responsible for supplying a face covering/mask while they are on absences. The home may, at its discretion, opt to supply face covering/masks for absences.
- Education on all required protocols for short absences will be provided by the Home to the resident(s).
- The resident and the POA will sign an agreement outlining the absences into community requirements prior to each absence.
  
- A resident returning from an absence for more than 12 hours (overnight and longer absence), upon return to the home will follow 14-days of enhanced precautions, including:
  - Upon return, pass active screening
  - If a resident does not pass active screening, the resident will be allowed into the Home. However, Dom Lipa and the resident will follow existing 14 days Droplet and Contact Precautions and self-isolation policies
  - If resident passes active screening, enhanced precautions for 14 days including:
    - Do not receive indoor visitors during the 14 days
    - Monitor for symptoms of COVID-19
    - Avoid using common areas; however, if a common area cannot be avoided, the resident must use a face covering/mask
    - Limit contact with other residents
    - Do not participate in group activities
    - Wash their hands often (soap and water, or use alcohol-based hand sanitizer)
    - Adhere to respiratory etiquette (coughing, sneezing); and
    - Follow appropriate physical distancing guidelines
  
- Residents who are following the 14-day period of enhanced precautions may leave the home for non-overnight absences (e.g., to buy essentials and/or for medical appointments). Doing so will NOT reset the 14-day time period.

However, an overnight stay during the 14-day period will reset the 14-day time period and the new agreement must be signed prior to the overnight absence.

**DOM LIPA – Slovenian Linden Foundation Retirement Home**

**Agreement between:**

Dom Lipa Retirement Resident and Dom Lipa SLF to **Requirements for Absences into the Community of 12 hours or more (including overnight absence and longer absences);**

I \_\_\_\_\_ have been informed of, understand and agree

Resident's name (print)

to Dom Lipa's requirements for Absences into Community of 12 hours or more (including overnight absence and longer absences);

I will follow the requirements as outlined below:

- I will wear a face covering/mask while outside the home
- I will wear a mask while in common areas inside the Home that are shared with the Long-Term Care Home, such as first floor lobby, and main entrance area, if there is any risk of being within 2 metres of LTC residents or others who are not wearing a mask.
- I will practice hand hygiene
- I will respect physical distancing as outlined by the Government of Ontario directives
- I will follow the Government of Ontario directives regarding group gatherings and will not participate in gatherings larger than allowed by the government
- Upon the return I must pass active screening
- If I do not pass active screening, I understand that I will be allowed into the Home and I will follow Dom Lipa's existing 14 days Droplet and Contact Precautions and self-isolation policies.
- If I pass the active screening, I agree to enhanced precautions for 14 days following my return to the Home:
  - I will not receive indoor visitors during the 14 days
  - I will self-monitor for symptoms of COVID-19
  - I will avoid using common areas; however, if a common area cannot be avoided, I will use a face covering/mask
  - I will limit contact with other residents
  - I will not participate in group activities
  - I will wash my hands often (soap and water, or use alcohol-based hand rub)
  - I will adhere to respiratory etiquette (coughing, sneezing)

My reason for request for **this Absence** is: \_\_\_\_\_

My temporary contact information is:

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

I request the absence for: \_\_\_\_\_

Dates

My estimated time of leave is: \_\_\_\_\_

My estimated time of return is: \_\_\_\_\_

\_\_\_\_\_  
Signature of Resident

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness (Charge Nurse)

\_\_\_\_\_  
Date

- (resident's initial)

## References

1. Ontario Ministry of Health. Directive #3 for Long-Term Care Homes under the Long-Term Care Homes Act, 2007. [Internet]. 2020 Jun 10. Available from [http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/directives/LTCH\\_HPPA.pdf](http://www.health.gov.on.ca/en/pro/programs/publichealth/coronavirus/docs/directives/LTCH_HPPA.pdf)
2. Ontario Ministry of Health. Reopening Retirement Homes. [Internet]. 2020 Jul 22. Available from [Ontario Reopening Retirement Homes](#)
3. Retirement Home Regulatory Authority (RHRA). Reopening Retirement Homes. [Internet]. 2020 Jul 10. Available from <https://www.rhra.ca/wp-content/uploads/2020/07/MSAA-Retirement-Home-Reopening-Guidelines-July-10-FINAL-FINAL-ua.pdf>