Visitation Checklist

This checklist is a guide for your organization. It may be edited or updated to fit your policies and procedures. Please remember to review the CMS MEMO on visitation as well as any specific state guidance.

Set up for Visitation

- Directional signage throughout the organization
- Reminders of infection control protocols
- Communicate visitation process and policy with families
- Create a visitation schedule (if applicable)
- Create a visitation binder or log
- Staff entrance of nursing home
- Prepare staff as escorts (if applicable)

Before Visit

- Set up visitation station at entrance
- Screen visitors for signs and symptoms
- Ask questions for exposure and document
- Have visitors perform hand hygiene
- Provide a mask for visitors (if applicable)
- Ensure the visitors fills out the visitor log (name, phone number, email)
- Provide visitors with education (topics: social distancing, hand hygiene, PPE)
  (In-Room Visit)
- Verify roommate status and ability to move out of the room for visit
- Draw curtain between beds (if applicable)
- Set-up room to allow 6ft of distance between resident and visitor(s)
- Provide hand sanitizer
- Set up furniture for visitor to sit

During Visit

(Garden Room, Library, Multipurpose Room)

- Escort visitors (if applicable)
- Seat visitors at designated table
- Assist resident to designated table
- Provide hand sanitizer
Monitor for adherence to rules throughout the visit
  - Social distancing (At least 6ft distance)
  - Mask worn (By both resident and visitors)
  - No shared food or other items
  - Allow for touch according to CMS guidelines (hand hygiene, mask)

(In-Room Visit)
- Escort visitors directly to resident room (if applicable)
- Monitor for adherence to rules throughout visit
  - Social distancing maintained (At least 6ft distance)
  - Mask worn appropriately (By both residents and visitor)
  - No shared food or other items
  - Allow for touch according to CMS guidelines (hand hygiene, mask)

After Visit
- Escort visitors from visiting area (if applicable)
- Ensure resident is safely escorted from area
- Disinfect seating/table area, and any other items used during the visit
- File this checklist in Visitor binder or log
- Hand hygiene
- Verify time for next visit (if applicable)