

# 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)