

Instructions for **Staff and Essential Visitor Log- COVID-19 Pandemic**

July 30, 2020

Attention All Staff:

The sign in log has been updated with revised name: Staff and Essential Visitor Log-COVID-19 Pandemic. As you are aware, the main purpose of this form is for contact tracing. However, it is also a good opportunity to reinforce important expectations which are communicated through the passive screening (ie. Posters at the front door).

What has changed

- New “Staff and Essential Visitor Log-COVID-19 Pandemic” effective July 31, 2020 replaces the “Staff and Visitor Log-COVID-19 Pandemic” form from May 22, 2020
- Added the term “essential visitor” to distinguish “personal visitor”. Essential visitors are external staff, health care workers and maintenance workers. Personal visitors are family and friends of the supported individuals. Personal visitors’ names are to be logged in the Visitor Log form which specifies name of supported individual with whom they are visiting and the type of visitation.
- Added columns to separate first names and last names. When you sign in with just your first name or a scribble, this will not help you if there is possible risk of exposure and we can’t figure out who you are.
- Specified “Expected Time Out”. This is so you do not have to come back to this form again to sign out.
- Added signature to affirm understanding of expectation to maintaining hand hygiene, wearing a mask, physical distancing and notifying the Supervisor if unwell at any point during the shift/visit

What has not changed

- Form is to be placed at front entrances of all Reena locations
- Form is to be completed by all Reena employees, Agency staff, external staff from health care providers, Property staff, external service persons, cleaners after passing the telephone screening
- All completed logs are to be securely stored with the Direct Support Supervisor and is to be readily available for Public Health
- Screening prior to shift/visits (ie. Telephone screening) and exit screening is to continue