**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](../../Downloads/QSO-20-39-NH%20Revised%20(1).pdf) on visitation as well as any specific state guidance.

**Set up for Visitation**

* The facility will post at the entrance, and with the visitor log, vaccination requirements for visitation, as well as a notice that it is a violation of the Governor’s Proclamation for visitors to visit if they are unvaccinated and the resident is unvaccinated.
* Directional signage throughout the organization
* Reminders of infection control protocols
* Communicate with families-visitation process and policy.
* If necessary, facilities should consider scheduling visits for a specified length of time to help ensure all residents are able to receive visitors.
* 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 and travel history in last 14 days
* 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, well-fitting mask for resident and visitor)

**(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)