

### VISITOR GUIDELINES

**This policy applies to all Saratoga Bridges' facilities including all residences, day habilitation sites, administration building, transportation building, etc.**

All visits to a Saratoga Bridges facility by non-staff entities, including families, care managers, advocates, etc. must be scheduled in advance and the visitor must be screened before being granted entrance to the facility. Prior to the scheduled visit, staff must pre-screen visitors over the telephone. Staff must ask the following three questions:

1. Have you traveled to a country for which the CDC has issued a [Level 2 or 3 travel designation within the last 14 days?](#);
2. To your knowledge, have you had contact with any [Persons Under Investigation \(PUIs\) for COVID-19](#) within the last 14 days, OR with anyone with known COVID-19?; and
3. Do you have any symptoms of a respiratory infection (e.g., cough, sore throat, fever, or shortness of breath)?

Upon screening, if a potential visitor answers “No” to questions (1) and (2) but “Yes” to question (3), please decline their request for visitation until they are no longer exhibiting any such symptoms.

For those potential visitors who answer “Yes” to questions (1) or (2), but “No” to question (3) (i.e., reports no symptoms of a respiratory infection), please decline their request for visitation and instruct them to contact the NYS Department of Health for further direction.

For those potential visitors who answer “Yes” to questions (1) and/or (2), and also “Yes” to question (3), (i.e., reports having symptoms) please decline their request for visitation; please also instruct them to immediately contact their medical provider and Local Health Department and to call 911 if they are experiencing serious symptoms (e.g., shortness of breath). Please also instruct the screened individual to notify the receiving medical provider and transporter in advance of potential concern for COVID-19.

#### **Unplanned/Unscheduled Visitors**

If you receive an unscheduled or unannounced visitor, use the three questions above to screen before allowing entrance into the facility or to deny entrance to the facility.

All screened and approved visitors must sign in on the sign in sheet upon entering the respective facility.

Adopted March 9, 2010

***Enriching lives by creating opportunities and partnerships!***

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