

**NORTHFIELD RETIREMENT COMMUNITY**  
**RESIDENT ACKNOWLEDGMENT OF RISKS AND PROCEDURES**  
**RELATING TO ESSENTIAL CAREGIVER VISITS (COVID-19)**

Older adults and those with respiratory conditions are especially vulnerable to the serious consequences of COVID-19. Like you, we at Northfield Retirement Community consider the health and safety of those living on our campus to be our top priority. As COVID-19 continues to spread in Minnesota, we will continue to follow guidance provided to long-term care providers by the Centers for Disease Control & Prevention (CDC), the Centers for Medicare and Medicaid Services (CMS), and the Minnesota Department of Health (MDH).

While current MDH guidelines do not allow us to re-open the care center or our assisted living areas to general visitation, MDH guidance does allow designation of essential caregivers, in appropriate cases, who may visit indoors in order to provide care or services, as long as safety precautions are followed.

Visits to an older adult or a person with respiratory conditions may put that person at risk for serious and life-threatening infection. The CDC reports that ill visitors and healthcare personnel are the most likely sources of introduction of COVID-19 into a facility, and that infected persons can pass along the virus without even exhibiting symptoms of the virus themselves. However, we also recognize the positive impact that essential caregiver visits can have, and we believe we can successfully implement an essential caregiver program, if you and your designated essential caregiver follow our policies, procedures and instructions.

At this time, we continue to limit visitors inside our doors to all but essential healthcare personnel, compassionate care visitors, and designated essential caregivers. This policy is based on the current guidance from the CDC, CMS and MDH. We will refine and update our policy as more information becomes available and as guidelines change. If you have questions regarding our visitation policy, please contact Jennifer Warnke, RN, Director of Health Services [jwarnke@northfieldretirement.org](mailto:jwarnke@northfieldretirement.org) or Lyndsey Callahan, RN, Director of Nursing at Care Center [llcallahan@northfieldretirement.org](mailto:llcallahan@northfieldretirement.org), or you may call the Ombudsman for Long-Term Care at 651-431-2555 or 1-800-657-3591.

I acknowledge that I have read this document and understand the risks of my decision to receive visits from my designated essential caregiver(s). I also agree to follow the procedures and instructions set forth in the acknowledgment form that my Essential Caregiver will sign (copy attached).

Resident name: \_\_\_\_\_ DATE: \_\_\_\_\_

Signature: \_\_\_\_\_

Resident Representative: \_\_\_\_\_

**Staff Instructions:**

1. Provide the form below to the Essential Caregiver(s) for review and signature. Provide the Essential Caregiver(s) with a copy to keep for their use and reference, and provide a copy to the resident.
2. Provide the Essential Caregiver with a copy of the MDH Guidance for Essential Caregivers.

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ESSENTIAL CAREGIVER ACKNOWLEDGMENT OF RISKS  
AND PROCEDURES RELATING TO CAREGIVER VISITS (COVID-19)**

Essential Caregivers visiting Northfield Retirement Community (NRC) must abide by the following procedures and instructions:

1. **Screening and Check-In Prior to Entry:** Essential Caregivers will enter through West staff entrance and participate in a check-in and screening process before proceeding into the care center or assisted living areas. The screening process will involve having a temperature and/or oxygen level taken and answering questions. An Essential Caregiver cannot enter or visit with a resident if the Essential Caregiver has a temperature of 100 or higher or answers yes to any of the following questions:
  - a. Are you under COVID-19 investigation or do you have a pending test result for COVID-19?
  - b. Have you tested positive for COVID-19 and are currently receiving treatment or required to self-isolate?
  - c. Do you have signs or symptoms of a respiratory infection, such as fever, cough, shortness of breath, or sore throat?
  - d. In the last 14 days, have you had contact with someone with a confirmed diagnosis of COVID-19, is under investigation for COVID-19, or are ill with respiratory illness?
  - e. Have you traveled internationally within the last 14 days to countries with sustained community transmission? For updated information on affected countries visit:  
<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>
  - f. Do you live in a town or area where community based spread of Covid 19 is occurring?
  
2. **Scheduling Visits.** Essential Caregiver visits will be scheduled on a routine basis to meet the needs of the resident and their schedule. Visits will not be scheduled when a resident is positive for COVID-19 or symptomatic or during a 14-day quarantine, including the first 14 days after admission, unless the visit falls into NRC's compassionate care visitation policy. Northfield Retirement Community may at any time modify visit times as well as cancel any and all essential care giver visits if the medical director and facility staff believe there is potential for additional risk of COVID-19 spread.
  
3. **Conducting Visits.**
  - a. Visit only the resident for whom you are a designated Essential Caregiver.
  - b. Limit your visit to the designated space assigned by the Northfield Retirement Community, and limit your movement within the facility to traveling to and from the designated visit location.
  - c. Perform frequent hand hygiene with alcohol-based hand rub or using the building's sanitization station.
  - d. You must wear a face mask and eye protection during the entire visit, and any additional personal protective equipment as required by NRC. The Education Coordinator will provide needed education and guidance to Essential Caregiver on how to don/doff necessary personal protective equipment, using posters demonstrating key instructions to reinforce safe practices. If you have not been trained in these procedures by our staff, you will not be able to complete your visit, likewise if you do not follow the appropriate practices as instructed you will not be allowed to return for future visits.

Practice social distancing by remaining at least 6 feet apart from staff and other residents at Northfield Retirement Community.

**4. Notification of Symptoms or Exposure.** Please inform NRC at any time, if you have been exposed to COVID-19, or test positive for COVID-19, do not visit NRC until further directions have been given by nursing.

After each visit Essential Caregivers should monitor for signs and symptoms of respiratory infection for at least 14 days. Essential caregivers must inform Northfield Retirement Community if they develop a fever or symptoms consistent with COVID-19 within 14 days of a visit to the resident.

I acknowledge that I have read this document and understand the risks of my decision to visit the resident for whom I am a designated essential caregiver. I agree to follow the procedures and instructions listed above and understand that Northfield Retirement Community may restrict or revoke my Essential Caregiver designation and ability to visit if I do not abide by these procedures. I also understand that Northfield Retirement Community has voluntarily chosen to allow essential caregivers and can suspend or revoke this type of visitation should it become necessary for the safety of our residents.

Essential Caregiver Name: \_\_\_\_\_ DATE: \_\_\_\_\_

Essential Caregiver Signature: \_\_\_\_\_

NRC Staff Member: \_\_\_\_\_ DATE: \_\_\_\_\_