

July 15, 2020 (schedule rev. 8/31/20)

Dear Resident Representative,

We are very excited to be able to provide in-person, outside visitation beginning Monday, July 27th. Our initial plan is to allow 20 minute, supervised visits Monday-Friday from 10am-4pm. Please note: these times may be adjusted as we evaluate how the process is working in meeting the needs of our residents.

In order to offer equitable chances for each resident to have visits each week, we've developed the following process. Please take careful note of each point and call if you have any questions.

- Each visit will be scheduled to begin at the top/bottom of the hour. **PLEASE BE PROMPT**, as your visit must end just as promptly so we can accommodate the next group. Consider arriving 10 minutes before your scheduled time to allow for screening.
- Each resident may have 3 visitors per scheduled visit time. Visitors must be 8 years of age or older and ALL visitors must wear a mask at all times. Please bring your own masks, as the facility will not be providing them. Visitors must maintain a physical distance of 6ft between them and the resident. No touching will be permitted. Likewise, exchanging of items/gifts is not permitted, including food/beverages.
- Upon arrival at the facility, all visitors will report to the designated visitation area and will be screened for entry, including having temperatures taken, a series of questions asked, and requested to sanitize hands. **PLEASE DO NOT VISIT IF YOU'RE FEELING ILL**. Anyone with a temperature greater than 100 degrees or experiencing any COVID-19 symptoms (shortness of breath, cough, runny nose, sore throat, pink eye, nausea, vomiting, diarrhea, malaise/extreme fatigue, body aches, headache, and loss of smell or taste) will not be permitted to enter.
- Our Social Services department will handle visitation scheduling. Scheduling will begin during the week preceding the visitation week. Feel free to begin calling on the Wednesday prior to the visitation week. **Call Lorie White at (419) 289-3523 ext. 5143**. Initially (Wednesdays and Thursdays), you will be permitted to schedule one visit for the following week, so that we may provide ample opportunity for other families to sign up. Beginning on Fridays, you are welcome to call again to see if there are remaining slots open to visit.

The following will be the visitation schedule:

- Windsor Abbey:
 - Monday 2p-4p
 - Wednesday 2p-4p
 - Friday 10a-12p
- Rehab/Vent Unit:
 - Monday 2p-4p
 - Wednesday 10a-12p
 - Friday 10a-12p
- Westminster/Windsor:
 - Monday 10a-12p
 - Tuesday and Thursday 10a-12p and 2p-4p
 - Friday 2p-4p

Please note that we will do what we can to accommodate any needs outside of these general times.

- When the heat index is predicted to reach temperatures indicating “extreme caution”, all visits will be cancelled for that day.
- Scheduled visits are subject to cancellation if the facility has a suspected or positive case of COVID-19.
- The facility reserves the right to suspend visits if the protocols are not followed by the visitor.
- Guidelines are subject to change as updates are received from the CDC, ODH, and local health officials.

Be well,

Joe Abraham, Administrator