



"Committed to Care"

To: All Staff; Families

From: Program Directors

Re: Visitation Protocols

Date: 8/20/2020

This letter is being sent to families to keep everyone informed on updated state guidance that has caused a change to LCARC's procedures for family visits that occur in and out of the group homes.

- Any family member who takes an individual out of the group home must fill out LCARC's Visit Attestation (ARC 20/564) upon arrival at the group home. This form has been updated with an additional question regarding any visits that the family member has made to any of the states on Pennsylvania's travel advisory list. This list is available on the PA Department of Health's website and is updated regularly.
 - LCARC asks that anyone who has returned from an out-of-state trip within the last 14 days call the office and speak to a caseworker or director **prior to** picking up or visiting your loved one at the group home. This will assist us in addressing and mitigating any risks for the individuals in advance.
 - Before returning the individual to the group home, the family member must call the group home and allow staff to ask the questions on the *back* of the Visit Attestation (ARC 20/564).
- Any family member who is just visiting an individual at the group home must fill out the LCARC Visitor Record (ARC 20/562). These remain "porch visits" only, to prevent the risk of visitors spreading illness to the other members of the household.
- Employees, contracted workers, or other staff who will be in the house for any length of time must fill out the Visitor & Shift-to-Shift Employee Log (ARC 20/555).

Thank you very much for your understanding—if we all take these small steps, we can ensure the safety of all of our individuals. If you have any questions or concerns, please contact your Program Director.