

June 24, 2020

Re: Stage 2 Re-Opening: Non-Essential Visitation Process

Dear Ingleside at King Farm Residents,

We are excited to share with you our process to allow visitors into our Independent Living community. This process is in alignment with our Ingleside *Non-Essential Visitation Policy* and strives to balance community safety and quality time with your loved ones. Please know that this process is subject to change based on trends of the virus and changes within our local jurisdiction. We will continue to assess any risks associated with allowing outside visitors into the community. Our top priority remains the safety of our residents and staff.

Scheduling a Visit

- We will begin accepting reservations for visits to our Independent Living (IL) community on Thursday, 6/25/2020.
- Visits to the community will begin on Monday, 6/29/2020.
- To schedule a visit, have your family or friend call the IKF Hotline at 240-499-0477, between the hours of 9AM and 3PM, Monday through Friday. Debbie Loube, Director of Community Engagement will be working with families to schedule a date and time to visit.
- Only the individual coming to visit may make a reservation with Debbie. Debbie will conduct pre-screening for COVID-19 and will provide important visiting information.

Visitation Details

- Visiting days will be Monday – Friday.
- Visiting hours will be 8:30AM – 4:30PM; the last visit of the day may be scheduled at 3:30PM.
- Initially, visits may last for up to one (1) hour. We will continue to reassess time frames.
- We are allowing for twenty-five (25) visitors on campus per day.
- One (1) visitor is permitted per IL household at a time.
- Visitors will be escorted to the IL apartment by a member of the leadership team and will be escorted from the apartment after 1 (one) hour.
- Visits are to take place in IL resident apartments only.
- Visits may not take place outside of IL apartments such as in lobby areas, common areas, or external courtyards. Two of our external courtyards are being utilized for small, group programs. Additionally, state regulations for Assisted Living, Memory Support Assisted Living, and Skilled Nursing, now mandate that any future visits to health center residents must be held outside and on campus. We are working to finalize the visitation process via designated courtyards. Finally, we need to control the physical touch points during a visit. By limiting visits to the apartment, we are eliminating virus exposure to outdoor benches.



Our Safety Process

- If residents are on self-quarantine, visitors will not be permitted to the apartment.
- When visitors book their visit with Debbie, they will be asked our COVID-19 pre-screening questions. If visitors answer ‘yes’ to the pre-screening questions, they will be asked to reschedule their visit.
- Visitors must present a new, unworn surgical or cloth mask upon arrival.
- All visitors must sign a *Visitor Informed Consent and Assumption of Risk Form* and email it back to Debbie Loubé before entering the community.
- Debbie will be working to control the flow of visitor traffic through our main entrances; Fifteen (15) visitors may enter through Fountainside and Ten (10) visitors through the Center for Healthy Living. Debbie will assign visitors to an entrance.
- Staff escorting visitors will guide visitors through the check in and check out process, press elevator buttons, and wipe down touch points as they walk through the hallways.
- Upon arrival, visitors must register via our Accushield kiosk and answer the CDC, COVID-19 screening questions. If visitors answer ‘yes’ to the screening questions, they will be asked to leave and to reschedule their visit.
- All visitors must wear their Accushield badge, at all times, while on campus.
- Visitors will have their temperatures taken by our concierge staff. Any visitor with a temperature greater than 100.00 degrees will be asked to leave and reschedule their visit.
- All visitors must always wear their clean mask while on campus.
- All visitors are required to comply with social distancing guidelines between themselves and the IL resident during their visit.
- Visitors must maintain a minimum of 6-ft space between all other IL residents in the community while in route to the apartment of the IL resident that they are visiting.
- All items brought to a resident, other than edible food and medications, must first be disinfected.

All non-essential visitors are required to conclude their visit and check out of the community via the Accushield Kiosk located at the concierge desk.

Should you have any additional questions, please call the IKF COVID-19 Hotline at (240)-499-0477, or email ikfhotline@inglesideonline.org From our hearts to yours, we are delighted that the time has come where our senior community may spend intimate and quality time with family and friends. May our senior community remain safe from harm and continue to shine with IKF spirit and life!

Warmest Wishes,

Michelle Kraus

Michelle Kraus
Executive Director

Kate Kavitski

Kate Kavitski
Independent Living Administrator



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