

Ward Action Card – Booking Visits Visiting Guidelines from 13th July 2020

These principles and expectations are set to ensure the safety and welfare of all who are within the hospital and are subject to ongoing change related to national guidance as well as local hospital requirements and needs.

1 visitor per patient for 1 hour slot per day only (no more than 2 in a 6 bedded bay at one time)

Exceptions to these restrictions remain for those at end of life, serious deterioration, dementia, LD, mental health issues.

Patients to be asked about visiting preferences where possible on admittance:

- Do they want visitors or prefer virtual visiting, phone calls, relative's liaison team support?
- If they do – who is to be their named visitor? (1 person, per day, for 1 hour – prefer same person every visit to reduce footfall) (no more than 2 per bay)

Booking visits – when someone phones to book into a visiting slot:

A - Person Check:

- Person wanting to visit is someone the patient has identified as their 'named visitor'
- Record their name & contact number on the slot requested if available – 1 visitor for 1 hour slot per day only
- The same person can be booked for other days in advance

B - Symptom check:

- **MUST NOT VISIT** if they or anyone in their household or bubble have any symptoms of Coronavirus (high temperature, new continuous cough, loss of taste and smell) or if they have been contacted to self-isolate via Test and Trace

C - Information to be given at time of booking (can also direct to website for further info)

- Visitors to wear a face covering within the hospital buildings at all times
- If visitors do turn up without a face covering, a mask will be provided – no admittance without
- Visitors will be required NOT to bring any unnecessary belongings with them
- Requested to go directly to the ward on arrival at the hospital without visiting other areas, including shops, cafes etc.
- At the ward visitors will have to:
 - Remove coat, roll up sleeves and wash/sanitise hands upon entering the ward



Our Vision
To provide every patient
with the care we want
for those we love the most

- Face coverings **MUST NOT** be removed during the visit
- Visitors will be expected to follow social distancing
- Report to ward desk upon arrival

When Visitors arrive:

They should report to the desk where the ward clerk/staff member to:

- Check their name against the list, ensure have contact number
- Ask about symptoms – people **MUST NOT VISIT** if they or anyone in their household or bubble have any symptoms of Coronavirus (high temperature, new continuous cough, loss of taste and smell) or if they have been contacted to self-isolate via Test and Trace
- Check visitor is wearing a face covering and has washed/sanitised hands
- If visitors do turn up without a face covering, a mask will be provided – no admittance without
- Visitor has **NOT** brought any unnecessary belongings with them
 - Remove coat, roll up sleeves and wash/sanitize hands upon entering the ward
 - Face coverings **MUST NOT** be removed during the visit
 - Visitors will be expected to follow social distancing

End of visit

- On leaving the ward visitors will be asked to wash/sanitize their hands
- Visitors kindly requested to exit the hospital without visiting other areas, including shops, cafes etc.

NB: visitors may be asked to leave the bay/ward during the visit due to clinical reasons

Staff must wipe down the seat occupied by the visitor with Clinell wipes & sticker placed on chair afterwards