

Instructions for Visitor's Log – IRA Program

Effective March 30, 2020

****All IRAs should keep exterior doors locked to help ensure that all visitors and employees are screened as intended.**

1. **Each home and shift should have an employee designated as the one responsible for ensuring all employees and visitors have their temperature taken and screening questions asked upon arrival to the property (e.g.: RM, DSC, Alt-DSC), we will refer to this employee as the “Greeter” as these instructions continue**
2. **All visitors will be required to have their temperature taken prior to access into the property. If the temperature is 100 or greater ask the person to remain outside, maintain social distance of at least 6 feet and have them contact UCM/Telemed for guidance.**
3. **All Visitors will be asked if they’ve traveled to any of the following countries within the last 14 days: China, Japan, S. Korea, Venezuela, Italy, Iran or countries of Africa. If the answer is yes, these visitors will be referred to UCM or their own primary care provider for further guidance and will not be allowed to enter.**
4. **All Visitors will be asked if they’ve traveled anywhere outside of the Capital Region or Mohawk Valley Region within the last 14 days. If the answer is yes, then the employee will need to wear a mask and gloves at work. Any non-employee will be politely told that given our efforts to keep everyone safe during this difficult time we are not able to allow you to enter the property at this time.**
5. **All visitors, including employee visitors, are expected to sign into the Visitor Log when entering the building/home**
6. **The designated “Greeter” should be sure to review each of the questions in boldface at the top of the visitor sign in sheet.**
 - a. **If all questions are answered with a “no”, proceed as usual (sign in, support the visit as you would normally)**
 - b. **If the person answers yes to any of the questions, except traveling outside Capital/Mohawk Valley region, politely let them know that for the sake of the people we support and our employees we aren’t able to let you enter at this point given the potential concerns related to the Coronavirus. Instruct the person to call UCM/Telemed or their primary care provider for further instruction given their described symptoms.**