



COVID-19 SERVICES VISITOR CHECKLIST

Person we support to whom visit relates.....

Service name.....

Date..... Time.....

Thank you for all your support to date. We are delighted to be working with you to ensure meaningful social contact for you and your loved one. In so doing, in order to ensure visiting Inspire services is as safe as possible we require you to complete and adhere to this Visitor Checklist.

Adherence reduces the risk of someone who is asymptomatic inadvertently taking the virus into the service and is a critical safety measure to protect your loved one, the other people we support and our staff.

You are asked to read the information below and agree to the necessary actions that are being asked of you. Please answer each question and sign the document.

Outdoor visits

Outdoor visits at the service will take place in the garden (wherever possible this should be at the back of the property) Outdoor visits should involve one designated visitor only. When proceeding with your visit staff will advise you to sanitise your hands with the sanitiser provided and guide you on the procedure for wearing the provided Personal Protective Equipment which for an outdoor visit is a face mask. Eating and drinking is not permitted when visiting.

Indoor visits

Indoor visits must in a defined visiting area with one designated visitor only. On arrival staff will ask you to sanitise your hands. Eating and drinking is not permitted when visiting. Staff will provide you with a face mask and wherever possible you should use your own pen. You will be asked to read and complete this checklist.

Staff will guide you on how to self-test using the Lateral Flow Device (LFD) in the service's designated testing area.

The test returns a result within 30 minutes and whilst waiting for your result we require you to wait outside the service. Staff will advise you of the result.

- If the test is negative your visit will proceed.
- If the test is invalid you will be asked if you wish to repeat the test due to the test not returning a result.
- If the test is positive you will be asked to return home and book a Polymerase Chain test (PCR) test for confirmation of the LFD test result through the NHS website or by telephoning 111. PCR tests are assessed as being more accurate than LFD tests with results being sent and processed in a laboratory.



When proceeding with your visit staff will advise you to sanitise your hands with the sanitiser provided and guide you on the procedure for wearing the provided Personal Protective Equipment which for an indoor visit is a face mask, gloves and apron.

Staff will accompany you to the designated visiting area. This will either be in the person we support's bedroom (in shared accommodation) or in their own flat. In shared accommodation only in exceptional circumstances where it is not possible to conduct a visit in a person we support's bedroom will another person centred alternative indoor meeting area be arranged.

During your visit where it is risk assessed to be necessary, staff will be present during your visit to advise on infection control procedures or provide support if required.

At the end of your visit staff will accompany you to the service exit and provide guidance on how to remove and dispose of your PPE in line with Infection Control procedures. Staff will ask you to sanitise your hands before leaving.

Checklist Confirmation and Testing

Have you felt unwell recently – especially with a new or continuous cough, breathlessness, tiredness, a change or loss of taste or smell, a temperature or vomiting or diarrhoea within in the last 48hrs?	Yes/No
Have you been in contact with someone, in the past 14 days, who is suspected of having or is confirmed as having COVID-19?	Yes/No
Have you been told by your GP or other NHS health professional that you should not be visiting a care service?	Yes/No

Lateral Flow Device Testing (indoor visiting only)

In order for staff to process your test and submit the result to the NHS website we ask that you please complete the following information.

About The Person Taking the Test:

First Name:	Surname:
Sex:	Date of Birth:
Address: (including post code)	Mobile Phone Number: Land Line:
Date of Test:	Time of test:
LFD Lot No.:	LFD Serial No.:



GP Contact Details:	Emergency Contact Name:
	Address:
	Telephone Number:

We ask you to confirm you understand and agree to how the testing is done. If you do not understand or agree to any of the following please speak to the staff member allocated to your visit.

Tick all, if you agree:

<input type="checkbox"/>	I understand that my participation is voluntary
<input type="checkbox"/>	I understand how my personal information and test results will be used
<input type="checkbox"/>	I have had the opportunity to consider testing information in Inspires procedure PRO-HS-111
<input type="checkbox"/>	I understand the nature and purpose of the test as well as the benefits
<input type="checkbox"/>	I agree to taking the LFD test
<input type="checkbox"/>	I will follow the service's advice around safe visiting (e.g. by correctly wearing PPE)
<input type="checkbox"/>	I confirm that, should I receive a positive test result, I will arrange to take a confirmatory PCR test and immediately self-isolate in accordance with government guidelines.
<input type="checkbox"/>	If I get a positive result I agree for my contact details and results to be shared with my local Test and Protect Public Health Team for follow-up support to PCR testing and contact tracing.
<input type="checkbox"/>	I understand that my data will be stored, processed and destroyed safely in accordance with any obligations under the GDPR or the Data Protection Act 2018

To be completed by the test administrator (Inspire staff member) and the person taking the test:

Name Inspire staff member		Date	
Signature of Inspire staff member		Date	



Name of person being tested		Date	
Signature of person being tested		Date	

By signing this Visitor's Checklist, you are agreeing you are safe to undertake a visit and will adhere to the infection control measures and visiting risk assessments advised by Inspire. You can find our full Visitor Protocol PRO-HS-11 on our website inspireptl.org.uk Should you wish to refer to a hard copy this will be made available for you.

Thank you for your support.

Signature of Visitor

Date

A record of all visits is required to be maintained. Inspire staff must therefore store completed Visitor's Checklists in a Person We Support's, Daily Notes folder – Section Thirteen – Other Relevant Information