



## Family Guideline and Information Short Stay and Temporary Absences

### Definitions:

#### Short-Stay Absence

A short stay absence does not include an overnight stay, with the exception of single-night emergency room visits (see below).

#### Temporary Absence

A temporary absence is an absence of one or more nights for personal reasons.

### 1. To Book a Request for Short Stay or Temporary Absence

Any requests for a short stay or temporary absence, the POA/Substitute Decision Maker, must contact the nurse of the unit to make arrangements.

1st Fidani	6078	416-788-0701
2nd Fidani	6079	416-801-2720
3rd Fidani	6080	416-802-4710
4th Fidani	6081	416-951-1146
5th Fidani	6082	416-896-7644
2nd Fusco	6075	416-951-6587
3rd Fusco	6076	647-222-6419
4th Fusco	6077	647-222-7413
5th Fusco	6071	647-223-6917

#### **The POA, must provide the following information:**

- a. Date and Time of Pick-up
- b. Reason for the Absence
- c. Name of the One Person Picking up the Resident
- d. Date and Time of Return

## **2. Process for Pick-Up**

- a. The family member will enter using the front entrance at Villa Colombo Toronto and ask the Screener to contact the unit.
- b. The family member will be required to wear a face mask upon entry and while waiting for the resident in the front entrance vestibule.
- c. The nursing staff will provide the resident with a mask and the family member with any other information, medications, directions, belongings, etc.

## **3. During the Absence**

- a. While outside of Villa Colombo Toronto, residents must wear a medical mask, provided to them, at all times when outside of the home (if tolerated) and not eating, drinking or sleeping and must adhere to physical distancing guidelines.
- b. Family members are also asked to wear a mask for the duration of outing.
- c. Continuous hand hygiene is strongly recommended. [Click here](#) for the Public Health Ontario Guidelines on how to use Hand Rub and [click here](#) for the Public Health Ontario Guidelines on how to Hand Wash.

## **4. Upon Return to the Home from a short-stay absence:**

- a. Residents must be accompanied by one family member to the screening desk at Villa Colombo Toronto. The Screener, will contact the unit for the resident to be picked-up. The Family member must wait with the resident at designated chairs until the resident is picked up by unit staff. If a family member is not accompanying the resident, i.e., arriving via Wheel Trans, the nursing unit must be notified of the date and time of arrival.
- b. The family member and resident must wear a mask while waiting at all times.
- c. Residents will not be required to be tested for COVID-19 for a short-stay absence nor required to be on isolation precautions upon their return to the unit.

## **5. Upon Return to the Home from a temporary absence:**

- a. Residents must be accompanied by one family member to the screening desk at Villa Colombo Toronto. The Screener, will contact the unit for the resident to be picked-up. The Family member must wait with the resident at designated chairs until picked up by unit staff. If a family member is not accompanying the resident, i.e., arriving via Wheel Trans, the nursing unit must be notified of the date and time of arrival.
- b. Residents will be placed on isolation precautions for 14 days and will be tested for COVID-19 on day 15 post isolation.

## **6. Exceptions and Denials**

- a. Villa Colombo Toronto will review and approve/deny all temporary absences on a case by case basis. Villa Colombo Toronto may deny a temporary absence for a variety of reasons, including, but limited to:
  - Villa Colombo Toronto is not able to support isolation for 14 days upon the resident's return.
  - If there is an increase in community activity, based on public health.
  - There is too much risk associated with the planned activities, i.e., large family gatherings that could put the resident at risk.
  - The resident's ability to comply with personal protective equipment guidelines, i.e., wearing a mask at all times.
  - Direction provided by the Ministry of Long Term Care and/or Public Health.
- b. A denial of a temporary request will be provided to the POA/Substitute Decision Maker in writing including the rationale for this decision.

## **7. If Villa Colombo Toronto is declared in Outbreak**

- a. If a resident is on a temporary absence while Villa Colombo Toronto is declared in outbreak, but Toronto Public Health, residents will only be able to return to Villa Colombo Toronto if the resident cannot be placed in other areas of the home that are not part of the declared outbreak area, or there are other exceptional circumstances (e.g., resident safety, advice from local public health unit).
- b. A temporary short-stay in hospital could be considered for residents to support outbreak management and IPAC measures provided:
  - The resident can be isolated under Droplet and Contact Precautions in the hospital for 14 days.
  - The resident is tested and results known within 24 hours of the short-stay transfer to the hospital.
  - Return to the Villa Colombo Toronto would follow the Admission and Re-Admission details in Directive #3.