



PSYCHIATRIC HOSPITAL - GENERAL

VISITATION OPERATIONAL PROCEDURE

February, 1989 (rv 07/93, 05/94, 5/96, 1/97, 8/99, 20, r 8/02, rv 3/03) Policy Ref: 190-01
(r 11/04, rv 12/07, 12/08, 10/12, 4/13, 2/18, 10/19, 4/20)
(rv 5/21,4/23,5/23)

Reviewed/Revised: August 2023

Procedure: 700-02

A. PURPOSE:

To establish guidelines for visitation within the hospital which are consistent with good consumer care as well as hospital security. As a short-term, crisis-oriented facility, the maintenance of family and community support is held to be important and beneficial to the recovery and long-term stability of the consumer.

B. PROCEDURE:

- I. Normal visiting hours for children/adolescents shall be Tuesdays from 7:30 p.m. to 8:30 p.m. and Saturdays from 2:00 p.m. to 3:00 p.m. Normal visiting hours for adults shall be Wednesdays from 7:30 p.m. to 8:30 p.m. and Sundays from 2:00 p.m. to 3:00 p.m. Check in for visitation is 30 minutes prior to visitation times.
- II. Visitation outside the established hours may be arranged at the discretion of the treatment team, or in the absence of the treatment team, at the discretion of the Director of Nursing or the Assistant Director of Nursing. Visiting by DCF, case managers from consumers Insurance Companies, minister, or attorney shall be allowed at any time, subject only to the consumer's refusal. A consumer's right to receive visitors can be restricted by LifeStream but only under written order by the medical practitioner and documentation as to the reason(s) for the restriction. This documentation shall be given to the consumer, the consumer's family, guardian, guardian advocate, representative, human rights advocacy committee member, or attorney. This restriction must be reviewed at least every seven (7) days.
- III. Visiting hours shall be posted in a conspicuous place as well as explained to consumers and their families at the time of admission.
 - a. All visitors are to check in at the Business Office and sign the visitor's log.
- IV. All visitors shall be instructed to leave matches, lighters, all weapons (e.g., guns, knives) belts, handbags, wallets, purses, cell phones, etc. locked up in their vehicle. Keys and identification will need to be surrendered to hospital staff and retrieved upon exiting. All visitors will be subjected to metal detection/screening.
- V. Only two (2) visitors are permitted per consumer per day. Children (under 18) are not permitted at visitation. Children are not permitted in the building. Only adults visiting consumers are allowed within the buildings. All visitors must provide identification and consumers code number when signing in.

- VI. Visitors shall be restricted only upon the written order of a medical practitioner. In the event visitation has been restricted, a note must be entered into the progress note section of the consumer record stating the nature of the restriction and the rationale for its application. All restrictions should be explained to the consumer and their family. Restrictions shall be reviewed every seven (7) days and document on form CF-MH 3049 (BAKER:003).
- VII. All items brought in by visitors for (adult only) consumers shall be examined by the Business Office personnel for contraband. All items brought in for CCSU consumers must be examined by the visitation staff. During visitation any items being brought in for consumers will be gone through for inventory during visitation. Consumers are permitted to have a total of 2 changes of clothes and 1 set of pajamas. Clothing cannot have strings, underwires in bra's is not permitted, nor revealing clothing or offensive language. Bringing food and beverages into the facility is not allowed.
- VIII. Visitation must generally take place in public areas (i.e., within view of hospital staff). Visitation in consumer rooms is not permitted. In special circumstances, visitation may be permitted in group rooms with the approval of the nursing administrator. No visitation shall also be permitted behind closed doors without the presence of staff.
- IX. For any questions or additional needs please call the main hospital line. 352-315-7800.

C. Hospital Post COVID-19 Visitation Provisions

- I. Procedures covering infection control and education require that all visitors complete a health screening questionnaire. Protective wear shall be provided to any visitor upon request. Hand sanitizer is provided to both patients and visitors at the entrance to the visitation area. All hard surfaces within the visitation areas are wiped down prior to and after each visitation session with disinfecting wipes. Handwashing stations are available to visitors. Information on contact precautions and droplet precautions is available on display.
- II. Visitation does not require visitors to be vaccinated or show proof of any immunization.
- III. Visitation does allow for consensual physical contact between a consumer and their visitor unless a consumer objects. The visitor shall be notified if a safety risk has been previously identified related to the consumer.
- IV. The on-duty Nursing Supervisor is responsible for ensuring that staff adhere to policies and procedures.

PROCEDURE APPROVED:



AVP of Risk and Corporate Compliance

01/25/23

Date



CRISIS STABILIZATION UNIT -- ADULT - LEESBURG

VISITATION
OPERATIONAL PROCEDURE

February, 1989 (rv 07/93, 05/94, 5/96, 1/97, 8/99, 02/00, 9/01)
(rv 1/08, 10/12, 4/13, 6/15, 10/18, 10/19, 1/21,4/22)

Policy Ref: 190-01

Reviewed/Revised: August 2023

Procedure: 711-09

A. PURPOSE:

To establish guidelines for visitation within the Crisis Stabilization Unit (CSU) which are consistent with good individual care as well as CSU security. As a short-term, crisis-oriented facility, the maintenance of family and community support is held to be important and beneficial to the recovery and long-term stability of the individual.

B. PROCEDURE:

- I. Visitation outside the established hours may be arranged at the discretion of the treatment team, or in the absence of the treatment team, at the discretion of the Director of Nursing or Assistant Director of Nursing. Visiting by the minister, attorney, or consumer's insurance company on site shall be allowed at any time, subject only to the individual's refusal. An individual's right to receive visitors can be restricted by LifeStream but only under written order by the practitioner and documentation as to the reasons for the restriction. This documentation shall be given to the individual, the individual's family, guardian, guardian advocate, representative, and/or attorney. This restriction must be reviewed at least every seven (7) days.
- II. Visiting hours shall be posted in a conspicuous place as well as explained to individuals and their families at the time of admission.
 - a. All visitors shall check in at the Business Office and sign the visitor's log.
- III. The Business Office Representative on duty is to inform visitors that individuals are forbidden to have matches or lighters and instruct that they not be given to individuals. All visitors shall be instructed to leave matches, lighters, all weapons (i.e., guns, knives), belts, handbags, wallets, purses, cell phones, etc. locked in their vehicles. Keys shall need to be surrendered to hospital staff and retrieved upon exiting.
- IV. Only two (2) visitors are permitted per individual per day. Children (anyone under the age of 18) are not permitted at visitation.
- V. Visitors shall be restricted only upon the written order of a psychiatrist. In the event visitation is to be restricted, a note must be entered into the progress note section of the individual record stating the nature of the restriction and the

rationale for its application. All restrictions should be explained to the individual and their family. Restrictions are to be reviewed every seven (7) days and documented on form CF-MH 3049 (BAKER:003).

- VI. All items brought in by visitors for individuals shall be examined by the Business Office Representative for contraband.
- VII. Visitation shall generally take place in public areas i.e., within view of CSU staff. Visitation in individual rooms shall not be permitted. No visitation shall be permitted behind closed doors without the presence of staff.

C. Hospital Post COVID-19 Visitation Provisions

- I. Procedures covering infection control and education require that all visitors complete a health screening questionnaire. Protective wear shall be provided to any visitor upon request. Hand sanitizer is provided to both patients and visitors at the entrance to the visitation area. All hard surfaces within the visitation areas are wiped down prior to and after each visitation session with disinfecting wipes. Handwashing stations are available to visitors. Information on contact precautions and droplet precautions is available on display.
- II. Visitation does not require visitors to be vaccinated or show proof of any immunization.
- III. Visitation does allow for consensual physical contact between a consumer and their visitor unless a consumer objects. The visitor shall be notified if a safety risk has been previously identified related to the consumer.
- IV. The on-duty Nursing Supervisor is responsible for ensuring that staff adhere to policies and procedures.

PROCEDURE APPROVED:



AVP of Risk and Corporate Compliance

8/25/23

Date



**CRISIS STABILIZATION UNIT - CHILDREN AND ADOLESCENTS
VISITATION**

OPERATIONAL PROCEDURE

November, 1988 (r 10/91, rv 1/97, 8/99, 9/01, 10/01, 1/08, 6/16)
(r 12/18, 3/20, rv 5/21,4/22)

Policy Ref: 190-01

Reviewed/Revised: August 2023

Procedure: 712-09

A. PURPOSE:

To establish the procedures for visitation.

B. PROCEDURE:

- I. Visitation is encouraged during regular visiting hours by individual's parents or legal guardians. Other arrangements may be made through prior approval given by the Recovery Specialist, the Nursing Supervisor, and/or the psychiatrist.
- II. Adult family members (over the age of 18), guardian, or guardian advocate shall be permitted immediate access (short visit) at time of admission, unless individual refuses or family agrees to wait until regular visiting hours.
- III. Grandparents, aunts, uncles, adult siblings, etc. may visit at the discretion of the Recovery Specialist, the Nursing Supervisor, and/or the psychiatrist (either oral or written permission can be given).
- IV. All visitors shall check in at the main lobby and sign the visitor's log.
- V. All visitors must wear appropriate clothes while visiting the hospital premises.
- VI. Visitors who do not follow general hospital guidelines, or otherwise display inappropriate conduct may be asked to terminate their visit and exit the hospital. This decision shall be the responsibility of the Nursing Supervisor and shall be documented in the progress notes.
- VII. All items brought in by visitors must be checked by staff prior to giving to individual. Alcohol, drugs, food items, money, and cigarettes may not be brought into the unit. Any questionable items shall be returned to the visitor upon end of visit. No valuable articles shall be permitted (e.g., jewelry, electronic toys, etc.) to be given to individuals.

C. Hospital Post COVID-19 Visitation Provisions

- I. Procedures covering infection control and education require that all visitors complete a health screening questionnaire. Protective wear shall be provided to any visitor upon request. Hand sanitizer is provided to both patients and visitors at the entrance to the visitation area. All hard surfaces within the

visitation areas are wiped down prior to and after each visitation session with disinfecting wipes. Handwashing stations are available to visitors. Information on contact precautions and droplet precautions is available on display.

- II. Visitation does not require visitors to be vaccinated or show proof of any immunization.
- III. Visitation does allow for consensual physical contact between a consumer and their visitor unless a consumer objects. The visitor shall be notified if a safety risk has been previously identified related to the consumer.
- IV. The on-duty Nursing Supervisor is responsible for ensuring that staff adhere to policies and procedures.

PROCEDURE APPROVED:



AVP of Risk and Corporate Compliance

8/25/23

Date