



ON CAMPUS VISIT CONTRACT (VISITORS)

All on campus visits are to be approved internally by the assigned Family Worker. It is imperative that visitors follow the guidelines to ensure the safety and wellbeing of the Spaulding students and staff. Please ensure the following steps are taken when scheduling and attending on campus visits:

1. All visits will be scheduled in advance through the student's assigned Family Worker or clinician. When scheduling a visit to Spaulding's campus, the family worker will review a health screening questionnaire with the visitor.
2. If the visit needs to be cancelled, please notify the student's Family Worker. (During evenings and weekends, the Resource On Call (ROC) should be notified (603-545-8191).
3. The Family Worker will be expected to review the on campus visit protocol (for families/support people) via a telephone call at least 48 hours prior to the visit, if applicable.
4. On campus visits will be permitted for up to 3 approved visitors and will be no more than 1 hour. All visitors must be able to wear a mask for the entirety of the visit or they will not be permitted to visit on campus.
5. Masks will be expected to be worn by all visitors as soon as they are out of their vehicle.
6. Spaulding Staff is expected to wear a mask at all times during the visit.
7. Spaulding Staff is expected to conduct an additional "screening questionnaire" with a temperature check of any persons arriving for an on-campus visit. This will take place at the School or Residential Services. The Family Worker will instruct the visitors where to check-in based on the day/time of the visit.
8. Spaulding Staff are expected to document the visitors name, start time, end time, temperature.
9. Spaulding Staff are expected to ask the visitor to sanitize their hands upon checking in.
10. On campus visits are not permitted to take place in the cottages. At no time should visitors enter the residential units. On campus visit locations are (to be scheduled and identified by the Spaulding staff scheduling the visit). All visits will occur at a predesignated location. There will be options for indoor or outdoor visits.
11. If visitors bring food or drinks in for the visit, it is the expectation that all parties to the visit will remain socially distant and there will be no sharing of food, drinks or eating utensils.
12. Prior to the visit ending, visitors will be required to wipe down any surfaces or equipment that you use.
13. **If after a visit, a visitor is suspected to have or confirmed to have COVID-19 based on either symptoms and/or testing positive for the virus, they must immediately contact their Spaulding contact to advise us of this.**

As the visitor of, _____, I agree to the following guidelines when scheduling visits on the Spaulding campus. In the event that these guidelines are not followed this may jeopardize future visits. Spaulding staff reserves the right to refuse a visit to anyone showing signs of illness.

Visitor Signature: _____ Date: _____

In the event a visitor is unable to physically sign this document, email notification will be sufficient proof of agreement.

V3/29/21