



## Procedures for Indoor Visitation

As part of Phase 2 of reopening the Holland Christian Home (in accordance with NJDOH Executive Directive 20-026), we are pleased to welcome families back into the building through a limited daily indoor visitation program, beginning Thursday, September 17. In order to comply with state regulations and ensure the safety of everyone in our community, the following procedures will be in place:

### Visiting Hours

Visits will be permitted on an appointment basis. You can make an appointment by calling or emailing Administrative Assistant Nancy Nicely at [nnicely@hchnj.org](mailto:nnicely@hchnj.org) or (973) 427-4087 ext. 605. Nancy is typically available Monday-Friday between 12 PM – 8 PM. The appointments should be made at least one business day in advance and can be made for one-hour sessions during scheduled visiting hour time slots. You must either speak to Nancy directly or receive direct confirmation before your appointment is officially scheduled. Keep this in mind when planning weekend visits, as you will need to make your appointment before the weekend begins.

Walk-ins are not allowed. Regulations stipulate that appointments must be made in advance. Kindly do not ask to make an appointment for the time you arrive.

Visits can be scheduled for Mondays – Sundays during the following hour-long sessions:

<b>Residential</b>	<b>Mountain View</b>
8:30 AM – 9:30 AM	<i>[No Visiting Hours at this time]</i>
10:00 AM – 11:00 AM	10:00 AM – 11:00 AM
1:30 PM – 2:30 PM	1:30 PM – 2:30 PM
3:00 PM – 4:00 PM	3:00 PM – 4:00 PM
6:30 PM – 7:30 PM	6:30 PM – 7:30 PM

In order to accommodate as many of our residents and their loved ones as possible, visitors are limited to one visiting session per day, as scheduled according to the Visiting Hours. Similarly,



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guests should not visit multiple residents on the same day. In other words: One visit per day with one resident per day.

Visitors who arrive late may not extend their session.

A maximum of two visitors may visit a resident at a time. Visitors must be at least 18 years of age. Indoor visitation of children or grandchildren under the age of 18 is not permitted at this time. (Window visits and outdoor visits, scheduled through the Activities Department, are encouraged for guests under the age of 18.) All visitors and residents must sign a consent form that can be obtained at the Main Visitor's Entrance.

An announcement will be made over the PA system at the beginning and end of each visiting session. Kindly enter and exit at those times.

## **Visiting Capacity**

During visiting hours, a maximum of 22 visitors in Residential Care and 10 visitors in Mountain View will be scheduled at a time. No more than two people may visit a resident at a time. These steps are necessary to comply with government requirements.

## **Visiting Locations**

All visits should take place in the room of the resident you are visiting. Visits may not take place in common areas, sitting rooms, hallways or outdoors. Kindly go directly to and from the room of the resident you are visiting, without loitering in hallways to visit with others.

Only two people may use an elevator at a time. If you are visiting Mountain View, please use the elevator by the Main Entrance. If you are visiting Residential Care, please use the West Wing Elevator. You may also use the West Wing stairwell.

Restrooms are closed to the public.

## **Visitor Screening**

Please enter and exit through the Main Visitor's Entrance, located at the bottom of the hill near the Graham Avenue driveway. Visitor Parking is available.

Upon arriving, you will be asked to go through our normal screening procedure by showing your driver's license and receiving a Visitor's Badge that you should wear while in the building.



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You will also have your temperature taken and complete a simple COVID-19 screening questionnaire. Additionally, visitors are required to sign a consent form before each visit. Kindly be patient and consider arriving a few minutes before your appointment; these steps are required by regulation and HCH policy, and they may take a few extra moments.

You may print, sign and bring the consent form in advance if you wish to save some time. It is available on our website.

After your visit, you must return your badge to the receptionist and exit through the Main Visitor's Entrance.

Visitors should never enter or exit through another door without signing in and signing out.

## **Gifts**

No food items may be brought to residents during indoor visits. Visitors and residents are not permitted to share meals or snacks together.

If you wish to bring any gifts or items for residents, please drop these items off at the front desk where our staff will continue following disinfecting procedures before delivering to residents.

## **Non-Compliance**

These guidelines are essential in order to safely and efficiently offer indoor visiting privileges to as many of our approximately 130 residents and their loved ones as possible.

If anyone violates these guidelines, their indoor visiting privileges may be revoked.

## **Other Visiting Options**

You are encouraged to continue taking advantage of phone calls and video calls. The Activities Department can help facilitate these calls if desired.

In addition, window and outdoor visits will continue to occur for residents and their families, including visitors under the age of 18. Please contact the Activities Department to arrange for window or outdoor visits.