



TO: Mill Street Tenants & Family Members
From: Mick Siems, Director
DATE: September 18, 2020
RE: Essential Caregiver parameters

Dear Mill Street Tenants & Family Members,

As I mentioned last week, we are moving forward with plans to allow visitors back into our building. For the moment we are only able to move forward with allowing Essential Caregivers into our building. What follows is the parameters associated with our Essential Caregiver program:

GENERAL INFORMATION:

1. An Essential Caregiver is an individual who was previously actively engaged with the tenant or is committed to providing psychosocial health support and/or assistance with activities of daily living
2. **To begin, each tenant will be asked to designate one person as their Essential Caregiver.** At a future date, tenants will have the opportunity to designate more than one Essential Caregiver based on their past involvement and needs (e.g., more than one family member previously split time to provide care for the tenant).
3. **Essential Caregivers are required to provide evidence/documentation of a negative COVID test on a monthly basis.**
4. **Essential Caregivers's are required to schedule their visits at least 24 hours in advance of the day of their visit.** Visits may be scheduled by calling 218-739-2900. Mill Street will maintain a schedule that limits no more than eight Essential Caregiver's be in the building at one time.
5. The Essential Caregiver is expected to abide by the following visitation criteria:
 - a. Sign-in when entering the building prior to each visit and sign-out upon conclusion of visit.
 - b. Be screened for temperature, COVID-19 symptoms prior to start of each visit.
 - c. Inform facility if they develop a fever or symptoms consistent with COVID-19 within 14 days of visit with tenant.
 - d. Limit visits to no more than three hours in length. Ideally, visits will conclude when the caregiving task is complete.
 - e. A facemask and eye protection must be worn at all times during visit. Essential Caregiver's will provide their own facemask and eye protection.

- f. Perform frequent hand hygiene, using an alcohol-based hand rub or by thoroughly washing hands with soap and water, prior to and upon conclusion of visit.
 - g. Limit movement within facility to/from tenant's room or to/from the facility-designated visitation area.
 - h. Maintain social distancing of 6-feet with staff and other tenants they may come in contact with while in building.
 - i. Do not visit during a tenant's 14-day quarantine or when a tenant has tested positive for COVID-19 or is symptomatic.
 - j. The Essential Caregiver may take the tenant outside for a walk or pushing a wheelchair while wearing the appropriate PPE, and the tenant is wearing a face covering, as tolerated. The Essential Caregiver will not take tenant out into the community except for essential medical appointments.
6. **To begin, Essential Caregiver visits are limited to between the hours of 9:00am – 4:00pm, Monday - Friday.** At some point in the near future these hours will be expanded to 11:00am – 7:00pm, Monday – Sunday.
 7. Mill Street may restrict or revoke Essential Caregiver status if the Essential Caregiver fails to follow any of the above-noted visitation criteria or other COVID-19 related rules of the facility. Prior to restriction/revocation, the facility, Essential Caregiver, and tenant will meet in attempt to mediate the concerns.
 8. Mill Street will maintain an up-to-date list of contact information for each Essential Caregiver. Contact information will be kept at the check-in station for staff to reference when screening visitors for entrance into the building.
 9. Mill Street will communicate with Essential Caregiver's regularly about any changes to our policies procedures and/or COVID-19 status in our building.
 10. Mill Street reserves right to discontinue the Essential Caregiver program at any time due to widespread COVID-19 outbreak within our building and/or community.

The health and well-being of both our staff and our tenants continues to be our highest priority. If you have any questions or concerns related to our visitation plans you are invited to contact either Krisjohn Veum (218-736-8594) or myself (218-736-8590). We will continue to update you on any important news and emerging issues.