

Ontario long-term care visitor policy checklist

Home name: _____ Reviewed by: _____ Date: _____

O. Reg. 246/22 s.267(1): “Every licensee of a long-term care home shall establish and implement a written visitor policy which at a minimum,”

Done	Clause	Regulation text	Plain-language note	Where in our policy
☐	s.267(1)(a)	“includes the process for visitor access during non-outbreak situations and during an outbreak of a communicable disease, an outbreak of a disease of public health significance, an epidemic, a pandemic or another emergency;”	Two sets of procedures: ordinary days and outbreaks or emergencies.	
☐	s.267(1)(b)(i)	“includes the process for documenting and keeping a written record of, (i) the designation of a caregiver; and”	How a caregiver is designated, who records it, and where the record is kept.	
☐	s.267(1)(b)(ii)	“the approval from a parent or legal guardian to permit persons under 16 years of age to be designated as a caregiver, if applicable;”	If someone under 16 can be a caregiver, a way to record the parent or guardian approval.	
☐	s.267(1)(c)	“complies with all applicable laws including any applicable directives, orders, guidance, advice or recommendations issued by the Chief Medical Officer of Health or a medical officer of health appointed under the Health Protection and Promotion Act; and”	Checked against current public health directives; someone owns updating it.	
☐	s.267(1)(d)	“ensures that essential visitors continue to have access to the long-term care home during an outbreak of a communicable disease, an outbreak of a disease of public health significance, an epidemic, a pandemic or another emergency, subject to any applicable laws.”	Essential visitors as s.267(4) defines them: “(a) a caregiver, (b) a support worker who visits a home to provide support to the critical operations of the home or to provide essential services to residents, (c) a person visiting a very ill resident for compassionate reasons including, but not limited to, hospice services or end-of-life care, or (d) a government inspector with a statutory right to enter a long-term care home to carry out their duties.” The outbreak and emergency procedures should keep each of them coming in.	
☐	s.267(3)	“Every licensee of a long-term care home shall ensure that the current version of the visitor policy is provided to the Residents’ Council and Family Council, if any.”	Record when the current version went to each council.	