

Standard Visitor Guidance for staff within Adult Inpatient Areas **March 2022**

Please see separate guidance for acute emergency wards, elective pathway, accident and emergency, exceptional visiting, paediatrics and the maternity units.

On 08/03/2021, the national guidance for visiting access to hospitals was revised (see appendix one). These key principles will be implemented, but are dependent on local transmission both in community and hospital settings for Bedford and Luton. **The Trust reserves the right to review restrictions at short notice should the local infection rates change.**

Locally where wards have two bays or more with patients that are covid positive or contacts for Covid, the nurse in charge of the area should consult matron and close the area to standard visiting

Key principles

Infection control principles and Covid guidance recommendations must be adhered to. Access to visitors will be permitted and controlled to reduce the risk of crowding and maintaining social distancing at all times.

- **The number of visitors at the bedside is limited to two close family contact or people important to the patient. Where possible patients should designate who this is**
- **Each patient will be allowed one visit, by two visitors together, for one hour, every day. Multiple single visits day from different people will not be permitted.**
- **Patients who had tested positive or been exposed to some who has tested positive cannot have visitors unless they meet the criteria for exceptional visiting, the exceptional groups may include End of Life, patients with learning disabilities or dementia.**
- **If the visitor has a household contact that is positive they too will not be allowed to visit**

Exceptional visiting access will remain in place with staff liaising with relatives in order to prepare for visitors to access.

Children will not be able to accompany an adult visiting on the adult wards

Ward teams will support visitors by providing instructions on current PPE requirements in line with national guidance

Process

Visiting Appointments times

Visiting may be booked between these hours;

14:00 to 18:00

Before visiting the visitor should contact the clinical area to discuss appropriate arrangements.

On admission to the adult wards, the patients will be advised of visiting arrangements both verbally and via a leaflet. Ward staff will communicate these arrangements with the Next of Kin for those patients who lack capacity or capability, share this information with those concerned via a phone call. **Where staff are arranging visits for patients, they should seek the patient's preference of which visitors they wish to see.**

Visitors will be required to contact ward and agree a time they can visit. They should be informed that if they, or anyone intending to visit, is showing symptoms of coronavirus or other respiratory infections they may not visit, even if these symptoms are mild or intermittent, due to the risk they pose to others. This is important for infection prevention and control. Visitors will be advised if they display symptoms of coronavirus they should self-isolate at home and organise a PCR test, members of their household should also self-isolate according to current government guidance.

Each day the ward staff will print out a trust wide approved record sheet. The nursing team will use this to record the visitors name and agreed time for the visits for the individual patients. This record must include bed space visited, name of person, phone number. A record of visitors should be kept for one year for track and trace purposes.

The ward staff, using the trust wide approved record sheet, will manage the numbers of visitors during the visiting hours by arranging timings to ensure one patient has visitors per bay where reasonably practicable. This will help to prevent overcrowding in bays and the ward as a whole.

Visitors may only book visiting appointments for the current and following alternate day

Lateral Flow Test (LFT) prior to visiting is no longer required

Visitors should be informed in advance about what to expect when they see the patient and, be given practical advice about social distancing, the wearing of personal protective equipment, **including use of surgical not cloth mask**, handwashing and the risks associated with the removal of gloves to hold hands. **The visitors should be reminded that those visitors who are not able to /refuse to wear mask will be denied standard visiting access.**

They should also be told when they enter the hospital they should go straight to the clinical area and then leave directly after the visit.

On visitors arrival to the clinical area

The visitors should use the doorbell and wait until staff receive them.

Ward staff must then;

- Provide instruction of what PPE requirements are necessary, this includes use of surgical mask., .. **Gloves and aprons should also be provided**
- Take the visitor to the patients they are visiting.
- Remind them of the time they will be required to leave

Visitors must wear surgical masks at all times. No mask, no visit

Appendix One

[Coronavirus » Visiting healthcare inpatient settings during the COVID-19 pandemic \(england.nhs.uk\)](#)

Appendix Two

Wards included in this guidance

Luton

Ward				
14	15	17	Critical Care	Surgical Assessment Unit
19A	19B	18	10	11
12	16	16	Haem Onc / 19	
20	21	22	23	Cobham
EAU 2 (Ward 4 / MMS)	EAU 1	3	5	

Bedford Wards

Ward				
Elizabeth	Shand	Shuttleworth	Harper	Godber
CCU	Critical Care	Whitbread	Arnold Whitchurch	Russell
Archer	Howard	Reginald Hart	Victoria – in escalation	Orchard Gynae
AAU	Tavistock	Richard Wells	Victoria escalation	Cardiac Cath lab - escalation

No visiting – only exceptional reasons

Only visitors for patient's >24hr stay

Standard visiting access