

Short Term and Temporary Absences North Centennial Manor – October 18, 2020

Short Term and Temporary Absences (Non-Medical) from North Centennial Manor

Ministry Document – Directive #3 issued October 14, 2020 Effective October 16, 2020

Ministry of Long-Term Care, Frequently Asked Questions Released October 14, 2020

Types of Absences:

- **Short Term**
 - leaving the Manor’s property for social or other reasons that does not include an overnight stay
- **Temporary**
 - Leaving the Manor’s property for social or other reasons for one or more nights
- **Business Day**
 - Monday to Friday 0800-1600

Process

- Next of Kin or resident must make a written leave of absence request to the Home
- Manor will review and approve all non-medical absence requests based on a case-by-case risk assessment considering but not limited to:
 - Manor’s ability to support isolation for 14 days upon the resident’s return
 - Local disease transmission and activity
 - Risks associated with the planned activities that will be undertaken by the resident while out of the Manor
 - Resident’s ability to comply with local and provincial policies/bylaws regarding COVID-19
 - Any further direction provided by the MLTC
- Short Term and Temporary Absences are not allowed in the event of an outbreak at North Centennial Manor
- Should our Public Health Unit report widespread community transmission and provincial direction be given, absences may not be permitted except for medical or compassionate reasons.

Summary Table

	Short Term Absence	Temporary Absence
Description	Non-medical absence not including overnight stay	Non-medical absence for one or more nights
Absence must be requested in advance	Yes – a minimum of 3 business days in advance	Yes – a minimum of 5 business days in advance
Absence must be approved by Manor in advance	Yes – will communicate decision within 2 business days of request received	Yes – will communicate decision within 2 business days of request received
Resident screened for COVID-19 upon return	Yes	Yes
Resident needs to be isolated for 14 days upon return	No	Yes – 14 days of isolation required upon return

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	Short Term Absence	Temporary Absence
While on pass resident and contacts must follow public health measures	<ul style="list-style-type: none">• Wear mask if tolerated• Maintain social distancing• Frequent hand hygiene• Avoid social gatherings	<ul style="list-style-type: none">• Wear mask if tolerated• Maintain social distancing• Frequent hand hygiene• Avoid social gatherings

Denial of Absence Request

- If the Manor denies an absence request, the Manor will communicate the decision to the resident/POA in writing, including the rationale for the decision
- Should the resident's request for absence be denied, but the resident wishes to go out on Manor property, the resident is allowed to be outside but must stay on Manor property and must maintain a social distance of 2 meters from any other resident, staff and visitor.

Outbreak Declared at Manor While Resident on Absence

If the Manor goes into outbreak while the resident is on a short term or temporary absence, the resident/POA will be contacted to return the resident to the Manor immediately. Residents who remain out of the Home when an outbreak is declared and do not return to the Manor immediately may have to remain out of the Manor until the outbreak is declared over.