



ACTIVITIES

SUBJECT: FACETIME / SKYPE POLICY

Effective Date: October 20, 2021

Approval: 
Administrator, Residential Healthcare Facility

POLICY:

To ensure all residents can communicate with family living out of the county, area, or state, while the residential healthcare facility is closed for visitation. Family members who live in town may be scheduled due to extenuating circumstances.

This will help meet the residents' psychosocial needs and improve quality of life while closed for visitation.

PROCEDURE:

1. Out of area family will call to make an appointment on set days available
2. Prior to and during the Facetime / Skype event, the Activities staff will do the following:
 - a. **Wipe down stand, speaker, and I-pad for disinfection before entering the resident's room**
 - b. **Call the number via facetime/skype for the resident**
 - c. **Use either headphones or speakers for resident and assist resident with these accessories**
 - d. **Make sure the facetime/skype call goes through before leaving the room for privacy**
 - e. **Check on resident every 5 minutes for 30 minutes for facetime/skype**
 - f. **End the call at the 30-minute mark.**
 - g. **Disinfect the stand, I-pad speaker upon leaving the resident's room.**
3. If the family does not answer after 3 attempts through Facetime or Skype, the activities staff will make a phone call to the family and the family will have to reschedule at a time available.
4. If the family does not answer three weeks in a row, then the Facetime / Skype will be cancelled and removed from the weekly schedule
5. The Facetime / Skype communication process will be used while the facility is closed for visitation for in-town family members. Family members who live out of

town and local family members with extenuating circumstances may use Facetime / Skype when the facility is open for visitation.

6. While families are visiting the residents, we will stop facetime/skype calls to be able to conduct more activities and visits with all residents.

APPROVAL	<ol style="list-style-type: none"> 1. Director of Activities 2. Standards Review Committee 3. Medical Bylaws and Board of Managers <p>Signed by: Administrator, Residential Healthcare Facility</p>
Interdisciplinary Involvement	Education as required and designated at Standards Review Committee Meetings.
Created:	October 2021
Revised:	
Reviewed:	
Location	<i>Admin Shared / Policies- RHCF / Activities / Facetime – Skype Policy</i>