

ALASKA PIONEER HOME		P&P No: 01.05
Title: Visitors		Approval: D. COTE
Key Words: Visitor, Restriction		
Team: All employees	Effective Date: 8/1/12	Page: 1 of 3

PURPOSE

To create a safe and comfortable home environment in the Alaska Pioneer Homes (AKPH).

POLICY

AKPH residents are encouraged to receive guests into their Home.

The Homes promote opportunities for residents to interact with the larger community in the town where the Home is located.

Children are an important part of the AKPH Eden philosophy and are welcome in the Homes.

Visiting guests to the Homes are required to conduct themselves in a respectful manner that is consistent with the Home rules and policies.

The Home administrator has the authority to restrict individuals from the Home if it is felt that they are a danger to the residents, staff, or visitors.

DEFINITIONS

PROCEDURE

I. Visitors at the Pioneer Homes

- A. Residents are encouraged to receive guests.
 1. Homes foster opportunities for residents to interact with the community as each resident desires.
- B. Children are welcome in the Homes.
 1. Children under 16 years must be supervised by a person over 21 years in order to ensure the safety of the children and other residents.
- C. Homes have posted visiting times.
 1. Home entrance doors are locked for security reasons after visiting times.

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2. Special accommodations can be made to allow visitor access to the Home after the doors are locked.
- D. Residents can access public areas in the Home to entertain visitors.
1. While using public areas, other residents' rights must be respected.
 2. Home staff will accommodate the gatherings for the benefit of the resident and the community.
 3. Homes work with the residents and significant other to find private meeting areas for them.
- E. Visitors are required to conduct themselves in a respectful manner and follow the rules.
1. Visitors who cannot meet this standard are asked to leave.
 2. If the visitor refuses to leave the Home, police assistance is summoned.
- F. Residents have the right to end a visit at any time.
1. Home staff helps residents exercise this right when necessary.
- G. Solicitations from visiting groups or persons are not allowed in the Homes.
- H. Residents or their representatives must sign release forms if photographs are taken in the Home for commercial or public use.

II. Restriction of Visitors

- A. A guest may be denied or given restricted visitation privileges if it appears that the presence of the guest upsets the resident, other residents, or staff.
1. An entry is made in the resident's file.
 2. Decision to restrict a visitor is written and sent by certified mail to the restricted visitor; a copy is kept on file in the Home.
 3. Decision to restrict visitation is reviewed by the Home administrator periodically.
 4. Visitation restriction can be appealed to the Home administrator, and to the division director.
 5. Guests receive a written reply to all appeals within 10 working days of appeal receipt.
 6. The director's decision is final.

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- B. There are times when visitors enter the Homes who may pose a threat, real or implied. The Home administrator:
 1. Provides guidelines for staff when addressing visitors who are of concern to the staff or residents for any reason.
 2. Restricts visitation by individuals who behave, act, or speak in a way that upsets the peace of the Home.
 3. Attempts to eliminate the possibility of causing emotional or physical harm to a resident, staff, family member, or volunteer.

- C. Persons entering in or on Pioneer Home property are prohibited from:
 1. Loitering or exhibiting disorderly conduct.
 2. Creating loud or unusual noise or nuisances.
 3. Obstructing the usual use of entrances, foyer, lobbies, corridors, offices, elevators, stairways, or parking lots.
 4. Impeding or disrupting the performance of official duties by State employees.
 5. Preventing Home residents from obtaining the services provided on the property in a timely manner.

- D. Call the police emergency 911 immediately if:
 1. Illegal activity is observed, or
 2. Home staff or residents are verbally or physically threatened.

- E. Contact the nursing supervisor or administrator if:
 1. Staff, residents, or visitors feel that a visitor is acting inappropriately or in a way that upsets the Home atmosphere or safety.
 2. A visitor is provided counsel by the supervisor or administrator to cease the inappropriate behavior.

HISTORY OF REVISIONS

New: 1/1/12
 Revised: 7/20/12
 Reviewed:

ATTACHMENTS

REFERENCES
