

VISITOR/COMMUNITY GROUP GUIDELINES for Carilion Children's Hospital's Pediatric Units

All community groups/visitors to 11 South Pediatrics are screened, approved and escorted by a representative from Pediatric Services.

1. No more than six people at a time will be allowed to visit inpatient areas. Arrangements for formal performances or large group activities are permitted if space is available.
2. Persons must be 14 years or older to participate with the visiting group. All persons 14-18 years of age must be chaperoned by adult members of the visiting group, and these individuals will be included in the total of six visitors.
3. Between December 1st and April 1st, **all visitors must have received a flu shot.** Documentation must be provided upon visit.
4. All persons must dress conservatively and wear closed-toe shoes.
5. Visits are permitted Monday-Friday 10:00 a.m.-12:00 p.m., 1:00 p.m. –4:00 p.m. or Sunday when staff is available.
6. If media coverage is anticipated, you must contact the Child Life Department at 540-981-8099 at least one week prior to your visit.
7. Visiting groups must **come prepared with an activity**, which may include going room-to-room passing out donations, performing a play or song and/or facilitating a pre-planned activity in the playroom, such as arts & crafts. Please review and discuss your activity plan with the facilitator of your event prior to your visit.
8. Presentations must be religiously and politically neutral. **We are not allowed to display or distribute denominational or religious materials.**
9. **Donations must be new and unused.** If visitors plan on passing out donations room-to-room, there must be enough items for every patient on the pediatric floor (up to 32 patients). Items need to be approved by the facilitator.
10. Because of each child's different dietary needs, edible treats may not be distributed.
11. Please schedule your visit no later than one week prior to your intended visit.
12. Photographs for personal use or publication may only be taken with prior written consent from the child's parent. Please let facilitator know beforehand if you are interested in taking photographs.
13. Due to HIPAA standards and patient privacy, please do not ask a patient, family member, or staff person the reason for a patient's admission or about his diagnosis.
14. Individuals who are sick or have a contagious illness will not be allowed to participate in the visit.
15. Carilion Children's Hospital staff **reserve the right to end a group visit at any time** if visitors or activity are deemed inappropriate.
16. Please arrive on time. If you will be late, please notify the hospital contact. The visits of groups who are **more than 15 minutes late may be canceled.**