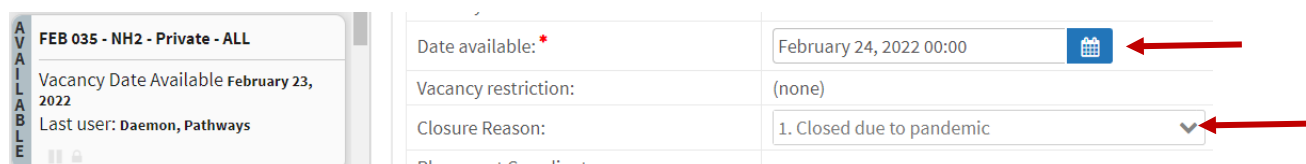


# Pathway Pointers

## “Closing a Vacancy for Pandemic Reasons”

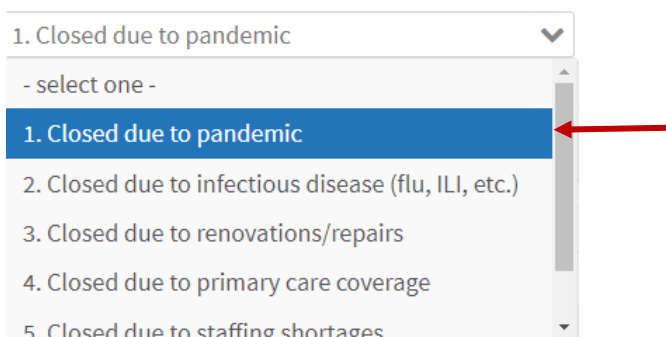
*\*note: same instructions for any temporary closure*

1. Open the available vacancy record by clicking on the associated tile.
2. Under **Vacancy Details** tab click on the drop-down arrow across from **Closure Reason**. *Close a vacancy if not available for an admission within the next 6 days or more.*



AVAILABLE	FEB 035 - NH2 - Private - ALL	Date available: *	February 24, 2022 00:00
	Vacancy Date Available February 23, 2022	Vacancy restriction:	(none)
	Last user: Daemon, Pathways	Closure Reason:	1. Closed due to pandemic
		Placement Coordinator:	

3. **Select a closure reason** from the list available. In this case, it would be #1: “Closed due to pandemic” (or select any other appropriate reason).

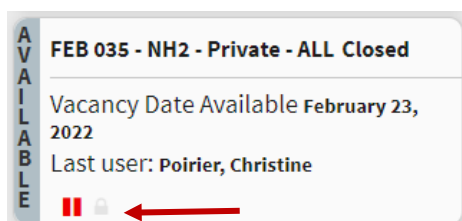


- 1. Closed due to pandemic
- select one -
- 1. Closed due to pandemic
- 2. Closed due to infectious disease (flu, ILI, etc.)
- 3. Closed due to renovations/repairs
- 4. Closed due to primary care coverage
- 5. Closed due to staffing shortages

4. **Amend the Date Available** to reflect the new date & time it will be available.
5. Then click **Save**.



6. The tile will update with a **red pause** symbol.



AVAILABLE	FEB 035 - NH2 - Private - ALL Closed
	Vacancy Date Available February 23, 2022
	Last user: Poirier, Christine
	⏸

7. To UNDO this temporary closure, and open room back up, click on the “Resume” Button, and update the new exact date & time bed is available again. Remember to click SAVE again. You will now see the tile red pause symbol back to faded grey.

