



How to Build a Hug Tunnel and Plan a Hugging Event

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Introduction

This manual provides instructions to build two types of hug tunnels – a free standing hug tent and a doorway hug curtain. Hug tents are supported curtains of clear poly sheeting (aka - painter's sheeting) with enclosed arms. They allow people to safely hug each other.

A **hug tent** is built using a pop-up canopy tent and can be used outdoors. A **doorway hug curtain** is a curtain of plastic affixed to the wall around a door jamb of a home/facility.

Hug tunnels can be used by anyone who wants to hug someone outside of their immediate household, but this manual is written to help anyone who wants to bring a safe hug to an older adult living in isolation in a congregate/long-term care facility.

Due to the pandemic, many older adults have gone without a hug from a family member or friend for over 250 days (as of November 2020). Until some 'normal' human connection can occur, a hug tunnel can provide important human connection. Physical connection is vital to our humanity.

During the summer of 2020, I saw compelling articles about hug tunnels created in places like Brazil and Canada. It looked like a wonderful idea and I wanted to spread the word so that others might take this idea and put it into action. I was still hopeful that indoor visits would soon be allowed. Unfortunately, the guidelines for safe indoor visits have proven difficult to implement due to coronavirus infection rates.

Staff in long-term care have so much on their plates. Our group (Long-Term Care Subcommittee to Colorado Healthcare Ethics Resource Group) realized we could help make the hug tunnel a reality for our community. This manual provides easy instructions to build a hug tunnel and creates guidelines to use it safely in your facility.

Guidance from the Colorado Department of Public Health

****Before we pursued this project, we asked for input and guidance from the Colorado Department of Public Health and Environment (CDPHE) and the Long-Term Care Program Supervisor at the Colorado Department of Health. They had no concerns regarding the use of the hug tunnel as long as it is properly cleaned and disinfected between uses. *(If your skilled nursing facility is not located in Colorado, please [visit your state department of public health](#) for guidance*). We have included information on proper cleaning and disinfection of the hug curtain. It is a safe way to hug friends and family. **They also reminded us that Skilled Nursing Facilities in Colorado can apply for CMP (Civil Monetary Penalty) funds to support purchasing supplies for a hug tunnel.****

We understand the importance of keeping older adults safe during this dangerous pandemic. We also know that social isolation can be devastating. We hope others will use the hug tunnel in their communities to promote vital social connection.

Hug Tents

Hug tents are made using 10X10 foot pop-up canopy tents. Clear painter's sheeting is attached to the structure of the canopy on up to three sides. One panel has holes cut into it and plastic arm sleeves attached. These sleeves are cut at strategic heights to allow for standing or sitting hugs.



Materials You Will Need for Free-Standing Hug Tunnel

[10-foot by 10-foot pop-up canopy tent with weights \(with or without walls- we used Eurmax canopy tent with walls\)](#) - any lightly used canopy tent should work

- Canopy tent sandbags or water weights (should come with the tent)
- [Clear Poly Sheeting \(We used Uline Clear Poly Sheeting 4-mil, 8' x 100 feet\) \(for hug curtain\)](#)
- [Clear Bags for Arm Sleeves](#) (I can also send you some since I ordered a box of 250)
- [8-inch Diameter Plastic Embroidery Hoops - need 6](#) (to secure arm sleeves to plastic)
- [Clear Duct Tape - 1 roll](#)
- [Paracord -100 feet](#) or [Paracord - 50 feet](#) (need approx. 32 feet for 1 tent)
- [Rubber Twist Ties - 12 inch \(need 8 ties\)](#)
- [Rubber Twist Ties - 6 inch \(need 8 ties\)](#)
- [Coleman 10-In. Steel Nail Tent Pegs, 4 Count](#)
- [Disinfectant Clorox Pet Solutions Advanced Formula - on EPA's List N for COVID](#)
- [Paper Towel](#)
- [Shoulder Length Disposable Gloves \(34inch Length\)](#)
- [Magnetic Digital Timers](#) (for timing the visit and the cleaning time)
- [Scissors](#)
- [Pocket Folder for Forms](#)
- [Touchless Thermometer](#)
- [Tape Measure](#)
- [Hammer](#) (to secure hug curtain when setting up hug tent in grass)
- [Dry Erase Marker](#) (for marking plastic before cutting)
- [Folding Table](#)
- [Folding Chairs - 4 pack \(easy to clean\)](#) for wheelchair/sitting hugs or visiting.
- [Trash Can with Lid](#)
- [Trash Bags](#)
- [Hand Sanitizer](#)

- [Disposable Vinyl Gloves](#) and [Shoulder Length Vinyl Gloves](#)
- A couple of disposable cups to put pens in (marked “Clean Pens” & “Dirty Pens”)

Purchasing supplies - Background on key items

Pop-up canopy tent. Some pop-up canopy tents come with walls. Others are open on all sides. We suggest considering the type of canopy pop-up tent that fits your budget and your climate. Canopy tents without walls work well in warmer climates. Canopy tents with removable walls provide some protection from the elements in colder climates. You can also consider asking for pop-up canopy tent donations from your community. This is the most expensive part of building a hug tent.

Clear Poly Sheeting – (aka Painter’s Sheeting). There are many choices of plastic sheeting. They vary in cost, size, thickness, and transparency. We found a product that cleans easily, resists punctures/tears, allows people to see each other pretty well, and isn’t so thick to make the hug feel bulky. We chose a size that works well with the average height of a canopy tent, allowing for a bit of extra coverage to secure the sheeting to the canopy. Our final choice Uline Clear Poly Sheeting 4-mil thickness, 8 feet by 100 feet. This sheeting allows for the creation of more than one hug tunnel.

Duct Tape. Any kind of duct tape will work. The tape is used to tape a hem in the top and bottom of the hug curtain. Some cord is secured in the hem and is used to secure the curtain to the pop-up canopy tent. We recommend Gorilla brand Crystal Clear duct tape. It is weatherproof, airtight, clear and can be torn by hand. It can also be used to seal any holes or tears in the sheeting. It is UV and temperature resistant and does not yellow. It is the perfect tape.

Paracord. This cord provides a simple and reliable way to secure the hug curtain to the pop-up canopy tent. It comes in many lengths and thicknesses. We used a medium grade paracord from Paracord Planet. It works well to secure the hug curtain to the tent with less sag.

Reusable Rubber Twist Ties. The twist ties are used with the paracord to secure the hug curtain to the canopy tent. They are flexible, reusable ties that have a tough rubber exterior that bends, holds its shape, and provides a strong grip to keep the hug curtain in place. They are waterproof and UV resistant.

Clear Bags for Arm Sleeves. These bags are challenging to find and come in boxes of 250. We had originally made sleeves out of painter’s sheeting, and this was time consuming and the tape would get wet during cleaning. I would be happy to mail you enough bags for your hug tent if you would be willing to pay for shipping. Please email me at mkbudai@gmail.com and I can send you a supply of these bags if you don’t want to order 250. You can also look for bags with similar dimensions. If you find something that works well, please let me know.

Building the Hug Tent

Step 1: Prep the Area

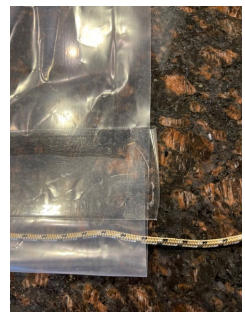
Clean the surface (at least a 12-foot by 12-foot area) you are using to cut the painter's sheeting on. This prevents the painter's sheeting from getting dirty or from getting punctured as you work with it. It also helps to have a large table for supplies and attaching the arms to the hug curtain.

Step 2: Create the Hug Curtain

Unravel the roll of painter's sheeting and cut to size (8' by 12'). This size allows slack on either side that people will need while giving hugs. **Tip:** Use a dry erase marker to mark the edge of the painter's sheeting so your edge will be straight.

Step 3: Create the Hug Curtain Hems with Paracord Embedded

1. Cut two pieces of paracord 16 feet long. Place the paracord on the painter's sheeting along the bottom edge.
2. Fold the bottom of the painter's sheeting over creating a 1-2" hem.
3. Place the paracord in the pocket of the hem.
4. Tape along the full length of the sheeting, ensuring the paracord remains in the hem.



Step 4: Cut the 6 Arm Holes (See Figure 1 Hug Curtain Diagram on page 8)

1. Create a 7-inch diameter circle template to trace the arm holes in the curtain (we used a kitchen bowl as a template).
2. Measure and mark where to cut the arm holes using *Figure 1*.

There will be 6 arm holes to allow for people of different heights to hug each other. The arms can be turned inside out to accommodate short or tall people on either side of the curtain.

Step 5: Attach the Arm Sleeves

1. You will need 6 of the 8-inch embroidery hoops and 6 of the gusseted bags to use as arm sleeves
2. Place the inner embroidery hoop on the inside of the plastic curtain around the hole. Make sure the inner hoop is right side up.
3. Place the outer embroidery hoop on the outside of the plastic curtain.
4. Tuck the plastic from the curtain and the sleeve in between the hoops and then secure the outer hoop onto the inner hoop.
5. Tighten the screw on the outer hoop. **Tip:** You may need to apply some soft foam over the screw if it is exposed to prevent people from getting scratched by the screw.
6. Repeat steps a through e for all 6 arm holes.
7. The hug curtain is now ready to connect to the canopy tent.



Step 6: Setting Up the Hug Tent On-site.

Pick a spot to set up the pop-up canopy tent. Level ground is important. Place the tunnel so that the front panel is easily accessible to all, including those using walkers and wheelchairs.

Follow the manufacturer's instructions to set up the pop-up canopy tent. It helps to have at least two people for most tents. Also, remind those that are helping to be careful where they place their hands as you are assembling the tent. It is easy to pinch your fingers during this step. Once the tent is up in the place you have selected, we strongly recommend using sandbags or water weights to secure the tent. Unexpected breezes can wreak havoc on a canopy tent. **It is important to consider the weather when using a canopy tent. If high winds are expected, we recommend rescheduling a hugging event.**

Step 7: Secure Top of Hug Curtain to the Canopy Tent

1. Center the hug curtain over one of the walls/sides of the canopy tent.
2. Cut a 0.5 cm slit in the plastic hug curtain, just below the paracord, and insert one of the 12-inch rubber twist ties. Secure the twist tie to the roof frame of the canopy tent. Repeat this step with 5 or 6 twist ties to ensure the curtain is firmly attached to the canopy tent.
3. Wrap the extra plastic around the outside of the front legs.
4. On the ends of the hug curtain where the paracord comes out of the top hem, double tie the paracord to the middle of one of the 12" long rubber twist ties.
5. Secure the twist tie to the roof frame of the canopy tent.
6. Repeat step c through e for the other side of the hug curtain.



Step 8: Secure Bottom of Hug Curtain to the Canopy Tent on a Solid Surface

1. Wrap the paracord around the water weight or sandbag.
2. Tie the paracord to one of the 6" rubber twist ties. You will likely need to trim the paracord so that there is not too much slack in the cord, so it holds the curtain in place.
3. Wrap the rubber twist tie around the bottom leg of the canopy tent.
4. Repeat steps 1 through 3 on the other side of the hug curtain.

Step 9: Secure Bottom of Hug Curtain to the Canopy Tent on Non-solid Surface (like grass)

1. Carefully insert the tent spikes through the bottom hem of the hug curtain ensuring that you capture the paracord in the hook of the tent spike. Hammer the tent spike into the dirt so that it is level with the ground. (This will hold the hug curtain into place so that if a breeze blows the bottom of the curtain, it will not expose the participants to each other). We recommend Coleman Tent Spikes as listed in the materials section.

Step 10: Secure Sides of Hug Curtain to the Canopy Tent

1. Use 6” rubber twist ties to secure the curtain to the canopy legs. Make two tiny holes with scissors where you would like to secure the curtain. Insert the twist tie through the holes in the hug curtain and twist it securely to the canopy leg. If the holes are not airtight, place a piece of clear duct tape over the insertion holes.

Hug Tent Variation using Velcro Instead of Cording

Supplies are the same as the previous tent, except you DO NOT need paracord. Instead you will order one package of [this Velcro](#). It is important to order [the tent with walls](#) because it has Velcro already affixed to the bottom hem of the canopy. You will also need a bottle of [this glue](#) to ensure Velcro is securely attached to the poly sheeting.

Follow all previous directions to cut the hug wall from poly sheeting (steps 1 and 2). The Velcro will be affixed all along the top of this panel so that it attaches to the Velcro already sewn into the tent canopy. Ensure that you use the opposite side Velcro than the tent has. Usually, tents have the softer “loop” side of the Velcro. You would then use the rough “hook” side on the poly panel.

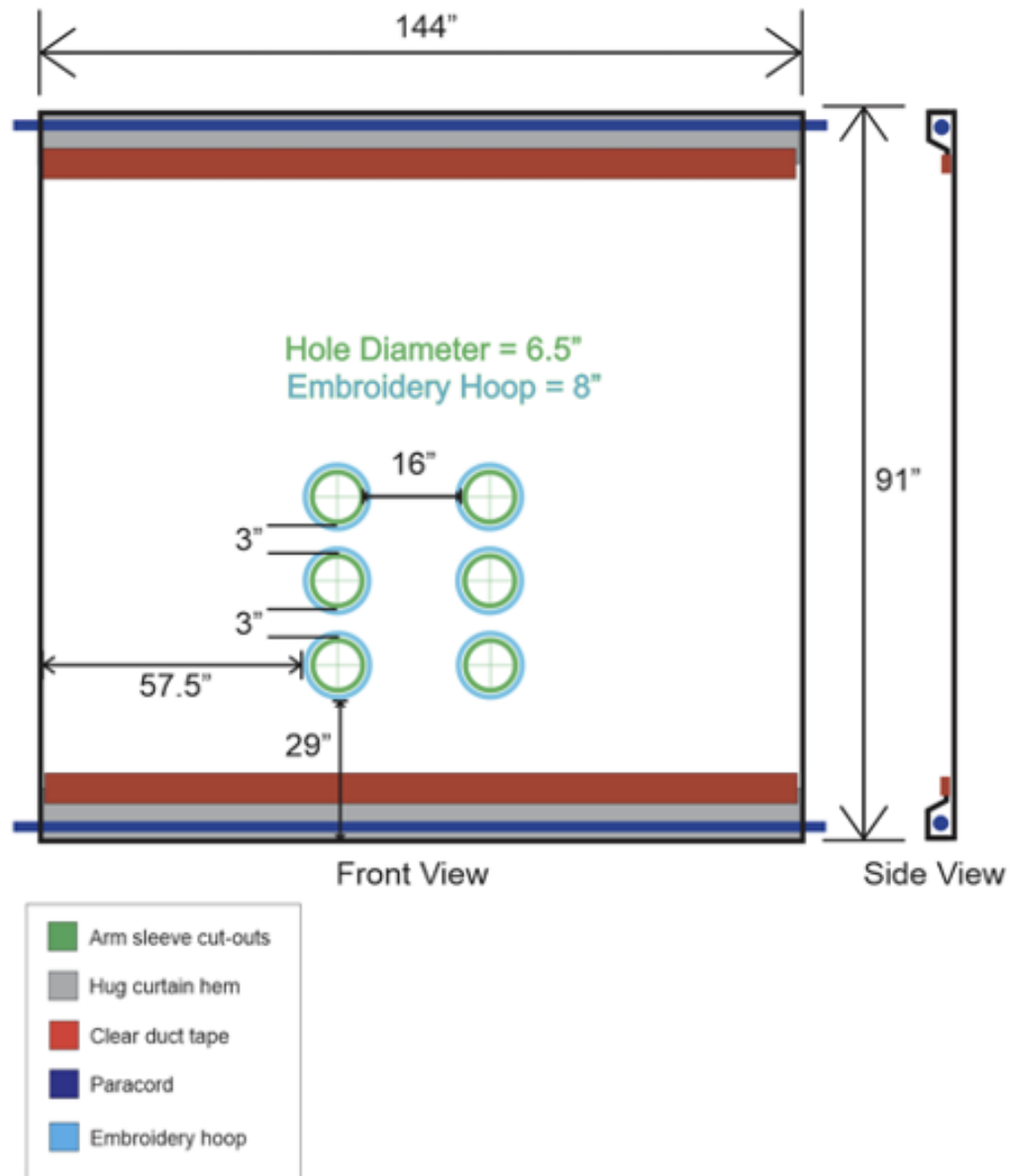
The Velcro will be affixed about 6 inches from the top of the sheet. Peel about one foot of the plastic backing from the Velcro, spread the glue on top of the sticky backing, and then press to the poly sheet. Continue in one foot sections until the top of the panel has Velcro running across the top.

The glue needs about 24 hours to cure before use.

Continue building using the instructions above—starting at Step 4.

Hug Curtain Diagram – *Figure 1*

Hug Curtain Diagram



Doorway Hug Curtain

Doorway hug curtains are made with clear painter's sheeting with holes cut for arm sleeves. The curtain is secured to both sides of a door jamb. Sleeves are cut at strategic heights to allow for standing or sitting hugs. This type of hug tunnel is easily installed and does not damage surfaces.

Building the Indoor Doorway Hug Curtain

Step1: Prep the Area

1. Clean the floor or surface (at least a 12X12 foot area) you are using to measure and cut the painters sheeting on. This prevents the painter's sheeting from getting dirty or punctured as you work with it.
2. It helps to have a large table for supplies and arm sleeve assembly.

Step 2: Choose the Room that You Would Like to use for the Hug Curtain

1. It must have two entrances because the curtain will block one of the entrances.

Step 3: Measure the Doorway that You Would Like to Use for Hugging

Step 4: Cut the Hug Curtain

1. Unravel the roll of painter's sheeting and cut to size of the door plus 12 inches. The extra inches will allow for slack since the hug curtain will need a little give when people are hugging. **Tip:** Use a dry erase marker to mark the edge of the painter's sheeting so your edge will be straight.

Step 5: Cut the 6 Arm Holes. (See Figure 1 Hug Curtain Diagram on page 8)

1. Create a 7-inch diameter circle template to trace the arm holes in the curtain (we used a kitchen bowl as a template).
2. Measure and mark where to cut the arm holes using *Figure 1*.

There will be 6 arm holes to allow for people of different heights to hug each other. The arms can be turned inside out to accommodate short or tall people on either side of the curtain.

Step 6: Attach the Arm Sleeves

1. You will need 6 of the 8-inch embroidery hoops and 6 of the gusseted bags to use as arm sleeves
2. Place the inner embroidery hoop on the inside of the plastic curtain around the hole.
3. Place the outer embroidery hoop on the outside of the plastic curtain.
4. Tuck the plastic from the curtain and the sleeve in between the hoops and then secure the outer hoop onto the inner hoop.
5. Tighten the screw on the outer hoop. **Tip:** You may need to apply some soft foam over the screw if it is exposed to prevent people from getting scratched by the screw.
6. Repeat steps a through e for all 6 arm holes.
7. The hug curtain is now ready to tape to the door frame.



Step 7: Tape all Four Sides of the Hug Curtain to the Doorway

1. Using Scotch Blue Sharp Lines Painter's Tape for Delicate Surfaces. **Tip:** We recommend leaving some slack in the curtain so that it gives during hugging and does not pull the tape off the wall.

Planning for the Hug Tunnel Event

Step 1: Discuss the Idea with the Facility's Leadership Team to get Support and Permission

Reminder: Before we pursued this project, we asked for input and guidance from the Colorado Department of Public Health and Environment (CDPHE) and the Long-Term Care Program Supervisor at the Colorado Department of Health. They had no concerns regarding the use of the hug tunnel as long as it is properly cleaned and disinfected between uses. (If your skilled nursing facility is not located in Colorado, [please visit your state department of public health](#) for guidance).

1. Review the Hug Tunnel Manual with the team and obtain the items to build the free-standing hug tunnel or doorway hug curtain.
2. Get volunteers (at least 2 people, but ideally 3-6 people) to help build the hug tunnel.
3. Once the hug tunnel is built, pick a date for an event.
4. Consider contacting the media to share this as important positive news. We are aware of how negatively long-term care facilities can be portrayed in the media. This is an opportunity to share something positive that you are doing to support human connection. For privacy, ensure that family and residents have signed the proper release forms if the media takes pictures or videos. We have included a release form (Attachment A) and a possible press release (Attachment B) that can be used.
5. Sign-up families who would like to participate. We suggest 15-20 minute time slots with at least 5 minutes allotted between each visit for cleaning. Use an existing sign-up process for families to sign-up to do a 'hug visit'. If 3 visitors arrive to visit one resident, ensure that they understand that you will need to allow for 5 minutes between each

hug due to the need to disinfect the curtain. If you don't already have a process in place, we recommend Sign-Up Genius as it streamlines the process.

<https://www.signupgenius.com/>

6. Review your cleaning protocol. We have attached a cleaning guide. Use the N-list to ensure that you are using an effective cleaning solution as well as allowing proper dwell times for your cleaner to work. It is also okay for facilities to use the same solution that they use for surfaces inside their buildings.

Add Live Music to Your Event

Consider reaching out to local musicians to play live music for your event. This will set a tone of celebration to the day that will have benefits for everyone.


Music is good for our health and is such an important part of human connection. Musicians have been looking for ways to connect in this time of social isolation, and this is a great opportunity for them as well. In Northern Colorado we had the great benefit of working with [Sound Affects Music](#) and we can't thank them enough!

Cleaning the Hugging Surface

To clean the hug curtain, you can use [Clorox Pet Solutions Advanced Formula Disinfecting Stain & Odor Remover](#). It is on List N provided by the Environmental Protection Agency (See *Figure 3* List N info, page 14). Spray it on all of the surfaces that may have been touched during the visit (i.e. hug curtain, chair, table). Surfaces shall remain wet the whole time (5 minutes for Clorox Pet Solutions Product) to ensure the product is effective. This includes the insides of the hug sleeves. Follow the "EPA Six Steps to Safe & Effective Disinfectant Use, (See *Figure 3*, Page 14). We recommend using a digital timer, and we have included it on our list of items to purchase. Once the surface is cleaned, set a 5-minute timer. Continue to monitor the surfaces and ensure they remain wet. When the timer goes off, using clean gloves and paper towels, dry the surfaces.

[Environmental Protection Agency EPA - List of Coronavirus Disinfectants](#)

Disinfectant Use – Figure 2

EPA Registration Number	Active Ingredient(s)	Product Name	Company	Contact Time (in minutes)
 5813-110	Hydrogen peroxide	Clorox Pet Solutions Advanced Formula Disinfecting Stain & Odor Remover	The Clorox Company	5
Formulation Type Ready-to-use				
Surface Types Hard Nonporous (HN)				
Use Sites Healthcare; Institutional; Residential				
Why is this product on List N? Kills a harder-to-kill pathogen than SARS-CoV-2 (COVID-19); Emerging viral pathogen claim				
To kill SARS-CoV-2 (COVID-19), follow disinfection directions for the following pathogen(s) Enterovirus D68; Norovirus; Rhinovirus				
Date Added to List N 03/03/2020				

EPA 6
Steps for
Safe &
Effective

EPA 6 Steps for Safe & Effective Disinfectant Use – *Figure 3*



Recruit and Train Volunteers

We understand that the hug tunnel can be a time-consuming event for busy staff. That is why we recommend recruiting and training volunteers for this role. The volunteers would need to read this manual as well as the outdoor visitation guidance provided by CDPHE <https://covid19.colorado.gov/outdoor-visitation> . (If your skilled nursing facility is not located in Colorado, [please visit your state department of public health](#) for guidance).

Ways for volunteers to help can include:

- Purchasing Supplies
- Building/Setting up the Hug Tunnel
- Hug Tunnel Cleaner/Timekeeper/Social Distancing/Mask and Glove monitor
- Visitor/Family Guide (Person to ensure outdoor visitation process is followed – temperature of visitors taken, forms filled out, visitor guided to hug tunnel) <https://drive.google.com/file/d/1P-QWEtxNc6kiTyB08VJ63FEIzapInWJ/view>
- Media Support

Hug Tunnel Event Schedule

Day Before the Event

1. Confirm that your facility meets guidelines to allow for [Outdoor Visitation](#) in Colorado. (If your skilled nursing facility is not located in Colorado, please [visit your state department of public health](#) for guidance).
2. Communicate with staff and volunteers about expectations for the day.
3. Check supply list to ensure you have everything you need (review “Day of the Event” list below).
4. Prepare residents for their hug tunnel visit to prevent delays. We recommend having a primary volunteer or staff member placed outside during the hug tunnel event. This volunteer should have the phone number of a key inside staff member who will be responsible for getting the resident out to the hug tunnel on time.
5. Print the [Hug Tunnel Sign](#) and all of the forms for the event found in this manual on pages 18-23. We recommend the Hug Tunnel Sign, the 6 Steps for Safe and Effective Disinfectant Use, and the Center for Disease Control CDC Coronavirus Mitigation Poster. It is helpful to have these laminated.

Day of the Event Process and List of Materials

Set up the hug tunnel before the event

1. Tape the [Hug Tunnel Sign](#) to the side of the tent.
2. [Hang the Laminated copy of Help Protect Yourself and Others From COVID-19](#)
3. Place small table near where visitors will be arriving
4. Place on table:

- Disinfecting solution with sprayer top
- Hand Sanitizer
- Paper Towels
- Small Garbage can with Liner
- Plenty of pens
- Disposable cup for pens (marked “Clean Pens”/ “Dirty Pens”)
- Box of masks
- Box of Shoulder Length Disposable Gloves
- Box of vinyl gloves
- chairs for visitors and residents (folding chairs will work well)
- Timer
- Folder for all the forms
- [Photo and Promotional Release Form](#)
- [Copy of Outdoor Visitation Guidelines](#)
- [Hugging Event Guest Checklist Form](#)
- [Hug Tunnel Feedback Survey Form](#)
- [Hug Tunnel Campaign Counting Form \(click here for link to form\)](#)
- [COVID-19 Visitor Health Screening Form](#)
- [EPA's 6 Steps for Safe & Effective Disinfectant Use](#)

As Visitors Arrive Utilize the Hugging Event Guest Checklist Form

It includes the following:

1. Greet guest.
2. Ensure they are wearing a mask (correctly placed over their mouth and nose) and if they are not, provide them with one from our supply. If they decline, they won't be able to participate. Ask facility staff to help if this becomes an issue.
3. Have them use hand sanitizer provided.
4. Take their temperature with the thermometer provided.
5. Have them put on a pair of gloves. We have regular vinyl gloves or gloves that go all the way up to their shoulders for safety. Allow them to choose.
6. Have them take a clean pen out of the cup holder.
7. Have them complete the CO Visitor Health Screening Form including checking all of the boxes.
8. Ask them if they would be okay with us taking their picture to advertise the hug tunnel.
 - If they say “yes,” have them complete the photo release form provided in the Hug Tunnel Event Folder.
 - When they are done with the pen, place it in the dirty pen cup holder. (Pens can be cleaned with the same process as we clean the hug curtain.)
9. Escort them to the hug curtain and show them where to put their arms to get the best hug for their height. (We have a few folding chairs if either the guest or the resident would like to sit down during their visit.)

10. Let them know how much time they will have for their hug and interaction. This will be based on how much time the facility has allotted per guest, while allowing for cleaning time between hugs. (Clean time for the Clorox Pet Cleaner is 5 minutes)
- If they have agreed to have their picture taken, take a few pictures now.
 - When they are done hugging and interacting, show them the trash can provided for disposal of their gloves.
 - Ask them to complete the hug tunnel survey form to help us make any improvements to our events. If they say yes, have them use hand sanitizer first then use a clean pen to complete the survey.
 - Thank them for coming!

As Residents Arrive

- Staff member will assist resident
- Have them decide which of the 3 arm holes is best suited to their height (may need to pull arm sleeves the other direction if the best height is facing the other direction. (Let the resident pick the best height first.)
- Some residents or visitors may be in wheelchairs. The lower arm holes should accommodate this easily.
- Some residents or visitors may need to do a sitting hug. Have folding chairs available.

End of Each Visit

- Have visitor remove shoulder length gloves and dispose of them
- Have visitor use hand sanitizer
- Ask visitor if they would be willing to complete a feedback form to support our efforts
- Disinfect hug surface between each new hugger. Ensure disinfecting process is diligently followed
- Say goodbye to visitors
- Clean all surfaces that may have been touched using proper disinfectant protocol. See *Figure 3*
- Count how many people hugged each other. We thought it would be cool to have a community hug campaign and total the number of hugs we have been able to provide, like how McDonald's counts the number of hamburgers sold.

End of Event

- Disinfect all surfaces that may have been touched.
- Take down all laminated signs and place them in folder.
- Take down hug curtain wall from the canopy tent.

Tear Down Tips

- The reusable rubber twist ties can be left in place and just twisted closed so they don't fall off of the curtain.
- If the tent spikes were used, they are easily removed with a hammer. Please place them back in their protective bag.
- Fold up the hug curtain and place it in a bag or plastic box for protection
- Disassemble the pop-up canopy per its instruction manual. Reminder – It is important to be aware of where your hands and fingers are when taking the tent down so no one gets pinched.

Forms, Press Release, Poster & Survey

Photo and Promotional Release Form – *Figure 4*

Photo and Promotional Release Form

I hereby consent to be interviewed, recorded, photographed, videotaped or filmed by representatives of _____ for purposes of publication, display or broadcast (print, web, digital display and all other forms of media). I agree that such interviews, recordings, articles, quotes, photographs, films, audio or video and/or any reproductions of same in any form, are the property of _____, and I relinquish any present or future claim for reimbursement for said photographic or film reproduction of my likeness or for said testimonials by me.

I hereby release _____, and their volunteers from any and all claims, demands, costs and liability that may arise from the use of these interviews, recordings, photographs, videotapes or films, and/or any reproductions of same in any form, as described above, arising out of being interviewed, recorded, photographed, videotaped or filmed.

I acknowledge that I have read this consent form in its entirety, or it has been read (or translated) to me, and I have had the opportunity to ask questions about it and understand it.

Date: _____

Name (print): _____

Signature: _____

*Parent or Legal Guardian name (print): _____

*Parent or Legal Guardian signature: _____

Witness: _____

*Parent or Legal Guardian name and signature required for individuals under age 18

Sample Press Release – *Figure 5*

NAME OF FACILITY/AGENCY is offering a creative way for our residents to hug their loved ones. In partnership with the Long-Term Care Subcommittee for the Colorado Health Equity Resource Group, they have built a “hug tunnel.” These innovative tunnels have been popping up across the country and we are excited to be offering this to our residents.

There has been an exceptional toll on older adults and people with disabilities living in long-term care/congregate care settings due to social isolation. A group in Northern Colorado has found a way to maintain vital social connection, while keeping people safe. There is a project underway to bring safe hugs to socially/physically isolated older adults living in settings where visits from family and friends have been restricted. The “hug tunnel” consists of a clean, clear, soft plastic curtain with arms that allows older adults a viable way to safely embrace family and friends.

If you are interested in joining the efforts to bring the hug tunnel to your facility please contact the Long-Term Care Subcommittee for the Colorado Health Equity Resource Group through Risa Hayes rhayes@telligen.com or Peggy Budai peggy.budai@uchealth.org

If your skilled nursing facility is not located in Colorado, please [visit your state department of public health](#) for guidance.

COVID-19 Visitor Health Screening Form

Date _____

- Has the visitor had any of the following symptoms in the last 24 hours: **Fever (100.0 or above), chills, fatigue, headache, congestion or runny nose, nausea or vomiting, diarrhea, cough, shortness of breath or difficulty breathing, muscle aches, sore throat, new loss of taste or smell.**
- Visitors with any symptoms listed in number 1, need to be excluded from visiting the facility until 10 days have passed since symptom onset, they have been free fever for 24 hours without fever reducing medication, and their symptoms are improving.
- Visitors should be instructed to notify the facility if they develop any of the above symptoms within 14 days of their visit.
- Visitors should provide current contact information in the event of an outbreak investigation.
- All visitors should perform hand hygiene using alcohol based hand rub immediately prior to entering the facility and wear a face mask (without an exhalation valve) or a face covering over the nose and mouth during the entire visit.

VISITOR NAME	VISITOR PHONE NUMBER					
		Please list the resident or unit the individual will be visiting:	The visitor is free from symptoms of COVID-19.	The visitor has not had contact with someone diagnosed with COVID-19 within the past 14 days?	The visitor is wearing a face covering over the nose and mouth?	Did the visitor perform hand hygiene?



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Center for Disease Control CDC Coronavirus Mitigation Poster – *Figure 7*

[Center for Disease Control CDC Coronavirus Mitigation Poster \(click here for link to poster\)](#)



Hug Tunnel Feedback Survey – *Figure 8*

[Hug Tunnel Event Feedback Form \(click here for link to form\)](#)

Hug Tunnel Feedback Survey

Date: _____
Facility: _____

How would you rate your Hug Tunnel experience today? Please circle your answer

1	2	3	4	5
Very Unsatisfied	Unsatisfied	Neutral	Satisfied	Very Satisfied

Did you feel that safety procedures were followed? YES NO If NO, comment below.

How would you describe today's experience?

How do you think this experience was for your loved one?

Do you have any suggestions on how we could have improved your hug tunnel experience?

Other Comments:

Please sign here if you are okay with us sharing your comments with others, as we work to bring more hugs to our communities.
NAME: _____ Signature: _____ phone: _____

https://docs.google.com/document/d/1vbT7F8rwKg7uxvvRboUCQhcDwYjhJH2Sj_6npg7-/i/edit
Edited: Peggy Budal 11/30/2020

Hug Tunnel Campaign Counting Form – *Figure 9*

[Hug Tunnel Campaign Counting Form \(click here for link to form\)](#)

Hug Tunnel Campaign Counting Form

Date(s): _____
Facility: _____

How many residents received a hug?

How many total hugs occurred during your event? (This number may be larger since one resident may get hugs from multiple different people.)

Please take a picture of this form after event and email or text it to Peggy Budai at mkbudai@gmail.com or text 970-219-0061

Last Edit: Peggy Budai 11/3/2020