

# **POLICIES & PROCEDURES MANUAL FOR COVID-19 REOPENING**

## **Safety Plan for COVID-19 Reopening**

### **Health Screenings**

1. Daily health screening for staff and students. Staff and clients will complete a daily health screening, barring staff and student access, if they or a family member have experienced COVID-19 symptoms within the last 14 days. Or if the client or family member has traveled to a COVID-19 hotspot within the last 14 days. Remote sessions will be provided in these cases. If any of the questions on the health screening are answered 'no' admittance into the treatment space will not be allowed.
2. Daily temperature checks of staff and students will be given, prior to entering the treatment space. Barring students and staff that have a temperature above 100 degrees. Students and staff will be sent home, if their temperature reads above 100 degrees. A touchless thermometer will be used to complete temperature checks.

### **Sick Policy**

If a student, parent or family member they live with is feeling sick. A make-up session can be scheduled for a different time.

1. Cancellation of a session is required if the child, parent, or family member they live with is not feeling well, or showing symptoms of sickness upon arrival at Chatty Child. If symptoms are present during the session, then the session will be cancelled immediately, and a makeup can be scheduled for another day. Remote sessions can be scheduled in this case.
2. In the event that a child is showing symptoms of sickness. The child will be isolated and the parent/ caregivers will be notified immediately to pick up the child immediately. They will be encouraged to seek medical attention if needed.

## **CHATTY CHILD POLICIES & PROCEDURES MANUAL FOR COVID-19 REOPENING**

### **Safety Plan for COVID-19 Reopening**

#### **Face Covering**

Face coverings can include either a cloth mask or clear mask (for speech therapy) for all students receiving face to face therapy. If a mask cannot be tolerated for medical reasons, a facial shield will be provided and must be worn at all times. In addition, masks and eye protection will be required for all staff at all times during in person interactions and therapy. Face coverings will be required for all students, parents and staff during face to face interactions and must be worn at all times during the treatment session and while in the Chatty Child Center for anyone over the age of 2 years old.

#### **Social Distance**

A distance of 6 feet or greater will be maintained between children, therapists and caregivers whenever possible. When a distance of 6 feet is not possible, masks and face shields/eye protection will be worn by the therapist at all times. A mask will be worn by the child and parent or caregiver at all times, for anyone over the age of 2 years old. In addition, plexiglass table top barriers will also be utilized during face to face sessions to minimize risk of droplet exposure.

#### **Contact Tracing**

If a student/member of the Chatty Child team staff or therapist is diagnosed with COVID-19. Contact Tracing will be instituted immediately. Wherein, all contacts will be informed of the exposure. The clinic will then be closed for a deep cleaning for at least 48-72 hours.

#### **COVID-19 Testing**

All patients, family members, caregivers and staff are strongly encouraged to be tested for COVID-19 on a regular basis.

#### **Cleaning & Disinfecting of Physical Space**

1. All spaces, toys, supplies, and high touch surfaces will be disinfected on a continual basis throughout the day and in-between each client with an electro-static mister, and EPA approved disinfectant.
2. No toys from outside the clinic will be allowed. All porous items will be removed from the clinic. And will not be available to the students.
3. Disinfecting of all surfaces and materials will be done at the conclusion of each session. Please allow the last 5 minutes of your session to include: clean up of materials, transition to the waiting area, and review of your child's carry over homework.

## **CHATTY CHILD POLICIES & PROCEDURES MANUAL FOR COVID-19 REOPENING**

### **Safety Plan for COVID-19 Reopening**

4. Air purification with HEPA filters, UV-C light and Ionizer will be used for purification and circulation of inside air in all treatment spaces.
5. An electro-static sprayer using EPA approved list-end disinfectant will be used to disinfect all surfaces and toys (multiple times a day and in-between each client.)
6. Plexiglass barriers will be placed at the reception desk, as well as on all treatment tables to reduce physical contact when 6 feet distance cannot be maintained.
7. Clear signage will be placed to encourage: hand washing, mask wearing, social distancing, and monitoring of symptoms, and sick policies.

### **Hand Washing & Hygiene**

1. Hand washing for 20 seconds will be required between each client for all staff. Also, if hands are visibility soiled. In addition, hand washing and sanitizing will be required before entry and at the conclusion of each session for each child, and during the session if needed.
2. Clients, caregivers, and parents will also be required to wash and sanitize hands before each session, prior to entering the treatment space.
3. If the therapist must touch a child, gloves will be worn throughout the session. Gloves will be disposed of properly, after each session, in a designated trash receptacle for used materials.

### **Waiting Room Policies**

1. Parents and caregivers will be asked to drop their child off for the session. The waiting room will be closed. Parents and caregivers will be asked to drop off and pick up their child.
2. In the case of children under 2 years old (or only if they require 1:1 physical and/or medical assistance to participate in the session safely) then one parent or caregiver may accompany the child into the room. The parent or caregiver and therapist must wear a mask at all times, as well as the child ( if they are over 2 years old.)
3. Health screenings and temperature checks will be administered upon arrival. Please notify the staff if you have traveled in the last 14 days or are experiencing any sickness

## CHATTY CHILD POLICIES & PROCEDURES MANUAL FOR COVID-19 REOPENING

### Safety Plan for COVID-19 Reopening

or symptoms.

4. Parents, clients and therapists will all wash and sanitize hands before entering the treatment space.
5. Following health screening, temperature checks, and hand washing and sanitizing the client will be allowed into the treatment space.
6. Within the treatment space limited in-person sessions are provided at a time. Only 2-4 children will be treated at a time, maximum. Each client will have their own treatment room and/or space. With more than 6-8 feet between each client and therapist.

### Agreement Signatures

*Please read and check each box below to confirm your agreement to these policies and procedures, then sign and date in the space provided.*

*I have read and understand the above **Policies and Procedures Manual***

*I agree to abide by the above **Policies and Procedures Manual** for in-person therapy at the Chatty Child Center. If these policies and procedures cannot be followed, I understand that remote services may be provided at this time.*

*I understand that there is an increased risk of exposure to COVID-19 during in-person therapy, while following all policies and procedures outlined above, as provided by CDC guidelines.*

<b>Child's Name</b>	
<b>Parent Name</b>	
<b>Parent Signature</b>	
<b>Date</b>	