

Alabama Pediatric Therapy Services, LLC. COVID-19 POLICIES & PROCEDURES	
Policy Title: COVID-19 ReOpen Guidelines	Policy and Procedure Manual Chapter: Administrative Procedures
Effective Date: June 1, 2020	Individual Responsible: All Staff

A. PURPOSE

1. To establish a safe, efficient, and successful process to resume in-clinic therapy services.

B. GUIDELINES

1. Prevent the Spread of COVID-19-Following CDC Guidelines as below:

- Encourage staff to take everyday preventive actions to prevent the spread of respiratory illness.
 - Wash hands often with soap and water. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
 - Always wash hands with soap and water if hands are visibly dirty.
 - Remember to supervise young children when they use hand sanitizer to prevent swallowing alcohol.
 - Clean and disinfect frequently touched surfaces.
 - Cover cough and sneezes.
 - Cover your mouth and nose with a cloth face covering when you have to go out in public.
 - Cloth face coverings should NOT be put on babies and children under age two because of the danger of suffocation.

2. Require sick children and staff to stay home.

- Communicate to parents the importance of keeping children home when they are sick.
- Communicate to staff the importance of being vigilant for symptoms and staying in touch with facility management if or when they start to feel sick.
- Ensure children and staff who come to the center sick or become sick while at your facility are sent home as soon as possible.
- Keep sick children and staff separate from well children and staff until they can be sent home.
- Sick staff members should not return to work until they have met the criteria to discontinue home isolation.

3. If Someone is or Becomes Sick:

- Follow CDC guidance on how to disinfect your facility if someone is sick.
- If COVID-19 is confirmed in a child or staff member:
 - Close off areas used by the person who is sick.
 - Open outside doors and windows to increase air circulation in the areas.
 - Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
 - Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
 - If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
 - Continue routine cleaning and disinfection.
- **If an APTS Team Member tests positive for COVID-19:**
 - Therapist: All patients that the therapist has treated must be notified and can not return to the clinic for 14 days. Patients will not be informed which
 - All staff members that have been in close contact with the therapist must quarantine for 14 days at home.

C. POLICY

Alabama Pediatric Therapy Services, LLC. will continue to follow local, state, and federal guidelines as we transition back to our pre-COVID activities.

D. PROCEDURES

- Alabama Pediatric Therapy Services employees will resume in-person treatment on Monday, June 15th.
- Parents will have the option to choose a teletherapy visit or in-clinic visit. For all appropriate patients, telehealth is strongly encouraged to further decrease chances of COVID-19 transmission.
- Therapists will conduct therapy either in-person or via teletherapy from their office space
- Therapists will conduct treatment in a consistent room throughout the day.
- Following the guidelines of the state and local government, employees are required to wear the following: face masks or coverings at all times, face shields, utilize plexiglass barriers, hair coverings, scrubs are only to be worn during treatment (no t-shirt/jeans, etc), gloves when appropriate, all staff should have a change of clothes on hand.
- Staff temperatures and health screening to be performed and recorded daily prior to the start of each workday.

- Parents will be required to wait in the car and therapists will escort patients into the building at the time of appointment. Under special circumstances, parents may drop their child off in the waiting room and return to their vehicle for the duration of the therapy visit.
- Temperature check and health screen to be performed on each patient prior to entering the treatment area.
- One caregiver is allowed in the building with each child. All adults must wear a face mask if entering the building.
- Patients entering the facility must wash their hands or use hand sanitizer before entering the clinic.
- Patients are to leave shoes in the lobby area, unless doing so will hinder treatment.
- Toys utilized during therapy sessions must be kept to a minimum.
- Toys or other objects that have been soiled by secretions must be discarded in a 'dirty' bin and/or sanitized before reuse.
- Employees will clean their hands before and after each client.
- Employees will not congregate in the break room.
- Employees will sanitize their hands before eating or drinking.

Reopening Policies:

Appointments:

- The lobby is **CLOSED**.
- When a patient arrives, the parent will be instructed to call the office to let us know they have arrived.
- Front staff will notify the therapist that their patient has arrived. Therapists may also look at cameras to check for patient arrival.
- Parents will be advised to stay in their car until the therapist retrieves the patient for their therapy session. (in proper PPE)
 - IF a parent must attend the session, they **MUST** wear a mask.
 - Only **ONE** caregiver is allowed to attend the session. **NO SIBLINGS**.
- Check the temperature of each patient and caregiver upon retrieval of child from vehicle/front door
 - Therapist will perform a verbal health screen with each patient/caregiver prior to entering the treatment area
 - The therapist will wear mask/face shield while treating. Plexiglass droplet barriers will be utilized during treatment (as needed)
 - The therapist will make a visual inspection of the patient (and parent if attending) for signs of illness, which include flushed cheeks or fatigue
 - Conduct a temperature check (patient and caregiver) and confirm their temperature is less than 100.4°F, and confirm that they are not experiencing coughing or shortness of breath.

- If the patient's caregiver/sibling has a fever the child will not be seen for a session that day, and cannot return for an appointment until the caregiver is fever-free for at least 3 days.
- The patient and therapist will wash hands prior to their session.
- Following the session, both therapist and patient will use hand sanitizer and the therapist will take the child back to their parent, in their car.
- Upon re-entering, hand sanitizer will be placed at the entrance to use, or the therapist will need to go straight to the restroom to wash hands properly.

** While the therapist is taking their patient back to their parent, the therapy assistant/other staff will disinfect the room. These procedures will include:

- Wiping toys/supplies used during the session
- Wiping the clear shield/barrier
- Wiping down the table and chairs
- Wiping light switches and doorknobs

BALL PIT IS CLOSED!

Therapists do not need to utilize any treatment materials that cannot be easily disinfected, such as stuffed animals, lycra swings, clothing items, etc.

Restrooms: (RBC Office)

- The first restroom (womens) will be for employees **ONLY**.
- The second restroom (mens) will be for patients **ONLY**. The restroom will not be open publicly (to family members waiting in their cars). There will be a latch added to the second restroom to separate gender sharing.

Staff Policies:

Employees should take the following steps to protect themselves at work:

- Follow the policies and procedures of the employer (recommended by the CDC) related to illness, cleaning, and disinfecting.
- Stay home if sick, except to get medical care
- Understand that **no one** with symptoms should be present at the workplace. Employees should inform their supervisor if they or their colleagues develop symptoms at work, especially fever, cough, or shortness of breath. It is the employee's responsibility and expectation to notify their supervisor immediately if experiencing symptoms/illness.
- Staff will inform leadership if they have been exposed to anyone with confirmed COVID-19 virus. The staff member will then be on a 14-day self-quarantine to monitor symptoms.
- Wash hands often with soap and water for at least 20 seconds, or use a hand sanitizer that contains at least 60% alcohol, especially after blowing one's nose, coughing, or sneezing; after using the restroom; after touching garbage; before and after work breaks; after touching objects that have been handled by patients.

- Avoid touching eyes, nose, and mouth.
- Therapists will wear proper PPE during session (provided)
 - Mask
 - Cloth masks will be permitted for use with clients with lower-risk of virus contraction. Employees are required to supply cloth mask at own expense. APTS encourages Team Members to have multiple cloth masks available, in the event masks are contaminated/soiled.
 - KN95 mask to be worn with medically fragile patients (1 provided by APTS)
 - Gloves (changed between patients)
 - Hair pulled back out of face
 - Face Shields will be supplied to all team members (1-per team member)
- Upon arrival, each therapist will be screened by a designated person. That person **must** sign off on the therapists' temperature. The designated screener will also have ONE person designated to take and record their temperature. The CDC recommends using the following protocols:
 - The screener should wash hands with soap and water for at least 20 seconds prior to screening.
 - The screener will then make a visual inspection of the employee for signs of illness, which include flushed cheeks or fatigue.
 - Conduct temperature check and symptom screening
 - Put on disposable gloves and each wear provided mask
 - Check the employee's temperature
 - Confirm that the employee's temperature is less than 100.4° F, and confirm that they are not experiencing coughing or shortness of breath.
 - If performing a temperature check on multiple individuals, make sure that you use a clean pair of gloves for each employee and that the thermometer has been thoroughly cleaned in between each check. (If non-contact thermometers are used and there was no physical contact between the screener and the employee, then you do not need to change gloves before the next check.)
 - After the screening, remove and discard gloves and wash hands with soap and water for at least 20 seconds.
- Staff will refrain from physical touch of others as much as possible. Staying 6 feet away from other individuals is recommended.
- Front staff will need to assure that all commonly touched surfaces in the office are cleaned at least **every hour**.
- Therapist desks will be separated 6 feet apart or more. If space does not allow, barriers will be provided to decrease potential exposure. Please disinfect accordingly.
- Encourage outdoor therapy as permitted
- It is recommended that all staff have a change of clothes and must change if they are sneezed on, coughed on, drooled on, etc.

- We will still encourage teletherapy as much as possible, and as long as insurance continues to cover.
- **Staff Travel Policies:** Will follow guidance from the CDC.
 - **Stay home for 14 days from the time you returned home from international travel.**
 - During this 14-day period, take these steps to monitor your health and practice social distancing:
 1. Take your temperature with a thermometer two times a day and monitor for fever. Also, watch for cough or trouble breathing.
 2. Stay home and avoid contact with others. Do not go to work or school.
 3. Do not take public transportation, taxis, or ride-shares.
 4. Keep your distance from others (about 6 feet or 2 meters).

Reference: <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

All APTS Staff Required to Read the Following CDC Guidance Prior to Returning to work:

Interim U.S. Guidance for Risk Assessment and Work Restrictions for Healthcare Personnel with Potential Exposure to COVID-19:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assesment-hcp.html>

Infection Control Guidance for Healthcare Professionals about Coronavirus (COVID-19):

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control.html>

Employees: What to do if you are sick:

https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fabout%2Fsteps-when-sick.html

Criteria for Return to Work for Healthcare Personnel with Suspected or Confirmed COVID-19:

https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fhealthcare-facilities%2Fhcp-return-work.html&fbclid=IwAR0v2TMCw2IBZGjw-SBPCxYXj_snsNfegT7GaTsAndNHR6c6eEONCBBuZPk

Symptoms of Corona Virus

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

