



### Agency Safety Precautions Overview

While our offices are “open”, we will continue to operate by appointment only and/or by a set program schedule for day programs (i.e., Preschool, Camp I Can, and Day Treatment). We continue to use telehealth and other video, phone and treatment options when and where possible. In all cases where we are using in person care, we have limits to the number of appointments/individuals per space and have rules around how offices and spaces will be used.

All traffic in and through our offices will be monitored by office assistants and managed by program leaders such that appropriate social distancing can be maintained and all protective measures can be used.

This includes when the appointment is set up or daily before a program begins we ask a series of screening questions:

- Have you, your child or anyone in your house tested positive for COVID?
- Have you or anyone in your household been in contact with anyone who was positive for COVID?
- Do you, your child or anyone in your house have a fever or any COVID symptoms?
- Do you have a face mask that you can wear to the appointment?
- Does your child have a face mask that they can wear to the appointment?
- Have you or anyone in your household travelled outside the country in the past two weeks?

From there, we let clients know what to expect when they come to the office including that temperatures will be taken and masks will be expected. All our offices are “armed” with temperature monitoring devices, hand sanitizer, and other personal protective equipment as needed to ensure we stay within compliance of state guidance. We are advising families to restrict the visit to only those required for the appointment. Families will wait in their car if their appointment is not ready. All our clinicians have been provided mini kits of supplies that include a small bottle of hand sanitizer, 2 pair of gloves, 10 Lysol wipes, safety instructions for visits, 1 disposable mask and 1 washable mask. They are instructed not to continue any appointment/service where they do not feel safe or where practices are not being followed.

Note that depending on the program, there may be more instructions/conditions to be followed to maintain compliance with licensing or certification (i.e. a waiver) requirements.

Please know that no one values your health and safety more than us. If asked, here are a few of the many things we’re doing to maximize safety.

- 📍 Each client or family is asked to complete a health screening
- 📍 Each child and each employee’s temperature will be taken upon arrival. Anyone with a fever of 100 or above will be instructed to return home
- 📍 Limited office traffic and limited use of shared space
- 📍 Only essential personnel are granted access to any office space
- 📍 All areas will be thoroughly disinfected after the program closes daily. This includes running a disinfecting fogger as a part of this cleaning protocol
- 📍 Employees will disinfectant throughout the day as needed
- 📍 Employees wash their hands regularly and encourage children to do the same
- 📍 Hand sanitizer is available in every room
- 📍 All employees who feel ill will stay home and if they think they have been exposed they will immediately call HR
- 📍 All employees are following the precautions from the state and federal level
- 📍 We will let families know if anyone in the program contracts COVID-19 and take immediate actions