



PARTNERS IN EXCELLENCE IN-CENTER PRACTICES DURING COVID-19

This document summarizes strategies in place at Partners in Excellence to prevent the spread of the COVID-19 virus within our therapy centers. These strategies are based on recommendations from the Centers for Disease Control and Prevention and the Minnesota and Wisconsin Departments of Health.

STAFF IN-CENTER:

Staff will use the COVID-19 Health Screen daily, to determine if they are able to work. If symptoms develop during the workday, staff will communicate with their supervisor.

STAFF IN-CENTER PROTOCOLS:

- Staff must call EAL at least 2 hours prior to their scheduled shift if they are not able to work.
- Staff wash their hands immediately upon entering the building.
*Per MN Department of Health: Handwashing for at least 20 seconds has been proven to be the most effective way to protect against transmission of the COVID-19 virus.
- Mask use is encouraged but optional, except in the following situations:
 - Otherwise directed by federal, state or local government (mandated).
 - Mask use is required when staff have had direct contact with a person who has a confirmed case of COVID-19 for their quarantine period.
 - Partners reserves the right to require staff with direct client contact to wear a mask during times of substantial or high rates of local/county transmission.
- Staff will wash hands prior to entering the therapy area.
- Staff having lunch delivered to the center must ensure there is no direct contact (i.e., lunch is left outside entrance doors, etc.).
- If staff leave the building during the day, they will follow the arrival and end of day protocols.

CURBSIDE ARRIVAL:

- Parents are required to use the COVID-19 Health Screen to assess their child(ren)'s health before leaving their home. Parents are to call CAL at least 1 hour before their child's scheduled arrival time, if their child will not be coming in for the day.
- Social distancing practices will be followed.
- Assigned staff will be notified to go out to the vehicle to greet the client.

CLIENTS IN-CENTER PROTOCOLS:

- Staff will bring the client to the identified restroom, closest to the designated entrance.
- Staff and client will immediately wash hands.
- Any augmentative communication (AAC) devices must be wiped down at the beginning of the day. AAC devices should also be cleaned/sanitized periodically throughout and at the end of the day using safe practices for cleaning electronics (If sneezed/coughed on, etc.)
- Sensory Oral Motor Tools (Chewies) or AAC devices will be kept in a designated area within the therapy area, whenever possible, throughout the day.
- If at any time a client has new onset of the symptoms outlined within the COVID-19 Health Screen, the information will be documented in myEvolv, within the client's Contact Log under the Health Screening

event, one time per day (Breadcrumb: Client > Client Information > Personal Information > Contact Log > Health Screening).

- Information must be included to document the condition of the child, explain the symptoms/instructions provided to the parent/caregiver, and outline any requirements that need to be met prior to returning to the center.
- If available, request documentation from the parent/caregiver to upload to client's medical record.
- Staff and clients will wash their hands after each use of the restroom.
- Client snack and lunch times will take place in the designated spaces. Staff and clients will wash their hands before and after eating. Staff will clean and sanitize the tables and chairs before and after eating.
- Toys are cleaned, sanitized, and disinfected regularly.
- Staff will use the COVID-19 Health Screening tool to monitor clients throughout the day for any sign of illness.
- If a client fails the health screen, the program supervisor will communicate with the parent regarding symptoms. If there is continued concern of COVID-19, the child will be isolated and supervised until they are picked up. Parents must arrange for their child to be **picked up within one hour**.

CURBSIDE DEPARTURE:

- Social distancing practices will be followed when possible.
- Parents and drivers will remain near the vehicle and staff will bring the child out to the vehicle.

DAILY SANITATION PROCEDURES DURING COVID-19:

- Each location will utilize a daily sanitation checklist to ensure all areas are properly cleaned.
- Cleaning means washing hard surfaces with soap and water or spraying sanitizer and wiping the area with a clean paper towel or microfiber cloth.
- Sanitizer is used to thoroughly wet toys, food service areas or anything that could be placed in the mouth and allowed to air dry.
- Disinfectant is used to thoroughly wet all other surfaces and allowed to air dry.

STAFF LUNCH/BREAK TIMES:

- Social distancing will be practiced when able.
- Staff will wash hands as they enter the staff break area and before leaving the area.
- Staff will clean and sanitize tables after each use.
- Staff will clean counters, microwave and refrigerator handles, Keurig and water cooler regularly.

END OF DAY:

- Each therapy area, toys within the area and all frequently touched surfaces throughout the Center will be cleaned and then sanitized/disinfected.
- Staff are responsible to clean and disinfect their electronic device(s) and locker doors regularly.
- Cleaning checklists are used to ensure the following are cleaned and disinfected regularly by staff and/or cleaning company:
 - Bathrooms, lunchrooms, copy rooms, lobby and meeting rooms, hard-surface floors, carpets/rugs, high-touch surfaces (e.g. light switches, handles, doors, time clock), and trash removal

POSITIVE COVID-19 RESPONSE ACTION PLAN:

- Employee or child has a positive COVID-19 test result.
 - Employee will contact site Center Manager or Supervisor FIRST and EAL
 - Parents notify Client Attendance Line
 - Center Manager/Supervisor will:

- Confirm contact with EAL/CAL
- Discuss start of symptoms or date test was taken if asymptomatic.
- Discuss contact with pod/employees/areas of the building
- Communicate with Administrative Assistant who will coordinate any communication needed to Department of Health, employees and families
- Partners will follow the recommendations of the CDC regarding cleaning and disinfecting our facilities: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- Program Supervisors will categorize which clients and staff are direct or indirect contacts for Administrative Assistant.
 - This communication will be in person and/or electronically to personal emails. High risk individuals/families will be identified, and attempts will be made to contact them directly via in-person or phone.
 - Send out a mass text alerting families/staff to check personal emails which will guide you to the next actionable steps.

PARTNERS IN EXCELLENCE COVID-19 HEALTH SCREEN

All staff and clients before leaving your home each morning, please complete the following health screen:

If there are concerns of symptoms in staff or clients during the day, Supervisors or Center Managers will communicate with the staff or parent(s) and determine if they should be sent home.

Does the staff or client(s) have new onset of one or more of the following symptoms?

- Fever of 100.4 or higher
- Difficulty or trouble breathing
- New cough (unrelated to allergies or other health conditions) or cough that gets worse
- New loss of taste or smell

Does the staff or client(s) have new onset of any of two or more of the following symptoms?

- | | |
|-------------|-------------------------------------|
| Sore throat | Muscle pain or body aches |
| Nausea | Excessive fatigue/extreme tiredness |
| Vomiting | New or severe headache |
| Diarrhea | New nasal congestion or runny nose |
| Chills | |

Parents: Please call the Client Attendance Line 952-491-9885 at least 1 hour prior to your child(ren)'s scheduled arrival time to notify us if your child has any of the above symptoms. Then:

1. Call a health care professional to seek medical recommendation on return to center time frame.
2. Notify Partners In Excellence of health care professional's recommendation.
 - a. Client Attendance Line (CAL)

Staff: Please call the Employee Attendance Line 952-491-9886 at least 2 hours prior to your scheduled start time to notify us that you are has any of the above symptoms. (Corporate staff contact manager.) Then:

1. Call a health care professional to seek medical recommendation on return to center time frame.
 - a. Inform health care professional you are an essential worker
2. Notify Partners In Excellence of health care professional's recommendation.
 - a. Employee Attendance Line (EAL)
 - b. Benefits@partnersmn.com

Have you (parent/staff), your child(ren) or any member of your household been in contact with someone who has symptoms of COVID-19?

Have you (parent/staff), your child(ren) or any member of your household been in contact with someone who has a clinically confirmed case of COVID-19?

Watch yourself for symptoms for 14 days.

Stay home as much as you can.

Contact your health care professional with questions and follow their guidance.

As essential workers, while at work, staff will:

1. Complete the Health Screen daily to check symptoms in the morning before they go to work.
2. Watch for symptoms throughout the day.
3. Wash hands often or use hand sanitizer if they are unable to wash hands.
4. If staff been in direct contact with someone with a clinically confirmed case of COVID-19, they will be required to wear a medical grade mask that will be provided per Department of Health guidelines.

If you have any questions, you may also contact Partners at hotline@partnersmn.com.