



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 monitor themselves 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 prior to their scheduled shift if they are not able to work.
- Masks are available for use and is optional, except in the following situations:
 - Otherwise directed by federal, state or local government (mandated).

CURBSIDE ARRIVAL:

- Parents are required 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.
- Staff may go out to the vehicle to greet the client.

CLIENTS IN-CENTER PROTOCOLS:

- Any augmentative communication (AAC) devices are cleaned/sanitized as needed using safe practices for cleaning electronics.
- 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 will clean and sanitize the tables after eating.
- Toys are cleaned, sanitized, and disinfected regularly.
- Staff will monitor clients throughout the day for any sign of illness.
- If a client appear ill, the program supervisor will communicate with the parent regarding symptoms. If there is continued concern, 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:

- Parents and drivers may 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.

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 (CAL)
 - Center Manager/Supervisor will:
 - Confirm contact with EAL/CAL
 - Discuss start of symptoms or date test was taken if asymptomatic to determine if they were possibly contagious while at Partners
 - If yes, a text will be sent to staff and families alerting them to a positive COVID-19 result in the therapy center
- 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>
- Partners will follow all local, state or federal requirements of logging and reporting known cases of COVID-19.