

## **Pandemic Policy**

Effective May 1, 2020

### **Purpose:**

- 1) To decrease the spread of any virus or infectious disease,
- 2) To maintain a healthy environment for patients, customers and staff.

### **The Kid's Therapy Center LLC will:**

- 1) Display signage in all public areas explaining sanitation and safety policies.
  - a. Signage indicating clinician will meet the patron at their vehicle and escorted in to the clinic, including taking temperatures, keeping a tracking sheet, symptom free zone and encouraging facemasks for patrons.
  - b. Signage on entrance door requesting patrons to wash/sanitize hands when entering the premises.
  - c. Signage indicating chairs in waiting room area must remain at 6 feet apart.
  - d. Signage indicating curbside pick-up for any nutraceutical purchases.
- 2) Regular sanitization of all public spaces.
  - a. Routinely clean and disinfect all frequently touched surfaces at The Kids Therapy Center, such as doorknobs, handrails, workstations, keyboards, telephones, sinks and faucets.
    - I. Staff employed at The Kid's Therapy Center will sanitize anything within a 6-foot distance of a patient, customer/patron after the encounter.
    - II. Staff employed at The Kid's Therapy Center will remove all decorations, toys and cloth items that are difficult to sanitize.

### **Patron protocols:**

- 1) Telehealth will be the main form of service until further notice.
- 2) Patrons will be seen at a staggered schedule; 15 minutes will be allocated between sessions to allow for cleaning.
- 3) Patrons will be advised that if they have had any illness symptoms within the past 48 hours to please not enter the clinic.
- 4) If a Patron enters The Kid's Therapy Center physical property, a daily confidential sheet to mark who entered the clinic with the date and time will be filled out. If the patron/patient is a minor child, we will mark who transported/entered the physical property with the child as well. This sheet will be at the front desk.
- 5) The temperature of each patron/patient will be taken and marked on the daily confidential sheet of who entered the clinic.
- 6) Any caregiver will be asked to wait outside for the return of their minor child or whomever they have guardianship over.
- 7) Patrons/patients may use the restroom.
- 8) Parent meetings will be done over the phone.
- 9) Patrons/patients will be advised to not bring anything extra in to the physical property of The Kid's

Therapy Center to reduce the possibility of exposure.

10) Patrons/patients will be encouraged to pay digitally ie: online payment or over the phone.

#### **Employee Protocols:**

- 1) Employees of The Kid's Therapy Center will wear a face mask at all times when working and interacting with any patron/patient within six feet for more than 10 minutes. Employees who have close contact (within six feet or for ten or more minutes) with other employees or any patron/patient are encouraged to wear a mask/cloth face covering.
- 2) All employees of The Kid's Therapy Center will have their temperature taken when they arrive to work to reduce possible spread of any virus or infectious disease. The temperature will be documented
- 3) Employees of The Kid's Therapy Center will wash hands for 20 seconds between patients following the CDC guidelines.
- 4) Employees of The Kid's Therapy Center will sanitize their work station according to CDC guidelines in-between each patron/patient.
- 5) To further help the spread of any virus or infectious disease, employees are encouraged to find ways for themselves and patrons/patients to decontaminate clothing prior to provision of services, including, but not limited to, changing into a clean cloth smock or disposable robe, etc.

#### **Symptom Protocol (for employees of The Kid's Therapy Center):**

- 1) Employees who have [symptoms](#) of the virus or infectious disease based on the CDC guidelines (i.e., fever, cough, or shortness of breath) should notify their supervisor immediately and stay home.
- 2) Sick employees should follow [CDC-recommended steps](#). Employees should not return to work until the criteria to [discontinue home isolation](#) are met, in consultation with healthcare providers and state and local health departments.
- 3) Employees who are well but who have a sick family member at home with COVID-19 should notify a supervisor as soon as possible.
- 4) Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- 5) Avoid touching your eyes, nose, and mouth with unwashed hands.
- 6) Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizer containing at least 60% alcohol. Learn more about [coughing and sneezing](#) etiquette on the CDC website.
- 7) Clean AND disinfect frequently touched objects and surfaces such as workstations, keyboards, telephones, handrails, and doorknobs. Dirty surfaces can be cleaned with soap and water prior to disinfection. To disinfect, use [products that meet EPA's criteria for use against SARS-CoV-2](#)[external icon](#), the cause of COVID-19, and are appropriate for the surface.
- 8) Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- 9) Practice social distancing by avoiding [large gatherings](#) and maintaining distance (approximately 6 feet or 2 meters) from others when possible.