



COVID-19 Policies and Procedures **Updated November 1, 2020**

Entering and Exiting the Therapy Center

Clients

- Parents will drop off and pick up children via the drive through at the back of the building. Parents must hold the sign that was issued to them indicating their child's code up to the front window both at drop off and pick up.
- Parent must wear a mask during the entirety of the drop off and pick up procedure.
- A staff member will come to your car and check your child's temperature using a no-contact thermometer. Any children with temperature readings of 100.4° or above will not be allowed to attend therapy that day. Throughout the summer months, cars can be hot which can raise the body temperature of those inside. We recommend running your air conditioning to ensure your child is at a comfortable temperature that will not increase their body temperature. We understand this may, at times, exclude children from therapy when they are not actually ill; however, our top priority is to prevent people with any possible illness from coming into contact with our employees or clients. Any child with a temperature of 99.0°-100.3° will be allowed to attend therapy and their temperature will be taken hourly to ensure they do not develop a fever.
- Every day at drop off, parents will be asked the following questions. If the answers to any of these questions is yes, you must notify Carley Waltenburg at carley@woodallkids.org before your child will be permitted to attend therapy.
 - Has your child or any one in your household felt ill or had fever (100.4° or above) in the last 72 hours?
 - Has your child or anyone in your household been exposed to a COVID-19 positive person or anyone who was ill?
 - Has your child or anyone in your household taken fever reducing medication to treat fever or cough suppressing medication in the last 72 hours?
 - Has your child or anyone in your household traveled outside of Texas or by airplane in the last 72 hours. *see the quarantine requirements for travel in the travel policy
- After normal temperature has been confirmed and the above questions have been answered with "no", the parent should exit the car and remove the child and their belongings from the car. The therapist will then take the child into the office for therapy.
- Upon entering the office, the therapist will assist the child in proper handwashing.
- Child pick-up will occur in the front of the office. Parents should park in the 6 spots nearest the door. Please reference the Drop Off/Pick Up Traffic Flow Diagram at the end of the document.

Employees

- Employees will enter through the side door wearing a personal mask.
- Temperatures will be checked at the door. Any employee with temperature readings of 100.4° or above will not be allowed to attend enter the therapy center that day. Any employee with a temperature of 99.0° -100.3° will be allowed to enter the therapy center and their temperature will be taken again hourly to ensure they do not develop a fever.
- Every day, when entering the therapy center, employees will answer the following questions. If they answer “yes” to any question, they will not be permitted to enter the therapy center.
 - Have you or any one in your household felt ill or had fever (100.4° or above) in the last 72 hours?
 - Have you or anyone in your household been exposed to a COVID-19 positive person or anyone who was ill?
 - Have you taken fever reducing medication to treat fever or cough suppressing medication in the last 72 hours?
 - Have you or anyone in your household traveled outside of Texas or by airplane in the last 72 hours? *see the quarantine requirements for travel in the travel policy
- After normal temperature has been confirmed and the above questions have been answered with “no”, the employee will enter the office and immediately wash their hands. They will then change their mask to a KN95 mask issued by the BWF and put on their face shield.

Ongoing Health Monitoring

- Employees and clients will have their temperature taken when entering the therapy center. For those who are at the center for 6 or more hours, temperatures will be checked again 3-4 hours after arrival.
- Employees and clients will be closely monitored throughout the day so that development of new symptoms can be identified as quickly as possible.

Personal Protective Equipment (PPE)

- All BWF employees will wear KN95 masks every day. These masks are designed to fit better and offer more protection than cloth masks. Therapists working directly with children will also wear face shields as an added barrier. At times, when teaching children vocal language, it is important for the child to see the therapists mouth as a model. When necessary, and with parent consent, the therapist may remove their mask to expose their mouth behind the face shield in order to model mouth movements for language acquisition.
- Therapist will wear gloves when assisting children with toileting or feeding.
- Children will be taught to wear masks, though it will not be required. Children will also be taught to wear face shields when they are not wearing a mask.

Cleaning and Sanitization

- Reusable PPE will be cleaned daily.
- Each therapy room is equipped with a “dirty toy bucket”. Therapists will put toys in this bucket when they require sanitizing before they can be used again.
- The therapy center will be cleaned and disinfected every night.
- Therapy spaces will be cleaned and disinfected between sessions.
- The therapy center will be disinfected weekly using an electrostatic disinfection system.

Handwashing and Hygiene

- A sink has been installed in the back entryway to provide our clients with the ability to engage in proper handwashing immediately upon entering and exiting the therapy center.
- Hand sanitizing stations are located throughout the office to allow for quick access to hand sanitizer. Therapists also keep a small container of hand sanitizer in their pockets throughout the day.
- Therapists and children will engage in proper handwashing throughout the day.

Social Distancing

- Therapy spaces have been moved to accommodate a 6-foot distance.

Returning after Illness

- Employees and clients who are absent due to illness will complete a form certifying they are healthy enough to return to the therapy center. A doctor’s note will also be required.
- Employees who are ill will be asked to seek a rapid COVID-19 test. These same-day results will allow us to notify and immediately quarantine any person who may have been exposed. This will also prevent Level 3 and 4 exposures and prevent or decrease the time the therapy center is closed.

Travel Policy:

- Client’s and employees are required to inform the BWF (n.scott@woodallkids.org) of any out of state or airplane travel plans.
- Quarantine (absence from the therapy center) will be required when a therapist, client, or any household members travel under the following circumstances.

Travel by:	Travel to:	Quarantine Time:
Airplane	Internationally	14 days from the date of return
	a state which has a higher infection rate* than Texas	5 days from date of return and a negative COVID-19 test Or
	a state which has a lower infection rate* than Texas	
Car	a state which has a higher infection rate* than Texas	14 days from date of return
	a state which has a lower infection rate* than Texas	No quarantine required

*To determine this, we check this website (https://covid.cdc.gov/covid-data-tracker/#cases_casesinlast7days) and look specifically at the “cases/1000 people in the last 7 days).

COVID-19 Exposure and Illness Notification

- Clients and employees are required to notify the BWF (carley@woodallkids.org) if they or a member of their household has had close contact with a person with a confirmed case of COVID-19.
 - “close contact” is defined as being within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period* starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.
- Clients and employees are required to notify the BWF (carley@woodallkids.org) if they or a member of their household has symptoms of COVID-19.

Drop Off/Pick Up Traffic Flow Diagram

