

Requirement	Action Steps	Lead Individuals	Materials, Resources, etc.
Cleaning, sanitizing, disinfecting and ventilating	<p>All buildings will be cleaned daily by contracted cleaning agency including hallways, restrooms, locker rooms.</p> <p>Drinking fountains will be disengaged.</p> <p>High touch surfaces will be cleaned / sanitized throughout the day as needed.</p> <p>Therapy treatment areas will be cleaned/sanitized throughout the day by therapists or maintenance staff.</p>	<p>Tom Bucher, Maintenance Tech. Therapists / Teachers</p>	<p>Sanitizing and disinfecting supplies</p>
Requirement for Masks / Face Coverings / PPE	<p>Mask / Face Covering:</p> <p>Clients: masks are optional for clients per the discretion of their parent/caregiver.</p> <p>Guests (parents, siblings, all other guests to the building): masks are optional.</p> <p>Preschool: masks are optional per the discretion of parent/caregiver.</p> <p>Childcare: masks are optional per the discretion of parent/caregiver.</p> <p>Staff who are unvaccinated are required to wear a mask in all work situations except if they are alone in their office.</p> <p>For fully-vaccinated staff, mask use is optional. However, in the event that the parent/caregiver of a client requests the therapist use a mask during treatment session(s), this will be honored.</p>	<p>All staff are required to enforce this requirement.</p>	<p>PPE; masks; shields; arm gators; gowns for emergencies involving bodily fluids</p>

	Emergency situations requiring clean-up of bodily fluids may require extra protection of gowns, gloves, arm gators, etc. which should be disposed or following use.		
Social Distancing	Seating in waiting areas will be staggered to allow for social distance between visitors.	All staff are required to enforce this requirement.	
Hygiene – best practices	<p>Staff and guests are encouraged to wash hands frequently and avoid touching their faces / masks in order to prohibit spread of germs.</p> <p>Specifically, staff and clients will be required to wash hands prior to every therapy session.</p> <p>Hand Sanitizer will be available throughout the building and should be used frequently when hand-washing is not possible.</p>	All staff are required to enforce this requirement. Tom Bucher and Mindi Graver responsible for maintaining supply of hand sanitizer.	Hand soap and disposable paper towels; hand sanitizer.
Identifying and Restricting Non-Essential Visitors	Clients are allowed no more than one chaperone to accompany them to treatment sessions. Families are allowed to bring up to 2 siblings along to their child’s sessions. Exceptions for daycare and preschool parent interviews, court ordered exceptions, and case-by-case situations as approved by management.	Angie Rice, DTS; Jay Graver, DES; Christina Kalyan, CoFA	

	<p>Volunteers who are fully vaccinated and agree to follow guidelines set forth in volunteer waiver may return to their work positions in daycare and preschool.</p> <p>Outside agency personnel: families are encouraged to attempt to make alternative accommodations for services provided by agencies other than Schreiber personnel. In the event that services must be provided at this center, it must be approved prior to the session and all Center protocols must be observed.</p>		
Use of Playground	<p>The Playground is now open to the public. When staff accompany a client to the playground, staff and client should wash hands prior to and immediately upon return from playground.</p>	<p>Therapist / Teachers are responsible for enforcement of this requirement.</p>	
Monitoring Staff for symptoms and history of exposure	<p>Staff should self-screen before reporting to work each morning using the following questions:</p> <ul style="list-style-type: none"> • Have you or anyone in your household experienced a fever of 100 degrees or higher over the past 24 hours? • Have you or anyone in your household experienced significant symptoms consistent with Covid 19 (new cough and/or shortness of breath, vomiting or diarrhea, loss of taste or smell, discoloration or rash of fingers or toes, sore throat, nasal or chest 	<p>Management; all staff</p>	<p>Thermometers; PPE; signage</p>

	<p>congestion, frequent sneezing) over the past 24 hours?</p> <ul style="list-style-type: none">• Have you been directly exposed to someone confirmed to have Covid 19 within the past 5 days? <p>If the answer to any of these screening questions is yes, staff member is required to work remotely or use sick leave if they are personally ill until the questions can all be answered negatively.</p> <p>If staff member has a positive Covid 19 test or is highly suspected by their physician of having Covid 19, it is preferred that they have a notice from their physician indicating a return to work date. Otherwise, they may return to work after at least 24 hours since recovery (no fever without fever-reducing medications and significant improvement in respiratory symptoms) AND:</p> <ul style="list-style-type: none">• Clinical Staff (therapists, preschool): with negative COVID test, at least 7 calendar days have passed since symptoms first appeared or positive test date if asymptomatic. Without negative COVID test, after at least 10 days have passed and asymptomatic.• Administrative Staff, Childcare Staff: with negative COVID test, at least 5 calendar days have passed since symptoms first appeared or positive test date if asymptomatic. Without negative COVID test, after at least 10 days have passed and asymptomatic.		
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	<p>If a staff member becomes ill at work, they will be required to leave the center immediately and their work area and any other area they have been will be thoroughly sanitized and ventilated. They will be allowed to return to work when they can answer negatively to the screening questions, or if/when negative Covid 19 test results are provided. The infected individual's supervisor will trace close contacts over the past 48 hours and inform them of the positive COVID-19 infection.</p> <p>A staff member who is asymptomatic and has been in direct contact (15 minutes of exposure within 6 feet without PPE) with someone confirmed to have Covid 19:</p> <ul style="list-style-type: none">• If Unvaccinated will be expected to self-quarantine for 5 calendar days from last date of exposure. If asymptomatic, they can return to work on day 6 and must wear a mask at all times for an additional 5 days.• If up to date on vaccinations OR had COVID-19 infection within the past 90 days will be permitted to attend work wearing a mask at all times (even those times excluded above) for 5 calendar days from last date of exposure. <p>If a household member of a staff member who is up to date with vaccination is diagnosed with COVID-19, the staff member should quarantine concurrently with the household member for 5 days from the date the infected family member tested positive or from the onset of symptoms (whichever is earlier). The staff member can return to work on</p>		
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	<p>day 6 with no symptoms. The exposed staff member must wear a mask indoors in public for 5 days following return to work. This includes wearing a mask for all therapy sessions, even those excluded above (speech, feeding, aquatic). If a subsequent household member(s) become infected, the staff member will engage in a new 5-day quarantine, following the above stated guidelines.</p> <p>If a household member of a staff member is diagnosed with COVID-19 and the staff member is not vaccinated or not up to date with vaccinations, the staff member must engage in the infected person's quarantine period, and then quarantine for an additional 5 days after the infected individual's quarantine ends, returning to work on day 6 and wearing a mask indoors in public for 5 days following return to work.</p> <p>Staff with special medical needs should contact Human Resources regarding their request for accommodations.</p> <p>Upon return to work after exposure of infection, staff should report to HR to confirm status of symptoms and test results.</p>		
<p>Monitoring Clients / Guests for symptoms and history of exposure</p> <p>(Screening will take place outside of the main entrance)</p>	<p>All guests entering the building will be asked if they have had exposure or symptoms in their household. The following specific screening questions will be presented:</p> <ul style="list-style-type: none"> • Have you or anyone in your household experienced symptoms consistent with Covid 19 (fever over 100 degrees, new 	<p>Reception Staff; PS and CoFA staff; therapists</p>	<p>Thermometers; PPE; signage</p>

	<p>cough and/or shortness of breath, vomiting of diarrhea, loss of taste of smell, discoloration or rash of fingers or toes, sore throat, nasal or chest congestion, frequent sneezing) over the past 24 hours?</p> <ul style="list-style-type: none">• Have you or anyone in your household had a positive or pending COVID test?• Have you been directly exposed to someone confirmed or highly suspected to have Covid 19 within the past 5 days? <p>If answers to any of the questions is yes they will be denied access to the building.</p> <p>Families are encouraged to self-screen prior to coming to the Center to avoid being turned away for their appointments. They can cancel their appointments due to illness or exposure with no ramifications.</p> <p>If an individual has a positive Covid 19 test or is highly suspected by their physician of having Covid 19 they may return to the Center after at least 24 hours since recovery (no fever without fever-reducing medications and symptom-free) AND at least 5 calendar days have passed since symptoms first appeared.</p> <p>If an individual has a positive Covid 19 test and has no symptoms, they may return to the Center when at least 5 days have passed since their first positive test result.</p>		
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	<p>An unvaccinated individual who is asymptomatic and has been in direct contact (15 minutes of exposure within 6 feet without PPE) with someone confirmed to have Covid 19 should quarantine for 5 days from date of last exposure.</p> <p>If an individual becomes ill at the Center, they will be required to leave the Center immediately and any area they have been will be thoroughly sanitized and ventilated. They will be allowed to return to the Center when they can answer negatively to the screening questions, or if/when negative Covid 19 test results are provided.</p>		
Meetings, etc.	<p>Internal meetings amongst staff: Masks are optional for fully-vaccinated staff. Un-vaccinated staff are required to wear masks.</p> <p>Meetings with non-staff: mask use is optional. Un-vaccinated staff are required to wear masks.</p> <p>Virtual meetings continue to be an efficient and safe means for gathering and continue to be encouraged.</p>	Operations Coordinator	Access to technology to participate in meetings virtually.
PPE	<p>The center will provide mandated protective equipment. However, staff may choose to use their own personal face masks or shields that meet the center's requirement.</p>		
BHDS and IU#13 Contracts	<p>BHDS in-person visits are resuming at the discretion of the family, therapist and manager. Therapists are</p>		

	<p>currently encouraged to utilize a hybrid approach – some in-person and some telehealth sessions to limit in-person exposure. Therapist who are unvaccinated should inform families of their vaccination status before going to the home. For fully-vaccinated staff use of masks is now at the discretion of the therapist and family. If the family so requests, therapist should use a mask.</p> <p>IU#13 classroom sessions with associated PT, OT and ST are currently being held in person. Itinerant PT, OT and ST sessions may continue as telehealth if this has been successful, but in-person sessions are allowed if telehealth has not proven to work for the child.</p>		
Staff COVID Testing	<p>Staff in need of a COVID test because of possible exposure or symptoms should make an appointment with their physician or pharmacy to schedule a test, or use an approved over-the-counter home/antigen test.</p>		
Staff Vaccinations	<p>Staff badges will be marked with a color-coded sticker indicating vaccination status. Children who are medically compromised will be scheduled for in-person treatment with those personnel who have been vaccinated.</p> <p>Human Resources Coordinator will keep record of which staff are vaccinated in their personnel files.</p> <p>Per CMS Directive of December 2021, as this agency is funded by Medicare/Medicaid we are required to</p>		

	have all staff fully-vaccinated or face financial penalty. Exemptions for sincerely held religious beliefs or medical conditions will be reviewed on a case-by-case basis. Staff for whom an exemption is granted will be required to be tested weekly for COVID-19.		
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Fully Vaccinated:

- 2-dose regimen completed
- Single dose vaccine completed

Up to Date on Vaccinations:

- 2-dose regimen more than 5 months ago AND boosted
 - Single dose vaccine more than 2 months ago AND boosted
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- A **runny nose** with no other symptoms is not on its own reason for refusal for participation in Circle of Friends Childcare, S.T.A.R.S. Preschool or therapy. If the child has a runny nose with clear discharge and can eat, drink and play normally with no other symptoms, he/she may participate. If, however, the runny nose is accompanied by other symptom(s) (inability to eat, drink OR play normally, fever, gastrointestinal, rash, sore throat, cough, frequent sneezing) they should not attend the center and may be asked to leave if they present to the center.
 - Guidelines for S.T.A.R.S. Preschool and Circle of Friends Childcare Center may be slightly different, but must at least meet these center-wide guidelines.