

Requirement	Action Steps	Lead Individuals	Materials, Resources, etc.
<b>A) Cleaning, sanitizing, disinfecting and ventilating</b>	All buildings will be cleaned daily by contracted cleaning agency including hallways, restrooms, locker rooms. Drinking fountains will be disengaged. High touch surfaces will be cleaned / sanitized throughout the day as needed. Therapy treatment areas will be cleaned/sanitized throughout the day by therapists or maintenance staff.	Tom Bucher, Maintenance Tech. Therapists / Teachers	Sanitizing and disinfecting supplies
<b>B) Requirement for Masks / Face Coverings / PPE</b>	Mask / Face Covering:  Mask use is optional except in below-described situations.  Staff who are unvaccinated are required to wear a mask in all work situations except if they are alone in their office.  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.  See description of when masks are required based upon COVID-19 exposure or infection in Section G and H below.	All staff are required to enforce.	PPE; masks; shields
<b>C) Social Distancing</b>	Seating in waiting areas will be staggered to allow for social distance between visitors.	All staff are required to enforce.	
<b>D) Hygiene – best practices</b>	Staff and guests are encouraged to wash hands frequently and avoid touching their faces / masks to prohibit spread of germs.	All staff are required to enforce this requirement.	Hand soap and disposable paper towels; hand sanitizer.

	<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>	<p>Tom Bucher and Mindi Graver responsible for maintaining supply of hand sanitizer.</p>	
<b>E) Identifying and Restricting Non-Essential Visitors</b>	<p>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 granted by management on a case-by-case basis.</p> <p>Volunteers who are fully vaccinated and agree to follow guidelines set forth in volunteer waiver may resume volunteering in person.</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>	<p>Management</p>	
<b>F) Use of Playground</b>	<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>	
<b>G) Monitoring Staff for symptoms and history of exposure</b>	<p>Staff should self-screen before reporting to work each morning using the following questions:</p>	<p>Management; all staff</p>	<p>Thermometers; PPE; signage; COVID-19 tests</p>

	<ul style="list-style-type: none"> <li>• Have you experienced a fever of 100 degrees or higher over the past 24 hours?</li> <li>• Have you 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 congestion, frequent sneezing) over the past 24 hours?</li> </ul> <p>If the answer to any of these screening questions is yes, staff should not report to work and should test for COVID-19.</p> <p>If staff member has a positive Covid-19 test or is highly suspected by their physician of having Covid- 19:</p> <ul style="list-style-type: none"> <li>• Inform supervisor of diagnosis</li> <li>• Supervisor will inform HR Coordinator who will track staff cases</li> <li>• Take a photo of your positive test with the date written somewhere on the test/packaging and email to Human Resources Coordinator             <ul style="list-style-type: none"> <li>** Include date of onset of symptoms or date of positive test if asymptomatic</li> <li>**5 day isolation period starts the day AFTER the onset or positive test if asymptomatic</li> </ul> </li> <li>• Work with supervisor to inform clients and colleagues who are close contacts</li> </ul> <p>** For staff who performed services in preschool or daycare, they should inform preschool or daycare manager who will notify those who were exposed in the classroom (staff, children, other agency personnel) and the IU if applicable.</p>		
--	--	--	--

	<p>Post COVID-19 infection, staff member may return to work wearing a KN95 mask for 5 additional days when:</p> <ul style="list-style-type: none"> <li>• at least 5 full calendar days have passed since symptoms first appeared or positive test date if asymptomatic (first day of symptoms or test date if asymptomatic is day ZERO)</li> <li>• after at least 24 hours since recovery (no fever without fever-reducing medications and significant improvement in respiratory symptoms/essentially asymptomatic)</li> </ul> <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.</p> <p>If a staff member has been exposed (direct contact for 15 minutes within 6 feet without PPE) to someone infected with COVID-19, they may report to work if they are asymptomatic. They must wear a KN95 mask for 10 days and test on day 5, or if/when symptoms develop.</p> <p>If a household member of a staff member is diagnosed with COVID-19, this will be treated as an “exposure” described above. They are encouraged to limit close contact with the infected household member if possible, to inhibit possible infection.</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><b>H) Monitoring Clients / Guests for symptoms and history of exposure</b></p>	<p>All guests entering the building will be asked if they (client, chaperone) are well (fever-free and symptom-free for 24 hours). If a guest reports symptoms within the past 24 hours they will be denied access to the building.</p> <p>If a guest to the building (including clients and those attending sessions with them - parents, siblings, support staff, etc.) has been exposed to COVID-19 they will be permitted to attend appointments, but are required to wear a mask for 10 days from the date of the exposure, and test for COVID-19 on day 5 in compliance with CDC guidance.</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. Per CDC guidance, they are required to wear a mask in public for 10 days from onset of symptoms or date of positive test.</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. Per CDC guidance, they are required to wear a mask for 10 days from onset of symptoms or date of positive test.</p>	<p>Reception Staff; PS and CoFA staff; therapists</p>	<p>Thermometers; PPE; signage</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> <p>If a client recovers from COVID 19 but there are still cases within their household, the client may resume therapy if they are fully recovered <del>and test negative</del> after their period of quarantine has expired. This is based upon their immunity from having recently been infected with the virus. They must be brought to therapy by someone who is healthy and not in quarantine themselves.</p>		
<b>I) Meetings, etc.</b>	<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.
<b>J) PPE</b>	<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>		
<b>K) BHDS and IU#13 Contracts</b>	<p>BHDS in-person visits are resuming at the discretion of the family, therapist and manager. Therapists are currently encouraged to utilize a hybrid approach – some in-person</p>		

	<p>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>		
<p><b>L) Staff COVID Testing</b></p>	<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>		
<p><b>M) Staff Vaccinations</b></p>	<p>Staff are encouraged to be vaccinated, and to stay up to date with recommended boosters. 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 staff vaccination status in personnel files.</p> <p>Per CMS Directive of December 2021, as this agency is funded by Medicare/Medicaid we are required to have all staff fully-vaccinated or face financial penalty. Exemptions for sincerely held religious beliefs or medical conditions</p>		

	will be reviewed on a case-by-case basis. Staff for whom an exemption is granted will be required to wear a mask except when in their office alone.		
--	---	--	--

**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
- 
- 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.