

S^D Associates, LLC

**Behavioral Services Assessment, Consultation, Training and
Direct Service**

***www.sdplus.org* referrals: (802) 662-7831**

COVID-19 Training Plan and Procedures

Our Training Program at S^D Associates includes the following elements (at a minimum)

- Specific plan for dissemination and training on the information contained in this document, including rationales and specific procedures for maintaining safe, healthy work environments when working with clients
- Continued monitoring and updating of this plan as restrictions loosen or tighten, guidance changes, and new information becomes available
- (NOTE) Current staff will: Read, Sign, and take the Quiz for the following information
- (NOTE) Onboarding will require: VOSHA, Exposure Plan, and the following information
- Trainer, employee, signature. Must be live.

Employee Training

THE SAFETY OFFICERS will train each **EMPLOYMENT SUPERVISOR** on the information contained in this document. Each **EMPLOYMENT SUPERVISOR** will then train their respective **SUPERVISEES** and document the training, as outlined below. Training will be provided at no cost to the employee and during working hours.

This includes, but is not limited to:

- A general explanation of the symptoms of COVID -19
- An explanation of the modes of transmission of COVID -19
- An explanation of S^D Associates' exposure Control Plan and the means by which employees can get a copy of the plan
- Instruction on how to properly put on and take off gloves, and cloth masks
- An explanation on the basis for the selection of PPE
- Information of how to contact someone if the employee has a temperature or does not feel well
- What to do if the employee traveled to high risk areas or have been exposed to possible COVID-19 cases
- Hand washing techniques
- Cleaning schedules
- Pre-screening before work

All staff members were required to complete the VOSHA training on transmission of COVID and completed a quiz on **5.1.20** following the training to ensure comprehension of the material. All staff hired after **5.1.20** will be required to complete the VOSHA training as a part of onboarding.

Training Documentation:

Documentation will include the name of the employee, date of training, summary of training and the name of the trainer/s. We maintain our training records for at least (3) years or for the duration of the employment, whichever is longer. The Safety Officers will be responsible for maintaining the training documents.

- a. Training records required by the VOSHA standard are made available to employees, employee representatives, or to VOSHA representatives for examination and copying.

TRAINING INFORMATION

COVID-19 - COVID-19 is a respiratory disease spread from person to person. SARS-CoV-2 is the virus that causes COVID-19.

Modes of COVID-19 Transmission

COVID-19 Transmission Information

- The virus is thought to spread mainly from person-to-person.
- The virus spreads by droplets made when people with the coronavirus cough, sneeze or talk. These droplets can land in the mouths or noses of people nearby or be inhaled into their lungs.
- People who are infected often—but not always—have symptoms of illness. People without symptoms are able to spread virus.
- It may be possible that a person can get the coronavirus by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, but this is not thought to be the main way the virus spreads.
-

What two ways is COVID-19 spread? (person-to-person & contacting surfaces touched by infected people.)

COVID-19 Symptoms Information

Symptoms of COVID-19 were covered by the VOSHA training that all staff members were required to complete. A quiz was administered to staff to ensure comprehension and completion of the training. This information was included in the VOSHA training. Please see links below.

- Not everyone infected with the COVID-19 virus has symptoms. Symptoms include mild to severe respiratory illness. The symptoms may start 2 to 14 days after exposure to the virus.
- Symptoms include: Fever, Cough, Shortness of breath or difficulty breathing, Chills, Repeated shaking with chills, Muscle pain, Headache, Sore throat, and New loss of taste or smell

Links for VOSHA Training Slides and Require Quiz

<https://labor.vermont.gov/document/protecting-safety-and-health-workers-vosha>

<http://www.sdemployees.com/cv19-quiz/>

Name 4 symptoms of COVID-19.

An explanation of S^D Associate's exposure Control Plan and the means by which employees can get a copy of the plan

All employees had the COVID-19 Program and Exposure Control Training Plan emailed to their work accounts as well as finding it available upon our employee website. All staff members were required to read the plan and sign an acknowledgement page stating they had read the document in its entirety before entering any work zones or being in person with any other employees or clients.

<http://www.sdemployees.com/wp-content/uploads/2020/05/SDA-COVID-19-Program-and-Exposure-Control-Training-Plan-5.28.20-FINAL-3brokenlinks.pdf>

Basis for Selection of PPE

Based upon the current guidelines set forth by the Vermont Department of Health, S^D Associates qualifies as a medium risk business and have selected to use disposable PPE approved masks for all employees while working in person with other employees, clients or on site at any work area. Employees are provided a new mask for each day they are on site or in person with others outside of their home.

At this time (6.17.2020) N95 respirators are not required when working with clients. If staff choose to supply N95s daily they may, but they must be discarded at the end of the day.

<https://www.healthvermont.gov/sites/default/files/documents/pdf/SOV-Personal-Protective-Equipment-Guidance.pdf>

Based on CDC guidelines, what risk level is S^D Associates? (medium)
What are staff required to wear at all times while working with clients or while on site?
(PPE mask)

Instructions on how to Properly Put on and Take Off Gloves, surgical masks, and N95 respirators

Putting on a PPE mask:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>

https://www.youtube.com/watch?v=E0uuXr_Axcs&feature=youtu.be

Putting on disposable gloves:

https://www.cdc.gov/vhf/ebola/hcp/ppe-training/n95respirator_coveralls/donning_12.html

Taking off disposable gloves:

https://www.cdc.gov/vhf/ebola/hcp/ppe-training/n95respirator_coveralls/doffing_06.html

What is the first thing you should do before putting on PPE? (wash/disinfect hands)

Who should the employee contact if they have a temperature above 100.4 F or has a symptom of COVID-19









If an employee is feeling ill or is running a temperature outside of their current in person hours, they will follow the standard call out procedure located on our employee website. Upon realizing they will be unavailable for in person work the staff member must call their designated call out person at the number listed in the procedure below, they will state they need coverage for their shift including what they were scheduled to do and what times the shift begins and ends. Any time upon arrival to a work area or being in person with a student all employees must follow the prescreening process with a safety officer, in person or on the phone. The process can be found further down in this document. If at that time an employee is determined to have a fever, or be ill, the designated safety officer will determine the next steps necessary.

<http://www.sdemployees.com/wp-content/uploads/2019/08/Call-Out-Letter-2019.pdf>

Who should you contact if you are feeling ill or experiencing a symptom of COVID-19? (use callout procedure)

What to do if an employee traveled to high risk areas or have been exposed to possible COVID-19 cases

If a staff person, client, or parent/caregiver has been identified as a close contact to someone who is diagnosed with COVID-19, they should self-quarantine.

 COVID-19: What is isolation, quarantine and self-observation?				
		Isolation	Quarantine	Self-observation
	For whom?	People sick with COVID-19 or tested positive for COVID-19 but did not have any symptoms.	People with no symptoms and who <ul style="list-style-type: none"> were in close contact with someone sick with COVID-19, or are returning to Vermont from out of the state (except select counties in the Northeast) for anything other than an essential purpose.¹ 	Other Vermonters who don't have symptoms.
	Do I stay home?	Yes	Yes	Staying home is still the best way to lower your risk. Follow prevention guidance when you go out.
	Can I go to work?	No. Work at home if your job allows it and if you feel well enough.	No. Work at home if your job allows it.	Follow health and safety guidance while at work. Work at home if you can.
	Can I go outside for walks, bike rides, hikes?	No, not until you have recovered. ²	No, not until 14 days have passed and no symptoms have appeared. ³	Yes, but keep six feet away from others, except people you live with. Wear a mask if it's crowded.
	Can I go out for groceries and other essential items like medication?	No, not until you have recovered. ²	No, not until 14 days have passed and no symptoms have appeared. ³	Yes, but keep six feet away from people you don't live with. Wear a cloth mask. Wash your hands often and don't touch your face.
	Do I stay in a separate room in my home?	Yes, until you have recovered. ²	If possible, until 14 days have passed, and no symptoms have appeared. ³	No
	What if I start to feel ill?		Start isolation and call your health care provider.	Start isolation and call your health care provider.

¹ Essential travel may include for food, medical care, care of others, or work for businesses that are allowed to operate.
² Recovery is when all three have happened: 1) It's been three full days of no fever without the use of fever-reducing medication, and 2) Other symptoms have improved, and 3) At least 10 days have passed since any symptoms appeared. Or if you didn't have symptoms when you were tested, recovery is when 10 days have passed since the date of your first positive test and you continued to have no symptoms.
³ For close contacts: 14 days since the day you were last in close contact with the person with COVID-19. For returning travelers: 14 days since you were last outside of Vermont (excluding select counties in the Northeast). Information at healthvermont.gov/covid19-travelguide.
⁴ You may get tested during your quarantine period if you never had any symptoms. Call your provider to arrange for testing on or after day 7. Stay in quarantine until you get your results. If the results are negative, and you still don't have any symptoms, you can end your quarantine.

108 Cherry Street, Burlington, VT 05401 • 802-863-7200 • www.healthvermont.gov/COVID-19 Rev. 06/08/2020

- Should you stay home under:
Isolation? Quarantine? Self-Observation? (yes, yes, yes but follow guidance if you go out)
- Can you go to work under:
Isolation? Quarantine? Self-Observation? (No, No, yes but work from home when you can and follow guidance)
- Can you go outside or get essential items under:
Isolation? Quarantine? Self-Observation? (Not until you've recovered, Not until 14 days free of symptoms, yes but wear a mask, wash hands often and don't touch your face)
- What should you do if you start to feel ill? (Isolate and call your healthcare provider)

Contact tracing is a strategy used to determine the sources of infections and how they spread. At S^D Associates, prescreening procedures will allow us to conduct contact tracing as needed. Finding people who are close contacts to a person who has tested positive for COVID-19, and therefore at higher risk of becoming infected themselves, can help prevent further spread of the virus. A contact tracing team from the Vermont Department of Health calls anyone who has tested positive for COVID-19. They ask the patient questions about their activities within a certain timeframe – to help identify anyone they have had close contact. (Close contact means being closer than 6 feet apart for a long time while the person was infectious.) Those contacts might include family members, co-workers or health care providers.

When there is a confirmed case of COVID-19 at a S^D facility, we will be able to consult with the contact tracing team at the Vermont Department of Health. To reach this team directly, you may call **802-863-7240**.

Will staff be asked to keep a log of everyone they contact in their personal lives? (no)
Are staff urged to follow state and federal guidance and keep their bubbles small? (yes)

Day-To-Day Procedures

Pre-screening Before Work

The Safety Officer (or individuals trained to do so by the safety officer) will conduct a Daily Health Check for the clients receiving services and staff upon arrival each day. Parents will be asked screening questions if the client is not able to reliably report on their health. If a client or staff does not pass the safety screening, the Safety Officer will contact their supervisor for further guidance.

Pre-screening Procedure

1. The Safety Officer will ask a number of questions based on state guidance as well as criteria that the company has deemed in the best health interests of all staff and students.
2. The Safety Officer will conduct a temperature screening, using the protocol provided below.
3. If the staff/student answers “no” to all of the above and has a temperature below 100.4 F then they can enter the building. If they answer “yes” to any of the questions or have a temperature above 100.4 F, the Safety Officer will contact their supervisor for further instructions.

Can you enter the building before being screened by a safety officer? (no)

Additional Considerations for the Safety Officers

1. The Safety Officer will wear a face mask/PPE, eye protection if appropriate or needed, and a single pair of disposable gloves. Preventative positioning may be used in lieu of eye protection.
2. If performing a temperature check on multiple clients, ensure that a clean pair of gloves is used for each client and that the thermometer has been thoroughly cleaned in between each check.
3. If disposable or non-contact thermometers are used and the screener did not have physical contact with a child, gloves do not need to be changed before the next check. If non-contact

thermometers are used, they must be cleaned routinely. Follow instructions provided by the manufacturer for any device used.

4. Remove and discard gloves in between clients
5. Wash hands immediately upon entry to the building

Healthy Hand Hygiene Behavior for All Staff and Clients

All clients, staff, and contracted service providers should engage in hand hygiene at the following times:

- Arrival to the facility
- After staff breaks
- Before and after preparing food or drinks
- Before and after eating or handling food, or feeding clients
- Before and after administering medication or medical ointment o After diapering
- After using the toilet or helping a client use the bathroom
- After coming in contact with bodily fluid
- After playing outdoors
- After playing with sand and sensory play
- After handling garbage
- After cleaning

What must you do as soon as you enter the building? (wash hands)

Washing Hands Procedures: All staff and clients will be expected to follow these guidelines:

1. Wet your hands with clean, running water (warm or cold), turn off the tap with paper towel and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

Wash hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available. Use of hand washing in designated areas is encouraged over use of hand sanitizer as much as possible. Follow these 5 steps for hand washing or hand sanitizing every time.

- Staff will supervise clients when they use hand sanitizer to prevent ingestion.
- Staff will assist clients with handwashing to ensure thorough handwashing is achieved.

After assisting clients with handwashing, staff should also wash their hands.

Posters have been posted describing handwashing steps near sinks. Developmentally appropriate posters in multiple languages are available from CDC.

As much as possible, we will have lotion to support healthy skin for clients and staff.

<https://www.cdc.gov/handwashing/index.html>

How long must you wash your hands for? (20 Seconds)

Disinfecting Schedules Overview

Information regarding disinfecting schedules was placed in our Exposure Control Plan as listed below. Disinfecting checklists are also placed throughout the buildings and given to all staff who may transport a client in their vehicle to be completed daily.

S^D Associates will engage in frequent thorough disinfecting each day. At a minimum, common spaces, such as kitchen or cafeterias, and frequently touched surfaces and doors will be disinfected at the beginning, middle and end of each shift. A disinfecting checklist has been created per environment. Staff will utilize this checklist, and disinfecting will be monitored. This will include disinfecting all areas accessed by staff and clients. Location-specific procedures will be in place to disinfect contact areas throughout the day as staff and clients use items, in addition to the minimum disinfecting outlined above.

At a minimum, when must spaces and high-frequency touch points be disinfected? (prior to shift start, in the middle of the shift and after the shift has ended)

S^D will ensure that the following is completed

1. Disinfect frequently touched objects and surfaces, especially surfaces where clients are eating:
 - Bathrooms—in addition to beginning, middle and end of shift staff will disinfect his/her way “in and out” of the bathroom upon each use
 - Frequently used equipment including electronic devices o Door handles and handrails
 - Items clients place in their mouths, including toys “to be disinfected”; bins will be located in areas for staff to put items that cannot be disinfected immediately. This will be kept out of reach, and items will be cleaned before they are returned to the space.
 - Playground equipment, to the best of our ability
2. Specifically regarding shared bathrooms: specific bathrooms will be assigned to each assigned building section.
 - If there are fewer bathrooms than the number of groups, assign which groups will use the same bathroom. For example, bathroom A is assigned to groups 1, 2 and 3; and bathroom B is assigned to groups 4 and 5.
 - Bathroom sink areas including faucets, countertops and paper towel dispensers need to be disinfected after each use (staff or client has finished.)

3. Toys that cannot be disinfected should not be used, including items such as soft toys, dress-up clothes, and puppets. Families and clients are discouraged from sending these types of items into the office.
4. When possible, staff and clients will have designated areas/spaces for their belongings so that individual's items are not touching. Staff and clients will be encouraged to have extra clothing for changing as necessary and these items once soiled will be kept in a sealed plastic bag.
5. Children's books, art supplies and other paper-based materials such as mail or envelopes, are not considered high risk for transmission and do not need additional cleaning or disinfection procedures.

Approved Disinfectants & When/Where to Use Them

What	Examples of Where to use	Examples of Where to avoid	When	Directions:
Bleach & Water Solution	Any surface in offices	Do not use in cars, or on cloth chairs Do not use on toys that cannot be rinsed.	At beginning, middle and end of client shifts	Make new solution daily! Add one cap full of bleach to a spray bottle and fill with water. Should be left for 10 minutes (if placed in mouth, 1 minute for all other items) and then rinsed or wiped with wet paper towel before touching.
Lysol Spray	In Cars, on chairs, on office materials, light switches, door handles, bathrooms	Do not use on tables that are eaten from or on toys.	At beginning and middle of shifts	Must air dry or be wiped down before surface is touched. If used on a food contact (mouth contact) surface must rinse after 5 minutes.
Purell Spray	On any and all surfaces Use mostly for toys and table surfaces		Beginning, middle, end of shift Any time a toy is placed near or in mouth	Spray then let sit at least 5 minutes before touching. No rinse required.

What	Examples of Where to use	Examples of Where to avoid	When	Directions:
Lysol/Clorox Wipes	Tables, door handles, light switches, chairs, seat belts		Before and After eating At beginning, middle and end of shift	Can cut into 4 pieces for smaller surfaces (thermometers) Should be allowed to air dry or wiped dry before touching surface.
Purell Wipes	Hands or skin Changing Pad for diapering	Very limited only use when absolutely necessary for hands	When sanitizer or washing hands is not an option	Can cut in half for smaller hands. Do not need to rinse.

<https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>
https://dcf.vermont.gov/sites/dcf/files/CDD/Docs/Licensing/CBCCPP_Guidance_web.pdf

How to Disinfect Hard Surfaces

1. Bleach solution is effective for a limited window of 24 hours. Because of this, bleach solution will be mixed at the end of each day, all spray bottles will be emptied of old solution and refilled
 - Use a ratio of 5 tablespoons (1/3rd cup) bleach per gallon of room temperature water
OR 4 teaspoons bleach per quart of room temperature water
2. Use disposable gloves before contacting cleaners, cloths or surfaces. If this is not possible, disinfect your hands both before and after cleaning
3. Surfaces should be sprayed with a bleach solution and left wet for at least 1 minute
4. After the appropriate amount of time has elapsed, wipe the surface dry
5. Complete daily checklist/log to document disinfection

How long does bleach solution last before it becomes inactive? (24hrs)
How often do bleach solutions need to be made? (daily)
How long must you allow bleach solution to stay on surfaces before wiping it off? (1 minute)
What PPE needs to be worn while cleaning with bleach solution? (gloves)
How long must you allow bleach solution to stay on surfaces/objects that have/may go in a client's mouth? (10 minutes)

How to Disinfect Carpets

1. Wipe/remove visible grime.
2. Use carpet cleaner with approved cleaning solution and warm water for floors
3. Complete daily checklist/log to document cleaning

What cleaning solution is used on carpets? (carpet cleaner)

How to Disinfect Clothing

1. Wipe/remove visible grime.
2. Place contaminated item in sealed container.
3. Launder with approved detergent
4. Complete daily checklist/log to document cleaning

Where do clothing items go once contaminated? (in a sealed container)

How are contaminated clothing items cleaned? (launder with approved detergent)

How to Disinfect Vehicles

1. Disinfect all hard surfaces that the client will contact with disinfecting spray or wipes
2. Clean all soft surfaces that the client will contact with disinfecting spray
3. Complete before the client enters the vehicle and after they exit
4. Complete daily checklist/log to document cleaning

What is used to clean hard surfaces in a vehicle? (disinfectant spray or wipes)

What is used to clean soft surfaces in a vehicle? (disinfecting spray)

When should cleaning occur? (before they enter and after then leave)

<https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>

Guidelines and Suggestions for Working Direct Service with Clients

- Keep your mask on at all times
- Wash your hands FREQUENTLY throughout the session
- Have the client wash their hands FREQUENTLY during session
- Wash hands before touching yours or the client's food or drink items
- Wash hands after touching your face
- Avoid being directly across from a client when possible
- Sit beside or diagonal to the client not in front of
- When working with them try to do all interactions from the side or with space between you
- Whenever possible remain a few feet away-this won't be able to happen all the time but be conscious of this and do so when appropriate to do so
- Bring an extra set of clothes in case you need to change due to coughing/sneezing/drool
- Wear a sweater/sweatshirt/button up shirt that can easily be removed or changed if you are concerned about getting bodily fluids on you
- Ensure you clean throughout the shift when needed and follow cleaning checklists for before and after each shift
- Open windows and use window fans before, between, and after shifts to circulate fresh air.
- Keep outside air circulating continuously when possible during sessions.
- Run ventilation systems continuously outside of session hours to maximize dilution ventilation.

- Plan ahead, get materials ready for close contact times whenever possible
- Remember to leave time to complete prescreening and pre-cleaning checklists. Clock in and arrive 15 minutes prior to the client session start time
- Whenever possible take your temperature daily before leaving your house
- Anytime you have a fever or begin any symptoms contact your supervisor as soon as possible
- Please keep any and all water bottles/beverages and food out of the student's proximity. This will help reduce possible exposures
- There will be an extra staff available at the office to provide breaks to eat. Please do not take off your mask while with a student
- When coming to the office please bring your own plates/bowls/utensils if you will be there during a meal time and keep them in a lunch bag/box
- Please minimize how many things you bring into the office with you. Bring only what you will need for that day and keep it all together in your space
- There are spaces labeled in the fridges as well as labeled spaces to hang your jackets and bags. Please put your things and your student's things only in the labeled spaces

When should you wear your mask when working directly with clients? (at all times)

List 2 times you should wash your hands while working with clients:

- After touching your face
- Before touching food/drinks
- (frequently)

How should you sit in relation to your client? (Beside or diagonal)

When in the shift should you clean? (beginning, throughout, and end)

What should you bring to work? (extra clothes, bowl/plate/utensils if needed)

Should you eat/drink with your client? (no, ask for a break for these things)

Should you be distancing from your client during session? (as much as possible)

Materials & Disinfecting Supplies

PPE and cleaning supplies will provided daily or weekly by Safety Officers.

Supplies

Supplies (PPE, disinfecting solutions, wipes, sprays, thermometers,etc.) will be kept in secured locations in each building and be distributed as-necessary. Safety officers will distribute items and monitor supply to ensure an ample stockpile is maintained in the event of market shortages (2 week minimum supply at all times).

Schedule

Safety Officers will take inventory, minimally, each week and order additional supplies following inventory check.

Procedures to Follow While on Direct Service

Daily Preparation- ContaminationPacks

Every staff and each client will be expected to come to the office with a “Contamination Pack.”

This pack must include the following:

Two (2) full changes of clothes

Towel

Antibacterial Soap

Contamination Response

In the event an employee comes into contact with a secretion of a client, whether that is via a sneeze, spit, sweat, cough, or nasal discharge, this will be the plan to follow for disinfecting:

1. Individual will call in their designated support person, who will provide the *contaminated individual (CI)* with a plastic bag and then take their place with the client.
2. Before leaving the room, the CI will contact the support person for the zone they will be passing through, notifying them of their potential contamination and the need for the support person to disinfect frequently touched surfaces in the areas the CI will have passed through.
3. After removing themselves from the room, CI will grab their *contamination pack (CP)* and proceed to the full bathroom upstairs in the old portion of the building.
4. All affected areas will be disinfected, and there will be access to a shower as necessary.
5. Contaminated clothes will be placed in a sealed container.
6. Once the CI is fully clear of the bathroom, the support staff assigned to that section of the building will then proceed to disinfect frequently touched surfaces in the bathroom: handles, faucets, edge of the shower curtain, etc.

CI will then return to their assigned client, freeing up the support person who had taken their place.

Disinfecting Procedure Following Physical Intervention

Should staff be required to physically assist a client, the following procedure will take place to ensure proper disinfecting/health measures are followed:

1. If physical intervention techniques are required, the BI staff will call for assistance from the support staff via the buzzer.
2. The BI staff will instruct the support staff on how to proceed with the incident, whether that is observing and taking data or physically assisting the ratio staff with implementing a protective hold. Support staff will put on a pair of gloves prior to entering the room to assist the ratio staff.
3. Following an incident, a support staff will sit with the client. The BI staff will then follow the decontamination procedure as outlined previously.
4. The support staff will sit with the client at this time. If necessary, they can assist the client with changing if clothes have likewise come into prolonged contact with a staff.
5. Once the BI staff has cleaned themselves, the support staff will thoroughly sanitize the area. This will include wiping down table surfaces, windows, walls, floor, etc. with disinfectant. Support staff will wear gloves while disinfecting.

Food Preparation and Meal Service

1. Each client will have a designated space for eating while maintaining physical distancing.
2. Clients will wash hands with soap prior to eating and staff serving them will also wash hands.
3. Staff will have designated locations for eating as well. This will be done in an area without other people so that masks can be removed temporarily. The staff will be expected to following the cleaning checklist for that area before and after accessing the space.
4. When possible, at this time, paper plates and disposable utensils will be utilized during meals. Staff may bring their own items to be placed in their lunchbox to wash at home.
5. Staff should ensure that they are washing hands in between handing different clients different materials or food items.
6. Refrigerators for food storage will be available, but families are encouraged to use coolers or lunchboxes with icepacks as necessary to prevent spoilage.

Diaper changing procedures:

1. When diapering a client, wash your hands and wash the client's hands before you begin. Always wear gloves. Follow safe diaper changing procedures.
2. After diapering, wash your hands (even if you were wearing gloves) and clean and disinfect the diapering area.

3. If reusable cloth diapers are used, they should not be rinsed or cleaned in the facility. The soiled cloth diaper and its contents (without emptying or rinsing) should be placed in a plastic bag or into a plastic-lined, hands-free covered diaper pail to give to parents/ guardians or laundry service.

- Staff can protect themselves by wearing an over-large button-down, long sleeved shirt and by wearing long hair up off the collar in a ponytail or other up-do.
- Staff should wash their hands, neck, and anywhere touched by a client’s secretions.
- Staff should change the client’s clothes if secretions are on the client’s clothes, including drool.
- Should change the button-down shirt, if there are secretions on it, and wash their hands again.
- Contaminated clothes should be placed in a plastic bag or washed in a washing machine.

Clients and staff should have multiple changes of clothes on hand in the office.

Addendum: Sample Recording Sheets for Cleaning, Safety Checks, etc.

Cleaning Schedule Checklists

Specific checklists will be supplied on location and may consist of daily or weekly formats. Hard copies of the checklists will be monitored, filed and completion documented on a digital database on the S^D Cloud.

BeforeShift:

Item	How to disinfect it	Check off when complete and initials of who cleaned
Thermometer/screening bin/screening binder	Wipe and spray down	
Entrance door knob/Entrance way	Wipe and spray down	
Door knobs in space/area you will be accessing	Wipe or spray down	
Tables in space/area you will be accessing	Wipe and spray down	
Chairs in the space/area you will be accessing	Wipe and spray down	

Ensure that all cleaning supplies are out of reach of clients/locked up	N/A	
Ensure closets are locked	N/A	
Turn on AC and Fans	N/A	

During Shift:

Item	How to disinfect it	Check off when complete and initials of who cleaned
Thermometer for client used	Wipe down	
Toys/Items used by client that they are done with	Purell spray	
Table surfaces used and left by client/staff	Wipe and spray	
Bathroom accessed	Wipe and spray after each use	
Door knobs	Wipe or spray down	
Any office supplies used (glue stick, scissors, laminator, whole punch, pens, markers, material binders etc.) that you are done with	Wiped down	
Any refrigerator accessed	Wipe down	
Closet accessed	Spray down/ wipe down	
Any printer accessed	Wipe down	
Common areas accessed	Spray and wipe down	
Ensure that all cleaning supplies are out of reach of clients/locked up		
Ensure closets are locked	N/A	

Middle of shift:

Item	How to disinfect it	Check off when complete and initials of who cleaned
Any door knobs touched	Wipe or spray down	
Any room accessed	Spray down	
Any tables or desk accessed	Wipe down	
Any bathrooms used	Sprayed and wiped down after each use	
Any chairs sat on or used	Wipe and spray down	

Any office supplies used (glue stick, scissors, laminator, whole punch, pens, markers, material binders etc.) that you are done with	Wiped down	
Any toys used/touched that client is done with	Purell Spray	
Any printer accessed	Wipe down	
Any microwave accessed	Wipe down	
Any refrigerator accessed	Wipe down	
Closet accessed	Spray down	
Any common area accessed	Spray down	
Light Switches/Thermostats/AC/Fans	Wipe down	
Ensure that all cleaning supplies are out of reach of clients/locked up	N/A	
Ensure closets are locked	N/A	
Make bleach solution for the day	N/A	

End of shift:

Item	How to disinfect it	Check off when complete and initials of who cleaned
Any door knobs touched	Wipe or spray down	
Any room accessed	Spray down	
Any tables or desk accessed	Wipe down	
Any bathrooms used	Sprayed and wiped down after each use	
Any chairs sat on or used	Wipe and spray down	
Any office supplies used (glue stick, scissors, laminator, whole punch, pens, markers, material binders etc.)	Wiped down	
Any toys used/touched	Purell Spray	
Any printer accessed	Wipe down	

Any microwave accessed	Wipe down	
Any refrigerator accessed	Wipe down	
Closet accessed	Spray down	
Any common area accessed	Spray down	
Light Switches/Thermostats/AC/Fans	Wipe down	
Empty bleach solution bottles		
Ensure that all cleaning supplies are out of reach of clients/locked up		

Accessing common areas: (bathrooms, breakrooms, printer area etc..)

•after accessing common areas in the office such as break rooms, bathrooms, printer area, refrigerator/microwave areas you must disinfect everything you use and where you sit down. It all must be thoroughly sprayed and wiped down each time you leave the area.

Car Cleaning

BEFORE TRANSPORTING A CLIENT To do
1. Disinfect (using approved cleaning supplies) the area you and the client will be utilizing during the drive-including interior door handles, exterior door handles, seat belts and seats)
AFTER YOUR SHIFT-to do
1. Disinfect (using approved cleaning supplies) the area you and the client will be utilizing during the drive-including interior door handles, exterior door handles, seat belts and seats)
AT THE END OF THE SHIFT PLEASE COMPLETE THE CLEANING CHECKLIST FORM AND AT THE END OF THE WEEK SEND THIS FORM IN TO YOUR SUPERVISOR TO BE ENTERED IN TO DATABASE.

Vehicle Cleaning Checklist/guidelines:

- 2 individuals in a vehicle at a time.

- Each individual must wear a mask
- Vehicle cleaning log must be completed prior to entering the vehicle at the beginning of the session AND at the conclusion of the session