



**Comprehensive Therapy Center**  
*Helping children walk, talk, learn and play*

# COVID 19 Preparedness and Response Plan

## **Goal:**

Comprehensive Therapy Center will work to provide a safe environment for our staff and clients.

The agency is guided by applicable guidelines issued by the CDC and any governing federal, state, or local authorities. The agency will work proactively with all schools and agencies with which it has a contract to align with any COVID-19 Preparedness and Response Plans they may have. If the contracting school or agency has more restrictive guidelines, staff must follow those. A list of CTC-contracted school/agency Covid plans and policies [can be found here](#).

The following steps are outlined as specifically as possible. If any situation arises that doesn't fall into the described plans of action below, please contact the [Director Team](#) as soon as possible to allow the most time to make educated decisions based on specific circumstances.

As always, staff members are required to stay home if they are not feeling well for any reason. If a staff member feels unsafe in any situation, they should leave that situation and contact a member of the Director Team immediately.

If the school or agency you are assigned to is not providing adequate space for physical distancing or safe work environments, please contact the director team immediately. *Example: A 4x4 room where 6 foot spacing is not feasible.*

Qualifying COVID PTO is available in addition to normal PTO. Current PTO is available to supplement income should a staff member need to take time off due to illness.

## **Work Site Supervisor:**

The Director Team is designated as the work site supervisor and a member of the team shall be present anytime a staff member is working in the clinic. The clinic work site supervisor is designated on the Office Coverage Calendar. When a staff person reports to an offsite location such as a school, they should report to the appropriate work site supervisor as designated by the administration of that site.

Before returning to work, staff members will watch the [COVID 19 PPE Training Video](#), review the [Healthy Practices Handout](#) (both available in All Staff Resources shared drive), and attest to compliance of the safety measures.

## **PPE, Health Screening, and Check-In:**

- [Click here for a list of available PPE.](#)
- Self-screening questionnaires will be posted on all entrances for both staff and clients. Temperature checks for staff will be conducted by the worksite supervisor. Therapists will conduct temperature checks for clients before entering the therapy room.
- Temperature checks will be required for all people entering the office. People with a temperature of more than 100.4 will be asked to leave/not enter.
  - Staff will be checked by worksite supervisor
  - Clients, caregivers, and accompanying guests/family members will be checked by the therapist
- All people shall remain an expected 6 ft apart in accordance with social distancing.
- The therapist and client will remain in one space.
  - Doors may remain open for airflow and/or therapy can happen outside if the therapist feels they can do so safely.
- Administrative staff should remain in their office while clients, caregivers, accompanying guest or family members are present. They should wear masks and maintain social distancing when interacting with others in the clinic.
- All persons in the clinic will wear masks or face shields whenever possible, unless they are isolated in an office.
- Families of clients will be asked to wait in their cars or outdoors when possible. If they are unable or it's unsafe, they will be asked to wear masks and maintain social distancing.
- Gloves will be available for high touch situations and those who feel more comfortable wearing them.
- Therapist will sanitize the therapy room before seeing another client and when leaving for the day.
- All therapy tools used will be placed in a plastic bin for easier cleaning. They will be sanitized before being placed back into a therapy room.
  - Therapists may not use items that cannot be easily sanitized in the clinic.
  - If there are supplies such as play dough that are not able to be cleaned, they will be placed in a tote designated for a specific client and will be used by anyone else.
- Scheduling will allow extended time between appointments for proper sanitization.
- Air filters will remain on 24/7.
- At the end of the work day, the office will be sanitized by the worksite supervisor per the COVID-19 policies.

## COVID 19 Symptoms:

Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as asymptomatic cases, have experienced no symptoms at all. According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.

The virus is thought to spread mainly from (**Direct Exposure**) person-to-person, including:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes, but this is not thought to be the primary way the virus spreads.

Offsite health and safety plans are available in the All Staff Resources drive. Staff members should refer to these specific plans before being onsite at any location.

## 1. Staff Member with Direct Exposure:

*Direct Exposure is defined as contact within 6 feet for longer than 15 minutes with someone who is known to have COVID-19 or is showing symptoms and/or testing positive or showing symptoms.*

- A. Quarantine yourself to the best of your ability.
  - a. Quarantine is defined as keeping someone who may have been exposed to COVID-19 away from other people. People in Quarantine should stay home and separate themselves from others, monitor their health and follow directions from their state or local health department.
  - b. The CDC recommends extremely limited contact with anyone outside the home for 14 days.
  - c. [CDC Guidelines for Quarantine](#)
- B. Contact the Director Team:
  - a. The Director Team will assess the risk.
  - b. If appropriate, an operations staff member, within 24 hours, will reach out to:
    - i. People who, during the course of the exposed employee's work, may have been in direct contact with them. They will be encouraged to be tested and may be referred to the Kent County Health Department for a free test
    - ii. Report confirmed cases of COVID-19 to the Kent County Health Department
- C. If the staff member contracts the virus, they may qualify for up to 2 weeks of COVID PTO (see COVID PTO in section 6.)
- D. If the staff member is not showing symptoms and is performing a precautionary quarantine, remote work may be assigned. Work assignments are at the sole discretion of the agency and based on the availability of suitable work.
  - a. First Priority - meeting contract needs. If the staff member is able, they should still provide services virtually. If this is not an option, another staff person will be temporarily assigned to fulfill the contract at the discretion of the Director Team.
  - b. Second Priority - meeting the clinic needs. If the staff member is able, they should offer teletherapy services to the clinic in order to meet the needs. This may involve evaluations and ongoing therapies, parent consultations or other types of parent support.
  - c. Third Priority - Marketing and administrative support. There is always work to be done in assisting these departments. Staff members may be assigned to assist the Development Director or the Director of Operations in lieu of therapies.
  - d. Administrative staff should do their jobs remotely until such a time as they are approved to return to the office.
  - e. If quarantined staff are not showing symptoms, they may not turn down remote work to collect Covid PTO (see section 6). If there are technology challenges, the Director Team will provide support and/or modification of work requirements.

## **2. Staff Member with Indirect or Suspected Exposure:**

*Indirect or Suspected Exposure is contact with someone who had contact with a person who is known to have a positive test or showing symptoms. This includes if a student receiving services is in class with a student that tests positive or is showing symptoms or a member of your family or social circle tests positive or is showing symptoms. In regard to work locations, the Director Team will evaluate the risk level for the staff and determine if quarantine is necessary and if the staff can return to that worksite. If you have an indirect or suspected exposure;*

- A. Quarantine yourself to the best of your ability.
  - a. Quarantine is defined in Section 1.A.a.
- B. Contact the Director Team to make them aware of your exposure.
  - a. The Director Team will assess the risk and contact people who may have been in direct contact with the staff person since the point of exposure.
- C. Continue to gather information to assess the risk. This may include being tested.
  - a. Upon a positive test or if the suspected exposure is validated, the staff member should follow direct exposure steps listed in Section 1..
  - b. Upon a negative test, or if the risk is determined to be invalid, the staff member should return to work.
    - i. While waiting for test results, the staff member should follow precautionary quarantine steps in section 1.A.a.

## **3. Exposure within a contracted school or agency:**

- A. Contact the Director Team immediately for assistance in assessing the risk. Staff members should not come to the clinic or another school until the risk is assessed and the staff member has been cleared.
  - a. Staff members should follow precautionary quarantine steps in section 1.A.a until it is determined that quarantine is not necessary. .
- B. The Director Team, along with staff members assigned to the affected school, will assess whether the staff members have had a direct or indirect exposure. The staff member should follow the appropriate steps listed under direct and indirect exposure.
  - a. If possible without endangering oneself or others, the staff member should maintain their services. Comprehensive Therapy Center supports this being done virtually whenever possible or recommended based on risk level within the school or agency.
  - b. If services are suspended due to a COVID 19 outbreak within a school, staff members may be reassigned to support other contracts virtually or offer teletherapy to our clinic clients.
  - c. Should all options to provide therapy remotely be exhausted, the staff member will be assigned to assist the Director of Development and/or Director of Operations with remote work whenever possible.
  - d. If a staff member is not assigned further work, due to multiple shutdowns or extenuating circumstances, the staff member will qualify for up to 2 weeks of COVID PTO (see Section 6).. If at any time work becomes available, the staff member shall report (virtually) to the appropriate assignments.
  - e. If the staff member is cleared to return to in person work, they can and should make themselves available as appropriate for work and to fulfill contracted needs.

#### **4. Clinic Clients/Caregivers Reporting Exposure:**

- A. If a client or caregivers reports exposure, they will not be admitted into the clinic. Temperature checks upon arrival remain mandatory.
  - a. If a client or caregiver reports with a temperature above 100.4, they will be asked to leave. The office will be sanitized and the present staff should follow the steps for direct exposure in Section 1. .
  - b. If the client reports or a therapist suspects symptoms during therapy, the client will be dismissed. The office will be sanitized and the present staff should follow the steps for direct exposure in Section 1.
- B. Clients are required to stay home if they are not feeling well or have a suspected exposure to COVID-19. If possible, we will shift to virtual services until the client or caregiver has been cleared.

#### **5. Contingency Plan:**

If a significant number of staff is under quarantine and unable to offer remote work, services will be paused until people and worksites have been cleared by appropriate authorities to resume service.

Should this result in all services being paused, Comprehensive Therapy Center will work avidly with contracted parties to be compliant with the law once staff members return to work.

#### **6. COVID 19 PTO:**

- A. Documentation is required (either a positive test or a diagnosis from a medical provider).
- B. The staff member must be able to show that they are ill or have tested positive and cannot work remotely.
- C. COVID PTO is defined as Paid Time Off to be used for the purposes of staff members being unable to work due to COVID -19 exposure or illness; and
- D. 2 Weeks of COVID PTO is available to qualifying staff members. The amount of hours you will be paid for is determined by the number of hours determined by your current work agreement; and
- E. Qualifying staff members are people who:
  - a. Have less than 2 weeks of personal PTO.
  - b. Are unable to perform work remotely due to illness or caring for someone who is ill.
  - c. Are unable to be reassigned by the Director Team.