



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.

Please see the [COVID Vaccine Policy](#) for clear information about our work requirements.

PPE, Health Screening, and Check-In:

- [Click here for a list of available PPE.](#)
- The therapist and client will remain cleaning any space used during therapy including both rooms assigned to the session and rooms used that were not assigned to the session.
- 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, workspaces will be sanitized by those who used them. The cleaning company is present on Thursdays to deep clean.
- Mask **requirements** are expired, however, the CDC still **recommends** using a mask. Masks will be available for anyone who wishes to wear one.

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. Please see the [CDC Symptoms](#) list for information regarding your symptoms.

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).
 - For a cumulative total of 15 minutes
 - Over a 24 hour period starting from 2 days before the illness (or for asymptomatic persons, the day the test was collected) onset until the patient isolates.
- 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 cumulative minutes in a day 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, unless vaccinated.
 - 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. For information on your specific circumstances and quarantine requirements, please use this tool: [CDC Guidelines for Quarantine](#)
- B. Contact the Director Team:
 - a. The Director Team will assess the risk.
 - b. If appropriate, the Director Team, 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. If applicable, report confirmed cases of COVID-19 to the Kent County Health Department

- C. 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.

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. If you are not vaccinated, quarantine yourself to the best of your ability. If you are vaccinated, you can continue to work unless you begin to show symptoms.
 - a. Quarantine is defined in Section 1.A.a.
- B. 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.
 - a. 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.
 - b. Notify the school or agency where you are contracted and offer them a plan to make up services and a potential return to work date.

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. If not vaccinated, 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 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.
 - 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 1A.a.
 - 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 confirmed 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.