**Children’s Therapy**

**Return to Work COVID-19 Protocols**

All therapy staff will enter the building through the main door into the main lobby. Each staff member must get their temperature taken and will log their temperature in the staff temperature log. Staff is required to take the child’s temperature if no other staff is present to take the patient’s temperature. Staff has the ability to notify front desk as they walk out to retrieve their patient and request a temperature check from the front desk staff if they are free.

If therapy staff is not feeling well, they will be asked to leave the office. Should a staff member have a fever upon arrival to work or develop a fever during the day, you will be sent home. Staff will enter the therapy department after screening procedures. Therapy staff must clock in and out in a designated office.

Therapy staff will be required to wear a mask at all times in the building. If you have long hair, it must be tied back to avoid you touching your face or your hair going into patients’ faces. Therapists should change shoes or take their shoes off prior to entering the clinic area. All staff must practice handwashing throughout the day. Hands must be washed according to guidelines in between each therapy patient.

As patients to the center, they will text or call their therapist to notify them they have arrived. Parents must complete a COVID-19 screening form for each child before each visit. This form can be emailed to families prior to their appointment. This screening may also be done over the phone with the therapist at the therapists’ discretion. All completed screening forms must be kept in the patient’s chart. Therapist will notify the family when the patient is allowed to come into the center. One parent/guardian is allowed to come into the center with the patient. **No** additional family members or friends are allowed into the building. If the caregiver has other children with them, we ask the parent/caregiver to remain in their car. If parent/guardian enters the building, they must wear a mask and remain in the waiting room. All patients and parents/guardians must have their temperature checked prior to beginning their appointment. Once screening is complete, child will be brought to the therapy center and begin their appointment. At the end of each appointment, the child and caregiver will be escorted out of the building through the exit in the therapy gym.

For your health and safety, cleaning personnel must wear disposable gloves and protective face mask while cleaning. After cleaning, wash your hands with soap and water for at least 20 seconds. Wash your hands immediately after removing gloves.

**Patient Screening Protocol**

Prior to completing the screening tool for the patient, it is necessary to have a conversation with the caregiver as well to assess their health. Staff must call client’s caregiver the night prior to conduct a prescreening questionnaire over the phone to assure the family is safe to come to the clinic. Questions will consist of overall health, temperature check, exposure to those testing positive whether at home or in the workplace, etc. If the caregiver responds they have had an unsafe exposure to coronavirus within the past two weeks, the patient will be offered Telehealth therapy and may not be seen in the clinic due to high risk of exposure to patients with compromised immune systems, etc. Unsafe exposures to coronavirus are categorized as one of the following:

1. Your employer has sent you home for a two-week quarantine due to coronavirus.
2. Your employer has sent you for coronavirus testing due to possibility of contracting the virus.
3. You have been in close personal contact with someone who tested positive for coronavirus.

In addition to the situations listed above, if management has justified reasoning for believing there is legitimate exposure of coronavirus in a family, management will ask those to reschedule their appointments two weeks after the event.

As the caregiver is completing the screening tool for the patient, if the caregiver answers ‘yes’ to one or more of the questions, follow-up questions must be asked. For example, if the child has a runny nose and a cough, ask if the child has seasonal allergies. If the child has had a fever and any of the other symptoms, staff will make the decision to reschedule the patient and offer telehealth therapy to the family. After two weeks, the family may return to the clinic.

When there are two patients in the clinic being seen simultaneously, the staff must have a conversation with their patient’s caregivers prior to the appointment to notify them of this possibility. At that time, the caregiver has the option to either confirm their appointment or choose a time to be seen individually in the clinic if possible. If this is not possible, telehealth will be offered.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, have completed training regarding back to work cleaning and disinfectant procedures and products. If I have any questions or concerns, I will contact my direct supervisor or COVID Safety Administrator or Executive Director.

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Signature of trainee

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Signature of trainer