

BAE Safety Protocol during COVID-19

Updated: December 2020

About COVID-19

Coronavirus disease 2019 (COVID-19) is a respiratory illness that can spread from person to person. According to the Centers for Disease Control and Prevention (<https://www.cdc.gov>):

- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19)
- The best way to prevent illness is to avoid being exposed to the virus
- The virus is thought to spread mainly from person-to-person:
 - o Between people who are in close contact (within 6 feet)
 - o Through respiratory droplets produced when an infected person coughs, sneezes, or talks
 - o These droplets can land in the mouths or noses of people nearby, or be inhaled into the lungs
 - o It is possible that COVID-19 may be spread by people who are not showing symptoms

Purpose

Behavior and Education (BAE) is committed to delivering essential educational and behavioral health services during this health pandemic, while taking extra precaution to minimize community transmission of the virus that causes COVID-19.

BAE is following guidance provided by the US Centers for Disease Control and Prevention (CDC) as well as state and local health authorities for moving forward together safely through the phases of reopening American businesses. This includes guidelines for adhering to social distancing, cleaning and disinfecting workspaces, and practicing good hygiene habits.

Based on current understanding, the best individual defense against COVID-19 is frequent hand washing, avoiding face touching, avoiding contact with infected individuals, and practicing physical distancing.

BAE will continue to offer ABA services via teletherapy for the duration of the coronavirus 2019 pandemic. BAE clients who are immuno-compromised or living with an at-risk individual in their household should make efforts to access their BAE services via this remote treatment modality, when appropriate.

Many BAE clients require in-person services to meaningfully access their educational or behavioral health treatment program. BAE is offering in-home ABA treatment for these individuals. The following safety plan has been developed to safeguard BAE clients and staff during the provision of direct in-person services. These precautions are a temporary measure to be followed during the COVID-19 health threat. BAE will loosen restrictions as soon as it is reasonably safe to do so.

Safety Protocol for In-Person Services

Details regarding BAE's safety practices are described as follows.

1. Health Screenings

- a. Daily Health Checks: Prior to each in-person service, each BAE client and staff are to evaluate their personal health status and inform BAE of any symptoms that could be related to COVID-19 and cancel in-person services when symptomatic. **These symptoms include fever, cough, shortness of breath or difficulty breathing, chills, muscle pain, sore throat, or loss of taste or smell.**
- b. Staff and clients (child and participating adult) are encouraged to take their temperature daily, prior to each session. A temperature of 100.4 or above will require cancelling in-person services for a minimum of 72 hours of being fever-free, during which time teletherapy will be delivered if appropriate.
- c. Any staff, client, or family member of either party who has come into contact with someone identified as having COVID-19 is required to immediately report such exposure to BAE. This additionally includes persons showing potential COVID-19 symptoms who are living in the same household as the client or staff, even if the person has not produced a positive test result.
- d. Individuals presenting with symptoms or who have come into direct contact with an infected person are instructed to stay home and cancel in-person session and follow CDC guidelines for persons with COVID-19 symptoms.
- e. When appropriate, teletherapy will be available as a treatment delivery method when in-person services are not an option due to COVID-19 health concerns. Our BAE clinical team will create a teletherapy plan as a back up for direct services, should this be necessary.
- f. Any client or staff experiencing COVID-19 symptoms or having had exposure to a person who may have contracted COVID-19 are directed to contact the BAE office at (833) BAE-TEAM.

2. Hygiene Practices

- a. The CDC recommends that everyone should wash hands often with soap and water for at least 20 seconds, especially after having been in a public place, or after blowing your nose, coughing, or sneezing.
- b. During session, BAE staff are instructed to wash hands often and have clients also practice handwashing during those opportunities.
- c. Hand washing should occur at the start of session, during session as needed, and upon the end of session.
- d. During session, handwashing should occur after touching eyes, nose or mouth, after sneezing or coughing, before and after eating or handling food, prior to and after engaging in physical social contact, when handling tissues, or making contact with other items that may contain bodily discharge.
- e. A designated hand washing station with soap and clean or disposable towels should be made available for use throughout the session. If this is not possible for any

reason, please contact the BAE office at (833) BAE-TEAM, prior to the session so that alternate arrangements can be made.

3. Cleaning and Sanitizing

- a. Families receiving in-person services are asked to perform routine environmental cleaning of all frequently touched surfaces, especially those that are touched during session.
- b. Frequently touched surfaces include counters, tabletops, doorknobs, light switches, handles, bathroom fixtures, toilets, technology and communication devices, and materials used for therapy.
- c. Routine cleaning should be done daily, before and after session. Families are to contact the BAE office if unable to perform routine environmental cleaning on a daily basis.
- d. The CDC recommends wearing gloves and having good ventilation when cleaning with disinfecting products.
- e. BAE staff will only bring supplies into client homes that are used to conduct session (iPad, technology accessories, whiteboards, etc.). Other materials will not be brought into client homes during the COVID-19 pandemic.
- f. Materials that cannot be cleaned or sanitized (such as fabric toys) should not be available for use during session.
- g. It may be necessary to put aside materials for therapy in a location that cannot be accessed except during session. These materials should be kept out of child's reach and sanitized after each use.
- h. Parents will be able to verify and sign off on services electronically, via their parent portal. However, when necessary to verify and sign off on services via the BAE staff account, the BAE iPad will be sanitized prior to being presented for signature by parent or other adult guardian. Hand washing or hand sanitizing should occur after touching a BAE iPad or other shared device.

4. Face Coverings

- a. A face covering is a material that covers the nose and mouth, that is secured to the head with ties or straps. It can be made of a variety of materials, such as cotton, silk, linen, or paper.
- b. Since COVID-19 can be spread even by those who don't feel sick, face coverings are required to be worn by staff during session, especially when unable to maintain social distance.
- c. Parents and any other adults participating in session are required to wear face coverings and use physical distancing measures when possible.
- d. BAE staff are required to wear face masks during all in-person sessions.
- e. Face coverings should not be placed on young children under age 2 or anyone who has trouble breathing.
- f. If face coverings are removed after use, they should not be placed on common surfaces such as countertops. It is recommended that a dedicated bag is used to store the face coverings between use to prevent contact contamination.

- g. Face coverings should be washed regularly with laundry detergent or soap and hot water.
- h. The face covering is not a substitute for social distancing. BAE staff should attempt to maintain 6-foot distance when possible and should be careful to prevent transfer of germs when closer physical proximity to their client is needed.

5. Social Distancing and Reduced Physical Contact

- a. During the COVID-19 pandemic, we ask that participation in session is limited to 1 family member or caretaker per session. Other individuals may be present in the home during in-person services; however, only one designated individual should be directly participating in the session on any given day.
- b. Physical distancing of 6 feet will be maintained when possible during session. Seating and environmental arrangements may need to be modified to accommodate physical distancing while maintaining instructional control.
- c. The designated adult participant should also maintain physical distancing from the BAE staff conducting the session, and can assist with physical prompting, redirection, blocking, and other hands-on procedures as needed to limit physical contact between staff and client.
- d. BAE staff are assigned no more than 3 BAE clients for in-person services, thereby limiting the amount of contact between homes. In most cases, staff will only work with 2 in-person clients.
- e. In addition to hand washing at the start and end of each session, BAE staff will sanitize any materials (such as iPads) that are taken into client homes, before and after session.
- f. BAE Supervision will be provided via Telehealth when possible, in order to limit the in-person contact that is required for service provision.
- g. Parents and caretakers are set up for no-touch contact with electronic parent verification of services through the Central Reach parent portal. Our BAE office team can assist with any technical difficulties in accessing the parent portal and service verification page.
- h. Both family and staff are encouraged to comply with social distancing practices as directed by federal, state, and local health authorities.
- i. No community outings will occur for client services where stay-at-home orders are in effect.

6. Travel

- a. We require that families to disclose to BAE when any household member has traveled to another State within the United States or internationally.
- b. In accordance with State and Local regulations, in person services will not be scheduled for 14 days following return from inter-State or international travel. During that time, teletherapy will be offered when deemed appropriate by the family and the treatment team.



Please contact BAE with any questions, or to report COVID-19 concerns, to (833) BAE-TEAM.
Thank you for your cooperation.