BCA COVID-19 Guidelines December 2020

- Travel Policy - BCA asks that employees and clients notify us if/when they are traveling out of state. If the person is traveling to a place with a positive test rate of over 15%, you will be required to agree in writing that you will take all COVID precautions (social distancing, not being in crowds, stringent mask wearing, etc). Then you may return to the center as soon as you can provide a negative test result. You will agree to continue to closely monitor your health for any COVID symptoms and take precautions as necessary. BCA Administration has chosen to exclude Indiana, for all staff and clients.
- BCA will continue to waive no-show fees for illness only, at this time. If you decide to return for center-based treatment, you will be expected to attend your assigned schedule. Absences due to illness will continue to be waived, but proper documentation and notice is required. If you request BCA staff to engage in Telehealth with outside providers (ex: OT, PT, etc.), while your child is in our care, no show fees will be applied for that time. If your child is absent for any other reason than illness, no show fees will be applied.
- Health Checks: In addition to the temperature scans, clients and staff will be required to complete a daily online attestation that will include the following questions. If an employee or client were to answer "yes" to any of these questions, they would be required to stay home.
    - Have you experienced symptoms of illness in the last 24 hours (fever, sore throat, diarrhea, vomiting, loss of appetite, loss of taste or smell, headache, fatigue, muscle cramps, chills, cough, shortness of breath, etc.)?
    - Have you cared for anyone that has been ill or suffering from any of the above symptoms in the last 24hrs?
    - In the last 2 weeks, have you been in contact with anyone who has tested positive for COVID-19?
- Temperature Scan upon arrival
- Employees and Clients must clean hands with provided hand sanitizer upon arrival.
- Employees must wear proper PPE, provided by BCA, including anti-microbial face masks and plastic face shields, before entering building.
- Parents/Caregivers will continue to walk children in to either campus, maintaining 6ft of safe social distance between other families.
- **Positive COVID-19 tests**
    - Employees who test positive for COVID-19 may return to work once it has been 10 days since symptoms first appeared, 24 hours with no fever (w/o use of fever reducing meds) and other COVID symptoms are improving. Once all 3 of these are met, they can return and do not need a negative test.
        - https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html#:~:text=If%20you%20continue%20to%20have,can%20be%20around%20others.
    - If an employee or client tests positive and is asymptomatic they will be asked to quarantine for 10 days from the positive test.
        - https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html#:~:text=If%20you%20continue%20to%20have,can%20be%20around%20others.
    - Employees will be required to utilize EFMLA, PTO and/or unpaid leave, as applicable, if they are required to quarantine due to COVID-19.
    - In the instances of a potential COVID-19 exposure at BCA facilities, BCA will notify close contacts of the person testing positive. BCA follows CDC guidelines in determining who is a "close contact," and this includes those individuals who came in close contact with the infected individual within the 48 hours of developing symptoms or testing positive if asymptomatic.
    - Those identified staff will be asked to quarantine for the suggested amount of time based upon CDC guidelines for healthcare providers/facilities and may be required to produce a negative test result for returning to work.
    - According to the CDC, individuals who have tested positive for COVID-19 are not required to quarantine or be tested again for subsequent exposures for up to 3 months, as long as they do not develop symptoms. For subsequent exposures, staff and clients who have previously tested positive for COVID-19 are not required to quarantine for additional periods of time, regardless of exposure, for 90 days following their original test date.
        - https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html#:~:text=Who%20needs%20to%20quarantine%3F,do%20not%20develop%20symptoms%20again.

- **Exposed Health Care Personnel/BCA Staff who test Negative and show no symptoms**
    - Those staff members who have been exposed to a positive case either outside/inside the center will be required to wait 3 days/72 hours from the known exposure and be tested. Next, the staff member should again be tested 2 days/48 hours after initial test. If both tests produce negative results and staff is not showing symptoms, they may return to work. During the time period from exposure to two negative test results, staff will not be permitted in the building.
      HCP who are not symptomatic: HCP=Health Care Personnel

      https://www.cdc.gov/coronavirus/2019-ncov/hcp/return-to-work.html

      Results are negative from at least two consecutive respiratory specimens collected ≥24 hours apart (total of two negative specimens) tested using an FDA-authorized molecular viral assay to detect SARS-CoV-2 RNA. See Interim Guidelines for Collecting, Handling, and Testing Clinical Specimens for 2019 Novel Coronavirus (2019-nCoV).

      **this does not apply to clients as they are not health care personnel.*

      **staff may choose the third option below in lieu of the above, if they wish*

Exposed BCA Clients who test negative and show no symptoms

- Those clients who have been exposed to a positive case either outside/inside the center will be required to complete 1 of 3 options for quarantine. According to the CDC, the options should be based on personal health risks and the risks of those you encounter. The longer the quarantine for the more at-risk population applies.
    - Quarantine for 14 days with no symptoms and may return to BCA
        - Must include a medical note with a clean bill of health
    - Quarantine for 10 days with no symptoms and may return to BCA
        - Must include a medical note stating clean bill of health
    - Quarantine for 7 days, on day 5 get tested and produce negative test result and may return to BCA

https://dnks20yxl1c2u.cloudfront.net/381d0fbb43b611527a8f1c329301ef51fd555fcf/New%20CDC%20Quarantine%20Guidelines%20in%20Plain%20Language.pdf

- Admin Staff and Billing Department will continue to work remotely.
- Vocational Learners will remain center-based and we will revisit community activities January 2021.
- East Campus Gym will reopen, parents will be required to sign waiver for their children to attend.
- Early Care Services are provided on a limited basis and must be necessary for parents to fulfill work responsibilities.
- 8:00am – 4:00pm staff schedule
- 9am-3:30pm Monday through Thursday and 9am-1:30pm on Fridays, client schedule
- NO group activities unless clients are able to wear a mask, otherwise must remain a minimum of 6 ft apart.
- Clients assigned to rooms based on being able to maintain a minimum of 6ft between clients.
- Staff will rotate on an hourly basis instead of 30 minutes when possible.
- Outside therapists such as APT will be permitted, only after successful completion of health scans. They will be required to wear masks as well.
- Outside visitors such as prospective clients, donors will be admitted, only after completing health scans. They will be required to wear masks as well.
- Telehealth services will only continue for those clients unable to return at this time. If this pertains to you, please address insurance authorization with your BCBA/Program Coordinator.
- Clients with medical reasons for needing Telehealth services between November 9th, 2020 through January 3rd, 2021, will need to provide medical documentation and will be exempt from no-show fees and Telehealth will be scheduled.

- **Community Based Clients**
    - Temperature and Health Checks for all household members will take place upon each visit.
        - BCA staff have touchless thermometers with them
    - BCA staff will wear a mask, it is up to the individual client if they choose to wear masks.
    - BCA staff will provide hand sanitizer for themselves and client upon arrival.
    - Materials brought by BCA staff are sanitized after each visit
    - Materials/toys that are in the home should be sanitized by parents/caregivers after each visit.
    - Clients with medical reasons for needing Telehealth services between November 9th, 2020 through January 3rd, 2021, will need to provide medical documentation and will be exempt from no-show fees and Telehealth will be scheduled.

Staff/Client Arrival:

1. Staff sanitize prior to clocking in on Swipe Clock.
2. If you are not able to report for a shift please let your Clinical Director know ASAP.
3. Please wear your mask into the building.
4. Health Assessment will be completed online prior to reporting for work. You may not enter main part of building until this is completed.
5. You are responsible for washing your mask after your shift each day.
6. Place all personal items in the room your assigned. If you wish you can place your lunchbox in the refrigerator.
    a. You may eat lunch in any outdoor spaces (weather permitting). You may eat in common areas; however, you must maintain 6ft between other staff members and must sanitize area when you are finished.
7. East Staff will be allowed to use Kids Center Bathrooms.
    a. Staff are responsible for sanitizing toilet and sink areas after EVERY bathroom use
8. Health checks will be conducted for clients upon arrival. Client's parents will bring them to the lobby. Please remain at your team room until you are called to come get them from the lobby.
9. Sessions will be an hour long. Staff will remain in their assigned "wings/pods" whenever possible.
10. RBT and Graduate supervision will take place via video call whenever possible.
11. Clients always need to be at a minimum 6ft apart. This includes hallway, waiting for bathroom, bathroom sinks, and other transition areas.
12. After a client uses the bathroom please wash their hands and spray the toilet and sink area with Lysol.
13. At the end of your hour session:
    a. Enter your timesheet in Central Reach.
    b. Wipe down desks and materials, kindles, pens/pencils.
    c. Sanitize your hands each time you sit down with and client and each time you leave.
14. Sanitize your client's hands at the beginning of each session.
15. Client's will eat lunch at their desks.
16. Dismissal Carpool: Remain at your learner's desk until their name is called for dismissal. Parents will pick up their child in the lobby.
17. At the end of the day, you must still wear your PPE even after the learners leave the building and maintain 6ft of distance while still in the building.
18. Wipe down all surfaces and all client materials, this includes tables, chairs, bookshelves, cubbies, kindles, pens/pencils.
19. Spray and wipe down light switches, doorknobs, and any other common surfaces.

- We have opted to omit glove wearing unless, cleaning in general, especially bodily fluids or if caring for someone who has fallen ill.
- https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/gloves.html

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I _____ have read the above guidelines and understand it is my responsibility to help protect the staff and clients of BCA, to follow and enforce these guidelines.

Signature _____ Date _____