

Creative Learning Center

NPA & ABA



## Hygiene and Safety Protocol for Covid 19

July 2020

Updated August 2020

Updated October 2020

Updated February 2021

## Introduction

Understanding and evidence about the transmission and epidemiology of SARS-CoV-2, the virus that causes COVID-19, has evolved significantly throughout the pandemic.

CLC has placed thoughtful implementation of mitigation strategies specific to our environment, provides a careful and effective pathway forward as community transmission rates fluctuate.

## What do we know about COVID-19 symptoms?

Symptoms of COVID-19	Strep Throat	Common Cold	Flu	Asthma	Seasonal Allergies
Fever or chills	X		X		
Cough		X	X	X	X
Sore throat	X	X	X		X
Shortness of breath or difficulty breathing				X	
Fatigue		X	X	X	X
Nausea or Vomiting	X		X		
Diarrhea	X		X		
Congestion or Runny Nose		X	X		X
Muscle or body aches	X	X	X		

## Contact Tracing at CLC

Contact Tracing at CLC has a COVID-19 point of contact (POC). The POC works with the health department on contact tracing. The POC will notify eligible clients, parents, teachers, and employees if exposed to COVID-19 at NPA & ABA.

POC: Tamila Sayar and Ashli Hamel

1. People tested for COVID-19 will get their test results from the healthcare provider or testing location where their sample was collected.
2. The health department or medical provider will call anyone who tests positive for COVID-19 (Current procedures). It may take a few days for the health department to call the person who tested positive. They will ask the person whom he or she may have been in close contact with up to 2 days before he or she got sick or tested positive.
3. The health department will notify the POC at the NPA & ABA if a client, teacher, or employee who works in the NPA & ABA or with clients tests positive for COVID-19. The health department gives the name of the person who tested positive and the date of last exposure to the POC.
4. The POC collects and provides a list to the health department of clients, teachers, or employees at higher risk for severe illness from COVID-19 known to have come into close contact with the person who tested positive. The health department will notify the parents of clients, teachers, or employees at higher risk and provide guidance on how long they should quarantine, check for symptoms, and consider testing.
5. The POC will notify any other eligible clients or clients' parents, teachers, or employees who may have been exposed to the person who tested positive. The POC will provide guidance on how long they should quarantine, how to check for symptoms, and when to consider testing.
6. Only clients, teachers, or employees who came into close contact with the person who tested positive will be notified of possible exposure.
7. The health department will call anyone who tests positive for COVID-19. It may take a few days for the health department to call the person who tested positive. They will ask the person whom he or she may have been in close contact with up to 2 days before he or she got sick or tested positive.
8. The health department will notify the POC at the NPA & ABA if a client, teacher, or employee who works in the NPA & ABA or with clients tests positive for COVID-19. The health department gives the name of the person who tested positive and the date of last exposure to the POC.
9. The POC collects and provides a list to the health department of clients, teachers, or employees at higher risk for severe illness from COVID-19 known to have come into close contact with the person who tested positive. The health department will notify the parents of clients, teachers, or employees at higher risk and provide guidance on how long they should quarantine, check for symptoms, and consider testing.
10. The POC will notify any other eligible clients or clients' parents, teachers, and other staff members who may have been exposed to the person who tested positive. The POC will guide how long they should quarantine, how to check for symptoms, and when to

consider testing.

11. Only clients, teachers, or employees who came into close contact with the person who tested positive will be notified of possible exposure.

### **Communication with Clients, Parents, Employees, Public Health Officials and the Community**

a. CLC has and will continue to include families and staff to formulate and implement the plans.

b. CLC will continue to communicate to staff, clients, and parents about new COVID-19-related protocols, including:

- i. Proper use of PPE/EPG.
- ii. Cleanliness and disinfection.
- iii. Transmission prevention.
- iv. Guidelines for families about when to keep clients home from NPA & ABA.
- v. Systems for self-reporting symptoms.
- vi. Criteria and plan to close NPA & ABAs again for physical attendance of clients.

c. CLC has created a communications plan for the NPA & ABA has a positive COVID-19 case.

- i. CLC will address the NPA & ABA's role in documenting, reporting, tracking, and tracing infections in coordination with public health officials.
- ii. CLC will notify staff and families immediately of any possible cases of COVID-19 within the legal responsibilities and privacy rights for communicating about cases of the virus.
- iii. CLC will provide guidance to parents, teachers, and staff, reminding them of the importance of community physical distancing measures while a NPA & ABA is closed, including discouraging clients or staff from gathering elsewhere.
- iii. CLC will inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and follow CDC guidance if symptoms develop. If a person does not have symptoms follow appropriate CDC guidance for home isolation.

## Campus Access for Clients

CLC will have Passive Screening.

Instruct parents to screen clients before leaving for NPA & ABA program (check temperature to ensure temperatures below 100.4 degrees Fahrenheit, observe for symptoms outlined by public health officials) and to keep clients at home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19.

CLC will have Active Screening. Engage in symptom screening as clients enter the campus, consistent with public health guidance, including visual wellness checks and temperature checks with no-touch thermometers and doorway thermometers to ensure temperatures below 100.4 degrees Fahrenheit. Although the thermometers are no touch, they will be adequately cleaned and disinfected after each use.

CLC clients must wash or sanitize their hands as they enter the NPA & ABA.

CLC will exclude clients who are exhibiting symptoms.

Clients who develop symptoms of illness will be sent home or for medical attention.

CLC will monitor staff and clients throughout the day for signs of illness.

CLC will assist all clients must wash or sanitize hands as they enter campuses.

CLC will use privacy boards or clear screens when practicable if needed.

CLC recommends testing and quarantine while attending NPA & ABA on campus.

If a client is symptomatic while entering campus or during the NPA & ABA day, the following protocol will occur:

1. Clients who develop symptoms while at NPA & ABA will be separated from others right away, isolated in an area through which others do not enter or pass. If more than one client is in an isolation area, CLC staff will ensure physical distancing.
2. Any clients or staff exhibiting symptoms will have a face covering and wait in an isolation area until they can be transported home or to a health care facility. We do understand wearing a mask for our clients may be difficult, and we will work with them to learn this skill.
3. Clients will remain in isolation with continued supervision and care until picked up by an authorized adult.

4. CLC will follow established guidelines for triaging clients in the office, recognizing not all symptoms are COVID-19 related.

5. CLC will advise parents of sick clients that clients are not to return until they have met CDC criteria to discontinue home isolation.

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

### **Campus Access for Staff**

CLC will have Passive Screening.

Staff will self-screen before leaving for work (check temperature to ensure temperatures below 100.4 degrees Fahrenheit, check for symptoms outlined by public health officials, and stay home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19.

CLC will have Active Screening. Staff will engage in symptom screening as they enter the NPA & ABA building, consistent with public health guidance, including visual wellness checks and temperature checks with no-touch thermometers. Temperature checking will ensure temperatures below 100.4 degrees Fahrenheit, and ask all staff about COVID-19 symptoms within the last 24 hours and whether anyone in their home has had COVID-19 symptoms or a positive test. Thermometers will be properly cleaned and disinfected after each use.

CLC staff must wash or sanitize their hands as they enter the NPA & ABA.

CLC will exclude employees who are exhibiting symptoms.

1. Staff members who develop symptoms of illness will be sent home or for medical care.
2. Teachers will have emergency substitute plans in place.
3. CLC will require sick staff members not to return until they have met CDC criteria to discontinue home isolation. <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

### **Employee Training**

Engage employees on COVID-19 plans and provide necessary training and accommodations.

a. Staffing Ratios

i. Ensure staffing levels are sufficient to meet unique facility cleanliness, physical distancing, client learning, and health and safety need to address COVID-19.

b. CLC has developed, implement, and continue to provide staff training or utilize state-provided training on:

i. Disinfecting frequency and tools and chemicals following the Healthy Schools Act, CDPR guidance, and Cal/OSHA regulations.

ii. State and local health standards and recommendations, including, but not limited to, the following:

1. CLC will properly train and use protective equipment, including information on limitations of some face coverings that do not protect the wearer and are not PPE but can help protect people near the wearer. Face coverings do not replace the need for physical distancing and frequent handwashing. Cloth face coverings are most essential when physical distancing is not possible. Also, CLC will include training on the removal and washing of cloth face coverings.
2. CLC will use cough and sneeze etiquette.
3. CLC will train and implement proper handwashing and proper technique.
4. CLC will maintain confidentiality around health recording and reporting.

**Campus Access for Outside Visitors and Groups**

CLC will limit access to the campus for parents and other visitors to limit exposure opportunities.

Parents and guardians will wait outside during dismissal and pick-up. CLC staff will bring the child(ren) outside to meet parents.

**Protective Equipment**

CLC has developed and implemented a plan to incorporate and use protective equipment to ensure personal health and safety in NPA & ABA facilities.

According to CDC guidance:

CLC will provide training and information to staff and clients on proper use, removal, and washing of cloth face coverings.

Face coverings are not recommended for anyone who has trouble breathing or otherwise unable to remove the covering without assistance. CLC will make reasonable accommodations such as a face shield for those who cannot wear face coverings for medical reasons.

CLC will follow Cal/OSHA considerations for face shields.

Cloth face coverings are meant to protect other people if the wearer is unknowingly infected (many people carry COVID-19 but do not have symptoms). Cloth face coverings are not surgical masks, respirators, or personal protective equipment.

### **Staff Protective Equipment**

As recommended by the CDC, all CLC staff will wear face coverings.

According to CDPH guidance, some teachers may use face shields, which enable clients to see their faces and avoid potential barriers to phonological instruction.

CLC will provide masks if the employee does not have a clean face covering.

During the screening processes, protective equipment will be used. The employees engaging in symptom screening will wear masks, face shields, and disposable gloves.

CLC's front office employees will wear face coverings and have access to disposable gloves.

The cleaning staff will have equipment and PPE for cleaning and disinfecting, including:

- A. For regular surface cleaning, gloves appropriate for all cleaning and disinfecting.
- B. Classified staff engaged in deep cleaning and disinfecting will be equipped with proper PPE for COVID-19 disinfection (disposable gown, gloves, eye protection, and mask or respirator) in addition to PPE as required by product instructions.
- C. Cal/OSHA requires that PPE be provided and worn to effectively protect employees from the hazards of the cleaning products used and training be provided to staff on chemicals' hazards; CLC will follow these guidelines.

### **Client Protective Equipment**



Clients should use cloth face coverings, especially in circumstances when physical distancing cannot be maintained. CLC will work with clients to assist in understanding and how to wear the mask. CLC understands this will be difficult for some clients, so instruction and modeling will be provided.

### **Physical Distancing**

CLC has a plan to meet physical distancing standards in NPA & ABA campus facilities and vehicles. Clearly define how staff can honor physical distancing recommendations yet meet client medical, personal, or support needs. Determine how adequate space and facilities will be utilized to maintain clients' and staffs' health and safety, especially when tending to individual clients' medical or personal needs.

- a. Plan to limit the number of people in all campus spaces to the number that can be reasonably accommodated while maintaining a minimum of 6 feet of distance between individuals. (6 feet is the current minimum recommendation for physical distancing from the CDC, but CLC will pay attention to future modifications in public health recommendations.)
- b. To the extent possible, and as recommended by the CDC, attempt to create smaller client/ educator cohorts to minimize client groups' mixing throughout the day. Minimize the movement of clients, educators, and staff as much as possible. CLC has worked within the recommended guidelines and developed programs to meet our clients' needs.
- c. In a circumstance where sufficient physical distancing is difficult or impossible, all individuals, including staff and clients, should wear face coverings that cover the mouth and nose consistent with public health guidance, as much as possible for our clients. To be clear, face coverings are not a replacement for physical distancing, but they should be used to mitigate virus spread when physical distancing is not feasible.

### **Staff Physical Distancing**

CLC has developed a plan that ensures physical distancing among staff in their work environment to reduce the spread of the virus that includes:

1. Staff will not congregate in work environments, break rooms, staff rooms, and bathrooms.
2. CLC will conduct training virtually or, if in-person, ensure distancing is maintained.
3. CLC staff schedules have been developed to accommodate new client schedules

and physical distancing strategies.

4. Per Cal/OSHA regulations and guidance, CLC has evaluated all workspaces to ensure that employees can maintain physical distancing to the extent possible.

### **Client Physical Distancing**

- CLC has signage and barriers to direct traffic around campus.
- Classrooms have a maximum capacity for clients of each classroom while meeting 6-foot physical distancing objectives.
- Following CDC and CDPH guidance, CLC will ensure desks are a minimum of 6 feet apart and arrange desks in a way that minimizes face-to-face contact.
- CLC will use other campus spaces for instructional activities (e.g., hallways, OT classroom, outdoors).
- CLC will implement physical distancing objectives as clients move between classrooms.
- CLC will limit meal preparation and eating. If clients require lunch, CLC will use classrooms and outdoor facilities to place clients six feet apart.

CLC will have a cleaning and trash removal plan, providing meal service in classrooms when food services resume.

### **Cleaning and Disinfecting**

Plan to meet cleanliness and disinfecting standards in NPA & ABA facilities and vehicles.

- a. CLC has incorporated higher level cleanliness standards before reopening and maintains a high level during the NPA & ABA year.
- b. CLC, in accordance with CDC guidance, will avoid sharing electronic devices, toys, books, and other games or learning aids.
- c. CLC will limit stuffed animals and any other toys that are difficult to clean and sanitize.
- d. Following CDC and California Department of Pesticide Regulation (CDPR) guidance, and in consultation with local public health officials, develop a plan that includes:
  - i. A plan for safe and correct disinfectants using personal protective equipment and ventilation recommended for cleaning.

ii. CLC will disinfect surfaces between uses, including:

1. Desks and tables
2. Chairs
3. Keyboards, phones, headsets, copy machines
4. Recreation items (ex. balls)

iii. CLC is disinfecting daily all high-touch surfaces, such as:

1. Door handles
2. Handrails
3. Sink handles
4. Restroom surfaces
5. Toys, games, art supplies, instructional materials (CLC has requested parents/ guardians are to provide individual materials and supplies for their child(ren)).
6. Playground equipment

iv. When choosing disinfecting products, CLC will use those approved for use against COVID-19 on the Environmental Protection Agency (EPA).

1. To reduce the risk of asthma-related to disinfecting, programs should aim to select disinfectant products on the EPA List N with asthma-safer ingredients (hydrogen peroxide, citric acid, or lactic acid).
2. Avoid products that mix these ingredients with peroxyacetic acid, sodium hypochlorite (bleach), or quaternary ammonium compounds, which can cause asthma.
3. Use disinfectants labeled to be effective against emerging viral pathogens, following label directions for appropriate dilution rates and contact times.

v. CLC will close all areas used by any sick person and not using before cleaning and disinfection. To reduce the risk of exposure, CLC will wait 24 hours before cleaning and disinfecting. If it is not possible to wait 24 hours, CLC will wait as long as possible.

