



## COVID-19 HEALTH, SAFETY and CLEANING GUIDANCE

### Purpose:

The purpose of this document is to provide cleaning and disinfecting guidance for Center for Autism and Related Disorders, LLC (“CARD”) Centers as it relates to COVID-19. This guidance is based on the Centers for Disease Control and Prevention (“CDC”) recommendations for schools, workplaces, and community locations. While more substantive cleaning of the Center will be done by external maintenance staff, the following protocols should be followed during all therapy sessions. Staff are encouraged to ask questions. These can be directed to your immediate supervisor or to: [covid19@centerforatusim.com](mailto:covid19@centerforatusim.com).

#### Resource

[CDC: Cleaning and Disinfecting Your Facility](#)

### How COVID-19 spreads:

The virus that causes COVID-19 is mainly spread by respiratory droplets. When someone infected with COVID-19 coughs or sneezes, respiratory droplets that contain the virus are expelled and can be breathed in by someone nearby. Although the virus cannot enter the body through the skin, the respiratory droplets carrying the virus can get into your airways or mucous membranes of your eyes, nose, or mouth to infect you. The virus can also be spread if you touch a surface contaminated with virus and then touch your eyes, nose, or mouth, although this is not the primary way the virus spreads.

### Guidance for cleaning and disinfecting:

Routine cleaning and disinfecting is key to maintaining a safe environment for patients and staff.

- **Cleaning removes** dirt and most germs and is usually done with soap and water.
- **Disinfecting kills** most germs, depending on the type of chemical used and only when the chemical product is used as directed on the label.
- Cleaning and disinfecting during operating hours are the responsibility of CARD staff.
- Always clean from least contaminated (light switches, doorknobs) to most contaminated (faucet, handle, toilet) area.

### Routine cleaning and disinfecting:

Clean and disinfect between patients and at least daily (or more, depending on use patterns) frequently touched surfaces and objects. To the extent that such cleaning can safely be incorporated within therapy sessions, it is encouraged. Such frequently touched surfaces and objects include, but are not limited to, the following:

- Doorknobs and handles (including faucets)
- Desks, tables, and chairs
- Lunchroom tables and chairs
- Countertops
- Handrails
- Light switches



- Toys should be removed after each therapy session and placed aside for thorough cleaning before the next patient use.
- Shared clinical materials
- Remote controls
- Shared telephones
- Shared desktops
- Shared computer keyboards and mice
- Books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

Remove any items that cannot be easily washed (i.e., stuffed animals, pillows) or that encourage patients to put the toy in their mouths (i.e., play food, pretend utensils). Items that cannot be cleaned or disinfected at all should also be removed from use and placed in temporary storage in the Center if possible. If you have any questions, please direct them to: [covid19@centerforatusim.com](mailto:covid19@centerforatusim.com).

**\*\*It is not necessary to routinely apply disinfectants to surfaces that are not high-touch or high-risk (e.g., floors, bookcases, tops of filing cabinets). Soft surfaces, such as carpets, rugs, and drapes, can be cleaned as and when needed using soap and water or a cleaner appropriate for the material.\*\***

## How to Clean and Disinfect:

- **Surfaces:**

- **\*\*KEEP ALL CLEANING AND DISINFECTANT SUPPLIES OUT OF THE REACH OF PATIENTS\*\***
- If surfaces are dirty, they should be cleaned using a CARD-provided detergent or soap and water before disinfection.
- If available, disposable wipes can be used on commonly used surfaces (e.g., keyboards, desks, remote controls) before each use.
- For disinfection, CARD will provide the required products. If you are running low on supplies, please contact the Facilities department or send an email to: [covid19@centerforatusim.com](mailto:covid19@centerforatusim.com).
- In the absence of such provided products, and only after receiving guidance from your direct supervisor or the Facilities department, the items listed below are equally effective:
  - Diluted household bleach solutions,
    - **Diluted household bleach solutions** can be used if appropriate for the surface.
    - **Never** mix household bleach with ammonia or any other cleanser.
    - **Prepare a bleach solution by mixing:**
      - 5 tablespoons (1/3rd cup) bleach per gallon of water; OR
      - 4 teaspoons bleach per quart of water.
  - Alcohol solutions with at least 70% alcohol, AND
- **For iPads and Tablets**, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.
- **For soft (porous) surfaces**, such as carpeted floor, rugs, and drapes:
  - Remove visible contamination, if present.
  - Clean with appropriate cleaners indicated for use on these surfaces as provided by CARD.
  - Discard used paper towels in a closed trash bin or a Ziploc bag.

## WHAT TO WEAR WHILE CLEANING AND DISINFECTING:



- **Personal Protective Equipment (PPE)**

- Staff who are cleaning should wear reusable gloves for all tasks in the cleaning process, including handling trash. You are also encouraged to use a face covering during the cleaning process, as well.
  - Gloves and face coverings have been provided to each CARD location. If you are running low on supplies, please contact the Facilities department or send an email to: [covid19@centerforatusim.com](mailto:covid19@centerforatusim.com).
  - Gloves and face coverings should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to **clean hands immediately** after removing gloves.

- **Hand Hygiene**

**Staff and others should [clean hands often](#).**

- Key times to clean hands include:
  - Immediately after removing gloves and/or face covering
  - After blowing one's nose, coughing, or sneezing
  - After using the restroom
  - Before eating or preparing food
  - Before and after providing direct hands-on therapy to a patient.

**Clean hands by washing hands with soap and water for 20 seconds.**

- Follow these five steps every time:
  - **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
  - **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
  - **Scrub** your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
  - **Rinse** your hands well under clean, running water.
  - **Dry** your hands using a clean towel or air dry them.

Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.

## **IF A PATIENT OR STAFF MEMBER BECOMES ILL**

- If a patient or staff member develops any symptoms of illness consistent with COVID-19 (e.g., new onset or worsening cough OR shortness of breath OR **at least two** of the following symptoms: fever of 100.4°F, chills, muscle ache, headache, sore throat, loss of taste or smell):
  - Have an emergency backup plan for staff coverage to ensure that you are able to maintain safe and careful supervision of patients if a staff member becomes sick.
  - Isolate the person in a separate room while they wait to be picked up or until they are able to leave the Center on their own. Ensure that they have hygiene supplies available, including a cloth mask, facial tissues, and alcohol-based hand sanitizer or wipe.



- Remind staff who are monitoring the patient or staff member with symptoms to practice social distancing when possible.
- Close off the space used for isolation after the ill person leaves. Open it after proper cleaning and disinfecting.
- Clean and disinfect high-touch surfaces, focusing on areas where the person is known to have been and items they have touched (e.g., individual desk, recently used toys, shared equipment).
- Wear gloves when cleaning, and wash hands after removing gloves.

### **WHEN A PATIENT OR STAFF MEMBER HAS A SUSPECTED OR CONFIRMED CASE OF COVID-19**

- As long as routine cleaning and disinfection have been done regularly, additional cleaning and disinfection may not be necessary. Depending on when a person with COVID-19 was last in the Center, it may be difficult to know which areas they were in and which objects or surfaces they may have touched after they become sick.
- Contact your immediate supervisor or email [covid19@centerforatusim.com](mailto:covid19@centerforatusim.com) if you suspect or have confirmed a patient or staff member has COVID-19 or if you have questions about cleaning after a patient or staff member becomes ill.
- Advise the patient or staff member to consult a health care provider to determine if any testing or other medical care is indicated.

**\*\*NOTE\*\*:** If the patient or staff member has a positive test for COVID-19 or the doctor tells the patient or staff member that s/he likely has COVID-19, the patient or staff member should be kept home and away from others for a minimum of 7 days AND be fever-free (with no fever-reducing medications) for 72 hours AND have significant improvement in their other symptoms. If the patient or staff member tests negative for COVID-19 or the doctor says they do not have COVID-19, they should stay home until at least 72 hours after the fever is gone (with no fever-reducing medications) and symptoms get better. Areas used by patient or staff member should be closed off for use by patients and staff members for the remainder of the day, to the extent possible. Centers are encouraged to wait as long as possible (preferably 24 hours) before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets. Where possible, open outside doors and windows to increase air circulation in the area.

### **GENERAL PRECAUTIONS FOR CLEANING AFTER AN ILL PATIENT OR STAFF MEMBER HAS BEEN IN THE CENTER**

- The risk of getting COVID-19 from cleaning is low. The following are general precautions for cleaning staff, given that community transmission of COVID-19 is occurring:
  - Staff should not touch their face, eyes, or mouth while cleaning.
  - Staff should wear disposable gloves and a face covering when cleaning and handling trash.
  - Staff should consider having a change of clothes at work.
  - Clothing worn while cleaning should be laundered safely at home as soon as practical.
  - Staff should thoroughly wash hands with soap and water for at least 20 seconds after gloves are removed.
  - Staff will be trained on the hazards of the cleaning chemicals used in the workplace in accordance with OSHA standards.

