



## COVID-19 CBS Protocol

**Revised 12.27.2021**

### **A. Arrival & Departure Protocols**

1. **Operations Manager** (or another CARD team member who is responsible for opening the Center) shall complete the following steps:
  - a) OM arrives to center prior to arrival of first Behavior Technician & patient with enough time to complete appropriate sanitation procedures.
  - b) OM must always wear face covering when in the center unless alone in their private office with the door closed and following proper private office sanitation procedures or unless fully vaccinated. “Fully vaccinated” means CARD has documented that the teammate received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series or a single-dose COVID-19 vaccine.
  - c) OM enters center wearing face covering and washes hands immediately.
  - d) OM puts on gloves and keeps them on throughout the center disinfectant protocol.
  - e) OM sprays & wipes down exterior center door handle and surrounding area with antibacterial cleaner.
  - f) OM stands at designated center drop off point outside center or in the lobby wearing face covering at time of patient arrival or when doorbell chimes.
2. **Behavior Technician Arrival**
  - a) Behavior Technician arrives at center with enough time to get to designated patient drop off point prior to the start of the first schedule block.
  - b) Behavior Technician should practice good hygiene prior to entering the center
  - c) Behavior Technician must complete their self-screen and certification at home, before reporting to work, using their own thermometer, if available prior to Behavior Technician contact with patient and prior to entering center
    - i. If Behavior Technician has a temperature of 100.4 or higher or does not pass health screen, they should not enter the center or, have contact with patient or other Teammates and should immediately return home.
    - ii. The OM should inform caregiver that session is cancelled, unless another BT is available.
  - d) When scheduled patient has arrived and OM notifies Behavior Technician their assigned patient is present and ready to be escorted into the center, Behavior Technician starts session on iPad, puts on face covering and escorts patient to bathroom to wash hands (both Behavior Technician & patient). The use of face shield and/or goggles shall be optional.
3. **Patient Arrival & Drop-off**
  - a) Patient & Caregiver arrive to designated center drop-off site prior to scheduled session to account for patient check-in procedure.
  - b) Entrance Procedure
    - i. Temperature & health screen will occur prior to caregiver departure or clinic entry
      - a) OM takes the patient’s temperature completes health screen with caregiver.
      - b) Patient is required to have temperature below 100.4 to exit vehicle.
        - i. OM notifies assigned Behavior Technician that patient is cleared to enter center.

- ii. OM shall ensure that face coverings are used during screening by screeners and, if temperatures are measured, that non-contact thermometers are used.
- c) Behavior Technician escorts patient to the entry of the center and immediately proceeds to nearest hand washing station.
  - i. Patient and Behavior Technician should wash hands
- d) Following hand washing, patient is escorted to assigned work area by assigned Behavior Technician.
- e) All personal belongings of both Behavior Technician and patient should be kept at assigned workstation.
- f) Teammates should monitor all patients for signs and symptoms of respiratory infections.
  - i. Each center should identify an area where Teammates or patients would be isolated if they become symptomatic and cannot immediately leave the center.
  - ii. Patients or Teammates who are symptomatic with respiratory illness should be isolated immediately and be separated from well patients and Teammates until sick patients and Teammates can be sent home.
- g) Caregivers who are cleared with a temperature & health screen are now allowed to enter the center to pick up their child.
- h) Caregivers who are unvaccinated are required to wear a face covering upon entering the center.
- i) Caregivers should sign for the session on Behavior Technician iPad and then may leave the center with their child.

**B. General Session Health & Safety Guidelines**

**1. Confirmed Positive Teammates or Those Exposed to Positive Cases.**

- a) All Teammates should be excluded from work if they are sick.
- b) If Teammates have tested positive for COVID-19, they should remain under home isolation precautions until at least 24 hours have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and, at least 5 days have passed since symptoms first appeared.
- c) If Teammates have fever with cough or shortness of breath and have tested negative for COVID-19, they should stay home away from others until 72 hours after fever is gone without the assistance of fever-reducing medications (e.g., acetaminophen) and symptoms of acute infection resolve.
- d) If Teammates have fever with cough or shortness of breath and have not been tested for COVID-19, they should stay home away from others until 72 hours after fever is gone without the assistance of fever-reducing medications (e.g., acetaminophen) and symptoms of acute infection resolve.
- e) If Teammates have other non-compatible symptoms and have not been tested for COVID-19, they should stay home until 24 hours after all symptoms are gone without the use of medicine.
- f) Individuals who have come in direct contact with a positive case of COVID-19, are able to resume normal activity after 5 days from the last date of exposure, or if the exposed person receives a negative test result 3 days after the last date of exposure and remain symptom free. At the end of five days, if you have no symptoms, you can return to normal activities but must wear a mask everywhere — even at home around others — for at least five more days. If you still have symptoms after isolating for five days, stay home until you feel better and then start your five days of wearing a mask at all times.
- g) Per CDC guidelines, fully vaccinated people and certain people who have tested positive for COVID-19 previously do not need to quarantine or get tested following a known exposure if

asymptomatic.

## 2. COVID-19 Vaccination Documentation

- a) Per existing regulatory requirements, CARD is required to document vaccination status for Teammates who are not wearing a face covering using one of the following methods of documentation:
- b) Teammates can provide proof of vaccination, including a vaccine card or health care document showing vaccination status, and CARD will maintain a copy confidentially in the Concred system.
- c) Teammates self-attest to vaccination status and CARD maintains a record of who self-attests. **\*\*some counties require an employer to maintain a physical copy of a vaccine card and self-attestation is not allowed\*\***
- d) If a Teammate declines to state their vaccination status, CARD is required under regulatory requirements to treat the Teammate as unvaccinated.
- e) CARD teammates are not required, and CARD will not disclose (without teammate written authorization) COVID vaccination status with caregivers, patients or other teammates.
- f) As disclosed below, face coverings for vaccinated teammates continues to be within their discretion and therefore no inference can be made as to vaccination status of a teammate based upon their wearing of a face covering.

## 3. Testing

- a) CARD will offer testing at no cost to Teammates under the following circumstances outlined below. In most instances, COVID-19 testing remains free and will be the first referral.
  - i. The Teammate is symptomatic and unvaccinated, regardless of whether there is a known exposure.
  - ii. The Teammate is unvaccinated and has had a workplace close contact.
  - iii. The Teammate is vaccinated, has had a workplace exposure, and has developed symptoms.
  - iv. Teammates who are unvaccinated in an outbreak situation.
  - v. All Teammates in a major outbreak.
- b) Fully vaccinated Teammates will not be offered testing or excluded from work after close contact unless they have COVID-19 symptoms.

## 4. Physical Distancing

- a) As of the date of this revision, previously stated physical distancing and barrier requirements are removed regardless of Teammate's vaccination status, except for locations where unvaccinated Teammates are eating and drinking.
- b) With respect to patients at the center, unvaccinated and unmasked patients will continue to be required to social distance at the center. Patients that are unvaccinated, yet masked, will be allowed to resume limited interaction using the reasonable judgment of the clinical team based upon the particular surroundings of the Center.
- c) Notwithstanding the forgoing, the following are exemptions to the elimination of physical distancing requirement:
  - i. If CARD assesses a workplace hazard and determines that physical distancing is necessary for the workplace.

- ii. If there is an outbreak (3 or more Teammates testing positive within a 14-day period), CARD will evaluate whether physical distancing or barriers are needed to control transmission.
- iii. Physical distancing and barriers are mandated in the event of a major outbreak, defined as 20 or more Teammates testing positive.)

## 5. Face Coverings

- a) Fully vaccinated Teammates (who have complied with the vaccination status confirmation set out above) do not have to wear a face-covering indoors at the center unless there is an outbreak in the workplace, defined as three or more Teammates testing positive or the vaccinated Teammate is conducting COVID-19 screenings.
- b) Unvaccinated teammates or those who have elected not to provide vaccination status, are required to continue wearing face coverings at all times within the center when providing care to patients.
- c) CARD will provide required face coverings/respirators to all unvaccinated Teammates, those who have elected not to provide vaccination status, as well as those requesting them. CARD shall ensure Teammates who are not vaccinated or who have elected not to provide vaccination status wear face coverings in the center at all times.
- d) For home sessions, CARD defers to the particular requests of the caregivers. Accordingly, if a caregiver requests teammates to wear face coverings in the home, regardless of vaccination status, teammates must comply to the extent the request is reasonable. Additionally, all unvaccinated teammates must continue to wear face coverings during home sessions.
- e) Exceptions to Face Coverings requirement for unvaccinated Teammates or those who have elected not to provide vaccination status include:
  - i. When Teammates are outside.
  - ii. When an Teammate is alone in a room or vehicle.
  - iii. While eating or drinking, but only if Teammates are at least six feet apart and outside air has been maximized to the extent feasible. (Note that this one area where physical distancing is still required.)
  - iv. Teammates who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. In these situations, Teammates must utilize a face shield.
  - v. Specific tasks which cannot feasibly be performed with a face covering as it impedes interaction with the patient, hinders a learning protocol, a teaching protocol requires the patient to see the clinician's mouth or otherwise is not clinically appropriate for the clinician to wear. This exception is limited to the time period in which such tasks are actually being performed. In these situations, Teammates must utilize a face shield.
  - vi. Upon caregiver's reasonable request that Teammate interacting directly with patient wear face covering during direct interactions.
- f) Patients
  - i. Though not mandatory, it is recommended that patients wear face coverings while in the center.
  - ii. If a patient is resistant to wearing face coverings, consider adding this skill to their

treatment program. At no time should a face covering be forced upon a patient against their will. If requested by a caregiver, discuss this with them.

- iii. Patients 2 and under should not wear face coverings at any time as they have been identified as a suffocation hazard.

## 6. Cleaning and Hygiene

- a) When no people with confirmed or suspected COVID-19 are known to have been in a space, cleaning once a day is usually enough to sufficiently remove virus that may be on surfaces and help maintain a healthy center.
- b) Where there is a higher level of COVID-19 transmission in a community, where there is a low frequency of face covering or where there is poor hand hygiene, cleaning more frequent than daily and/or disinfecting must be done.
- c) Where a sick person or where a person who has tested positive in your center for COVID-19 immediately contact the CARD COVID-19 help email for a deep cleaning.
- d) While the CDC indicates that the risk of “catching” COVID from surfaces is extremely low, CARD still requires the following protocols.
- e) Hand Washing Schedule for Teammates & Patients (warm water with soap for at least 20 seconds).
  - i. Behavior Technicians & patients must wash hands upon entering the center
  - ii. Behavior Technicians must wash their hands between patients
  - iii. Behavior Technicians & patients should practice good hygiene which includes regular handwashing.
    - a) Following coughs or sneezes
    - b) Prior to and after preparing or consuming food
    - c) Following toileting
- f) Hand sanitizer
  - i. May be used if patient or Teammates are unable to implement hand washing schedule as noted above.
  - ii. Patient Stimuli.
    - a. Electronic stimuli should be used whenever possible
    - b. If patient requires physical stimuli, it should be kept in patient storage bin at center and should only consist of laminated (non-cardboard or paper) and hard surface items that can be safely cleaned with soap and water and/or antibacterial spray. If patient has both home and center-based services, stimuli should travel with the patient and be cleaned before and after use.
    - c. Stimuli should not be shared between patients.
- g) Toys
  - i. Toys that can safely cleaned with soap and water and/or antibacterial spray should be sanitized daily by OM or their designee prior to Teammates and patient arrival.
  - ii. Following interaction with a toy that will be used by other patients, the Behavior Technician or other clinician should have the patient help with proper sanitation procedures prior to putting it away.
- h) Physical locations such as kitchens and restroom areas should be properly cleaned at least daily by the assigned cleaning crew. Individual patient workstations should be sanitized upon entry and following hand washing by the patient and clinician. All hard surfaces should continue to be wiped down regularly.

i) Food & Mealtimes

- a. Caregivers are advised to send patient meals in disposable bags.
- b. Caregivers are advised to send patient meals that do not have to be cooked, heated, or refrigerated.
- c. Caregivers are advised to package snack items in a container or bag that the patient can access and open independently.
- d. If a patient has a meal that must be cooked or heated, it is advised that CARD Teammates stagger meal preparation times. The need to heat meals should be an exception, and caregivers should be reminded to send food that adheres to the guidelines.
- e. Meals should be eaten in the assigned workstation.
- f. Meals should not be eaten in groups.

j) Diapering/Toileting Accidents

- a. When it becomes necessary to change a patient, Teammates will ensure they are wearing appropriate PPE which shall include a face covering and wash their hands and wash the patient's hands before they begin, and wear disposable gloves. Teammates must follow safe diaper changing procedures as follows:
  - i. Prepare (includes putting on disposable gloves)
  - ii. Clean the patient
  - iii. Place wet or soiled closed in a bag
  - iv. Remove trash (soiled diaper and wipes)
  - v. Replace diaper
  - vi. Wash patient's hands
  - vii. Clean up diapering station
  - viii. Wash hands
- b. After diapering, Teammates will wash their hands (even if they were wearing gloves) and disinfect the diapering area. If the surface is dirty, it will be cleaned with detergent or soap and water prior to disinfection.

\*\*\*If Teammates are uncomfortable changing the patient, the patient's caregiver must be called immediately to change the patient.\*\*