

## **TASC Policy and Waiver for Resuming In-Person Services**

Thank you to all of the families and the staff at TASC who have been so remarkably patient and flexible with us over the last two months. Because of this, we were able to continue providing services for many of our clients throughout the pandemic and develop new methods for ABA telehealth service delivery. As we begin to resume in-person services, we will be reviewing and revising our existing policies to ensure the best transition possible for everyone involved while still being cognizant of safety protocols and attempting to mitigate the risk of COVID-19 exposure to our clients, staff, and families. Please review the information below and contact us with any questions or concerns.

### **Scheduling through the transition**

- New schedules will be provided to staff and parents/guardians by TASC scheduling. Efforts will be made to accommodate schedule requests, but those requests as well as an immediate return to the previous schedule, are not guaranteed.
- We are sensitive to the concerns of all staff and families regarding the return to in-person services. Parents/guardians and clinicians have all had the opportunity to voice their level of comfort with in-person therapy, both at the clinic and in-home. At this point in our efforts to phase back to in-person services, scheduling is attempting to honor all of those requests. Please understand that hours could potentially be affected depending on the chosen modality and location of services.
- Clinic schedules will be developed with consideration to the number of staff and clients that will be present at any given time. Social distancing may not be possible between a client and clinician due to the needs of the client, but care will be taken to maintain a reasonable distance between the client/clinician and other staff or clients while in the clinic setting.
- For clients that receive in home services, efforts are being made to limit contact to one clinician per child to minimize the exposure to the family and clinician. This is a goal, but it is not guaranteed due to the difficulty with scheduling during this transition phase.

### **In Person Session Cancellations**

- In Person services will stop/be cancelled if
  - Clients, staff, or anyone in their households report exposure to someone confirmed to have COVID-19
  - Clients, staff, or anyone in their households report or show symptoms of COVID-19 as outlined by the CDC (currently: fever over 100.3, coughing, difficulty breathing, etc.)
  - Staff or client families are unable to follow the guidelines below, which would increase the risk of infection to all other TASC clients, staff, and families.

### **Safety Assurances**

#### **All staff and clients will**

- have their temperature taken and recorded prior to the start of each session.
- wash hands frequently, to include after sneezing, coughing, blowing nose, touching face, toileting, or consuming food or drink.
- respect social distancing guidelines when in the same area with other staff, clinicians, and families.
- follow all facility guidelines including but not limited to: Staff are to wear a mask when inside the building, and clients over the age of 2 will wear masks all times when feasible and when using the gym or other community spaces. If your student does not agreeably wear a mask and is over the age of 2 we will work on them wearing a mask as a goal but they will not be able to go to the gym.

**Clinicians will**

- initial all required areas of the Safety Verification form (along with the client's parent/guardian) prior to the start of every session.
- Immediately notify TASC and clients if they suspect exposure to COVID-19 or they display any symptoms of COVID-19.
- be encouraged to wear their hair pulled back in a ponytail or bun.
- change clothes between sessions with different clients.
- follow the CDC facility guidelines for cleaning and disinfecting all areas and materials in the clinic, including those that are taken to and from in-home sessions immediately after each use. If the therapist cannot clean the area immediately they will call for someone to help them do so immediately.

**Parents/Guardians will**

- initial all required areas of the Safety Verification form (along with the client's clinician) prior to the start of every session.
- communicate information to staff immediately regarding COVID-19 symptoms displayed by any member of the household, as well as any potential exposure to those with COVID-19.
- in the case of in-home sessions, follow the CDC home guidelines for cleaning and disinfecting the areas and materials that will be used by the client and clinician during the session.
- follow social distancing guidelines when interacting with staff in the clinic and in the home, including minimizing clinician exposure to other family/household members during the session and clinic drop-off/pick-up. Center Drop off and pick up will be conducted at the car in the parking lot following the staff taking temperature of client.

**TASC Leadership will**

- monitor the implementation of proper cleaning and safety protocol by all staff.
- inform staff and client families if any new information is released by local, state, or federal government agencies that could impact service delivery.
- continually review/edit current policies and procedures as needed to ensure the safest and most effective services and environment for clients and staff.
- routinely monitor the ongoing risk vs. benefit of in-person services for all those involved and proceed with those services only while the benefits outweigh the risks.

**Waiver:**

By signing this agreement, you are acknowledging that you have read and understand the expectations for your child to continue receiving services from Tanner Autism Services of Colorado. You acknowledge that you are not being forced into this agreement and are signing of your own free will. By signing this agreement, you also acknowledge that there is inherent risk in continuing to receive services either in the home or clinic setting while COVID-19 is still actively spreading. Even with all the precautions we are putting into place, we cannot guarantee that there will not be a transmission of COVID-19 between your household and our staff. By signing this agreement, you acknowledge that you will hold harmless TASC and all associated personnel, for any and all harm that may come from continuing services during the COVID-19 pandemic.

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Parent/Guardian Signature

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Date

# Cleaning And Disinfecting Your Home

## Everyday Steps and Extra Steps When Someone Is Sick

### How to clean and disinfect

**Wear disposable gloves** to clean and disinfect.

#### Clean

- **Clean surfaces using soap and water.** Practice routine cleaning of frequently touched surfaces.



#### High touch surfaces include:

Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.



#### Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- **Recommend use of EPA-registered household disinfectant.**

**Follow the instructions on the label** to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label).
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

- **Diluted household bleach solutions may also be used** if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.

**Follow manufacturer's instructions** for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

**Leave solution** on the surface for **at least 1 minute**

Bleach solutions will be **effective** for disinfection **up to 24 hours**.

**To make a bleach solution**, mix:

- 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.**



### Soft surfaces

For soft surfaces such as **carpeted floor, rugs, and drapes**

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

- **Laundry items** (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- **Disinfect with an EPA-registered household disinfectant.** [These disinfectants](#) meet EPA's criteria for use against COVID-19.

## Electronics

- For electronics, such as **tablets, touch screens, keyboards, and remote controls.**
- Consider putting a **wipeable cover** on electronics.
- **Follow manufacturer's instruction** for cleaning and disinfecting.
  - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol.** Dry surface thoroughly.



## Laundry

For clothing, towels, linens and other items

- Laundry items according to the manufacturer's instructions. Use the **warmest appropriate water setting** and dry items completely.
- **Wear disposable gloves** when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick **can be washed with other people's items.**
- **Do not shake** dirty laundry.
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.
- **Remove gloves**, and wash hands right away.



## Clean hands often

- **Wash your hands** often with soap and water for 20 seconds.
  - Always wash immediately after removing gloves and after contact with a person who is sick.
- **Hand sanitizer:** If soap and water are not readily available and hands are not visibly dirty, use a hand sanitizer that contains at least 60% alcohol. However, if hands are visibly dirty, always wash hands with soap and water.
- **Additional key times to clean hands** include:
  - After blowing one's nose, coughing, or sneezing
  - After using the restroom
  - Before eating or preparing food
  - After contact with animals or pets
  - Before and after providing routine care for another person who needs assistance (e.g. a child)
- **Avoid touching** your eyes, nose, and mouth with unwashed hands.



## When Someone is Sick

### Bedroom and Bathroom

Keep **separate bedroom and bathroom for a person who is sick** (if possible)

- The person who is sick should stay separated from other people in the home (as much as possible).
- **If you have a separate bedroom and bathroom:** Only clean the area around the person who is sick when needed, such as when the area is soiled. This will help limit your contact with the person who is sick.



- Caregivers can **provide personal cleaning supplies** to the person who is sick (if appropriate). Supplies include tissues, paper towels, cleaners, and [EPA-registered disinfectants](#). If they feel up to it, the person who is sick can clean their own space.
- **If shared bathroom:** The person who is sick should clean and disinfect after each use. If this is not possible, the caregiver should wait as long as possible before cleaning and disinfecting.
- See [precautions for household members and caregivers](#) for more information.  
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-prevent-spread.html>

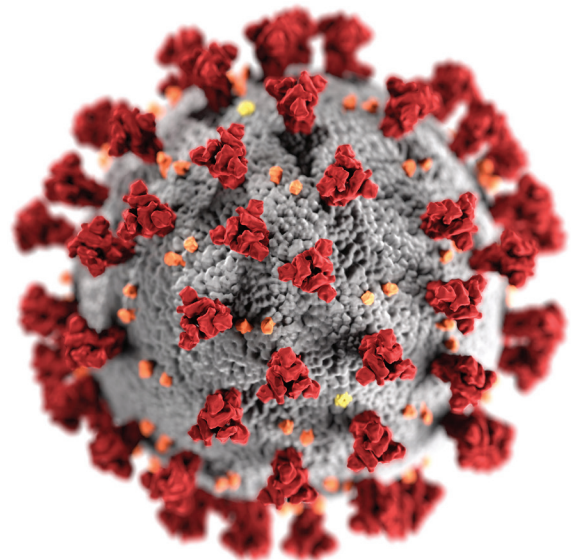
## Food

- **Stay separated:** The person who is sick should eat (or be fed) in their room if possible.
- **Wash dishes and utensils using gloves and hot water:** Handle any used dishes, cups/glasses, or silverware with gloves. Wash them with soap and hot water or in a dishwasher.
- **Clean hands** after taking off gloves or handling used items.



## Trash

- **Dedicated, lined trash can:** If possible, dedicate a lined trash can for the person who is sick. Use gloves when removing garbage bags, and handling and disposing of trash. Wash hands afterwards.



# Cleaning And Disinfecting Your Facility

## Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

### How to clean and disinfect

**Wear disposable gloves** to clean and disinfect.

#### Clean

- **Clean surfaces using soap and water.** Practice routine cleaning of frequently touched surfaces.



#### High touch surfaces include:

Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.



#### Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- **Recommend use of EPA-registered household disinfectant.** **Follow the instructions on the label** to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label).
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

- **Diluted household bleach solutions may also be used** if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.

**Follow manufacturer's instructions** for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

**Leave solution** on the surface for **at least 1 minute**

Bleach solutions will be **effective** for disinfection **up to 24 hours**.

**To make a bleach solution, mix:**

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- 4 teaspoons bleach per quart of water

- **Alcohol solutions with at least 70% alcohol.**



### Soft surfaces

For soft surfaces such as **carpeted floor, rugs, and drapes**

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.



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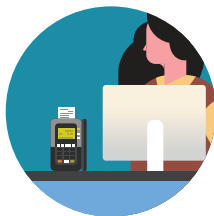
- **Laundry items** (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.

OR

- **Disinfect with an EPA-registered household disinfectant.** [These disinfectants](#) meet EPA's criteria for use against COVID-19.

## Electronics

- For electronics, such as **tablets, touch screens, keyboards, remote controls, and ATM machines**
- Consider putting a **wipeable** cover on electronics.
- **Follow manufacturer's instruction** for cleaning and disinfecting.
  - If no guidance, **use alcohol-based wipes or sprays containing at least 70% alcohol.** Dry surface thoroughly.



## Laundry

For clothing, towels, linens and other items

- Laundry items according to the manufacturer's instructions. Use the **warmest appropriate water setting** and dry items completely.
- **Wear disposable gloves** when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick **can be washed with other people's items.**
- **Do not shake** dirty laundry.
- Clean and **disinfect clothes hampers** according to guidance above for surfaces.
- **Remove gloves**, and wash hands right away.



## Cleaning and disinfecting your building or facility if someone is sick

- **Close off areas** used by the person who is sick.
- **Open outside doors and windows** to increase air circulation in the area. **Wait 24 hours** before you clean or disinfect. If 24 hours is not feasible, wait as long as possible.
- Clean and disinfect **all areas used by the person who is sick**, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls, and ATM machines.
- If **more than 7 days** since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
  - Continue routine cleaning and disinfection.



## When cleaning

- **Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.**
  - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
  - Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area.
- **Wash your hands often** with soap and water for 20 seconds.
  - Always wash immediately after removing gloves and after contact with a person who is sick.



- Hand sanitizer: If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.

- **Additional key times to wash hands** include:

- After blowing one's nose, coughing, or sneezing.
- After using the restroom.
- Before eating or preparing food.
- After contact with animals or pets.
- Before and after providing routine care for another person who needs assistance (e.g., a child).

## Additional Considerations for Employers



- **Educate workers** performing cleaning, laundry, and trash pick-up to recognize the symptoms of COVID-19.
- Provide instructions **on what to do if they develop symptoms within 14 days** after their last possible exposure to the virus.
- Develop **policies for worker protection and provide training** to all cleaning staff on site prior to providing cleaning tasks.
  - Training should include when to use PPE, what PPE is necessary, how to properly don (put on), use, and doff (take off) PPE, and how to properly dispose of PPE.
- Ensure workers are **trained on the hazards of the cleaning chemicals** used in the workplace in accordance with OSHA's Hazard Communication standard ([29 CFR 1910.1200](#)).
- **Comply** with OSHA's standards on Bloodborne Pathogens ([29 CFR 1910.1030](#)), including proper disposal of regulated waste, and PPE ([29 CFR 1910.132](#)).

## For facilities that house people overnight:

- Follow CDC's guidance for [colleges and universities](#). Work with state and local health officials to determine the best way to isolate people who are sick and if temporary housing is needed.
- For guidance on cleaning and disinfecting the bedroom/bathroom for someone who is sick, review CDC's guidance on [disinfecting your home if someone is sick](#).

