



COVID-19 Prevention and Response Guidelines for Building Blocks Centers

Effective May 1st

Introduction:

Building Blocks Behavior Consultants' top priority is the safety and well-being of our staff, clients and the communities we serve. Our services have been evolving since March 16th due to the COVID-19 pandemic. At this time, our team has decided to re-open direct services starting May 1st. At this time, direct services will be exclusively held at our centers and delivered in block schedules. We are continuing to recommend telehealth and will add direct services to those clients who are in clinical need due to increase in excess behaviors or at risk of regression. To ensure the continued safe and wellbeing of our staff and families, we are implementing the following preventative measures and Guidelines.

If your child will be participating in direct services at one of our centers, you will be asked to adhere to the following:

- In order to minimize all non-essential personnel from entering the center, please call the office once you arrive at the center. Staff will greet you at your vehicle and walk your child to the center to avoid crowds coming in and out of the building.
- Staff will complete a screening for symptoms at curbside before entering. This will include temperature check and wellness questionnaire. Your child's temperature must be below 100.4 to receive services.
- As recommended by the CDC, please keep your child home if anyone in your household is experiencing the following:
 - Fever of 100.4 or more
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste
- If your child has experienced two of the above symptoms within the last 24 hours, he or she will be asked to remain at home until symptoms have diminished and 7 days have passed since symptoms first appear.
- If your child exhibits a fever of 100.4 or more, services can resume after 2 days of being fever free without the use of medicine.

- Staff will assist your child with hand washing upon entering the facility and throughout session.
- Please provide our admin office with a current emergency contact list.
- We ask that you be available during your child's session in case of an emergency.
- Families are encouraged to follow stay at home orders and minimize contact with the public and people outside of their household.
- At the end of your child's sessions, therapist will escort your child to your car.
- You will be asked to sign in for sessions from our Central Reach parent portal.

Staff Prevention Guidelines during work hours:

Temperature and Wellness Checks:

- Temperature checks will be performed in the lobby of our centers.
- Upon arrival, Staff is asked to wait outside for a facility coordinator to let them in.
- Only one person will be allowed in the lobby area to have their temperature checked prior to entering the center area.
- At the Marconi location, Staff is asked to enter from the back of the building.
- Staff's temperature must be below 100.4 in order to deliver services.
- Staff should assess their health each workday to determine if they are experience any of the symptoms and if so, remain home.
- Please call the office line at (916) 716-9960 or text line at (916) 742-8766 to report an absence or tardy.

Washing Hands:

- Upon entering the building, Staff is required to wash their hands prior to entering center area.
- Staff is required to assist their client with hand washing after receiving the child into the center.
- Staff is required to wash their hands every hour and before/after performing any self-help routines.
- Staff is required to follow guidelines for proper hand washing (i.e. using soap and water for at least 20 seconds or using an alcohol-based hand sanitizer that contains at least 60% alcohol.)
- Avoid touching your eye, nose and mouth with unwashed hands.
- If soap and water are not available, use an alcohol-based hand sanitizer.

Personal Protective Equipment:

Masks/Gloves: The World Health Organization (WHO) has stated that people only need to wear face masks if they are treating someone who is infected with the coronavirus. However, BBBC will be implementing mandatory use of face masks during work hours.

- Building Blocks will provide cloth masks to all Staff on site.
- All Staff is required to wear masks while conducting session, interacting with others and during on site supervision.
- Staff is asked to avoid touching their eyes, nose and mouth with unwashed hands, even when wearing a mask.
- Children are not required to wear masks unless requested by parent.
- Gloves are available for all staff to use while at the centers.
- Gloves must be worn when interacting with bodily fluid, food, or picking items off the floor.
- Gloves are optional for Staff to wear during sessions. Please follow the guidelines below on how to properly remove and dispose of gloves:
 - Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove
 - Hold removed glove in gloved hand
 - Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove
 - Discard gloves in a waste container

Other Considerations:

- Cover your cough or sneeze with a tissue (if possible), then throw the tissue in a lined trash container. If you are unable to grab a tissue, please use hand or elbow then immediately wash your hands following the proper handwashing techniques and wipe down any surfaces nearby.
- Open doors by pushing with elbow or backing up into to open. If door is needed to pull to open, please use hand sanitizer after opening with hands.
- Staff going from center to other center must change clothes and place in car/plastic bag to put clothes in that they arrive in:
 - Place the removed clothing directly into a bag, rather than on the counter/floor then into the bag. Keep in mind the purpose of this is to reduce the spread of germs on the outside of the clothing so minimize contact with the outside of the clothing to as few surfaces as possible. Wash both of your hands when finished.

Stay at home order and social distancing:

- Staff are encouraged to follow current stay at home orders in place and eliminate contact to the public and people outside of their household.

- Staff are asked to monitor those in their home. If someone in their household, whom you have close contact with is experiencing symptoms of COVID-19 and they cannot be quarantined away from you, you may be asked to stay away from work.
- Staff are asked not to leave the premises during work hours (going to your car is ok) or between client sessions.

Employees and Clients Who Are Sick or Become Sick

Client Symptoms and Procedure:

- If symptoms appear in client during session, notify supervisor on site immediately.
- Isolate the client in Director's office at the Roseville location or the front conference room at the Marconi location until caregiver arrives. Only the client and therapist will be allowed in the room at this time.
- After client leaves, the therapist will sanitize all surfaces and objects used during session. Block off room until room is sanitized.

Staff Symptoms and Procedure:

- If two or more symptoms appear in staff during session, notify the facility coordinator on site immediately and remove yourself from all well people.
- Block off the room until sanitized. One staff will wear protective equipment and sanitize all surfaces and objects used during the session.
- Please contact your health care provider if symptoms worsen.
- According to CDC, employees are to not return to work until:
 - They have had no fever for at least 72 hours (without use of medicine) and other symptoms have improved.

Center procedures:

Building Blocks will ensure that no more than ten people will gather in one area of the building at once. Up to two Staff at a time will be allowed to work in private offices. Staff are asked to practice social distance when greeting others and while interacting in various workspaces.

Disposable wipes and disinfectants are provided so commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, etc.) can be wiped down before each use. All disinfectants used by Building Blocks have been approved for COVID-19 via EPA website.

Objects in rooms that are typically designated for gatherings will be removed to prevent crowds.

Facility coordinators will conduct routine cleaning every hour on frequently touched surfaces including but not limited to:

- Counters
- Doorknobs
- Table surfaces
- Chairs
- Light switches
- Toilet seats
- Remote controls

Please see a facility coordinator for a complete list.

Staff Procedures to Prepare for Center Clients:

- Prepare all stimuli and materials prior to session.
- Designate specific materials for each client. Clients cannot share materials at this time.
- A room will be designated to each client. Sessions will be completed in the designated room for the duration of the session apart from bathroom breaks or breaks outside.
- There will be no transitions between rooms during client's sessions.
- Rooms will be modified to limit access to materials
- Only one client is allowed in the room at a time. Only one person is allowed in the room at a time.
- Supervision will be conducted outside of the room or through a telehealth platform.
- Each client will have a "to be cleaned bin" to be sanitized after every session - only staff handling their client's materials or other objects will perform the cleaning and disinfecting of materials at the end of the session.
- Materials must always stay in the room during session.
- If needed, you may ask the facility coordinator to retrieve additional materials for session.

Client interactions during sessions

- Staff will refrain from physical prompts or physical interactions with client unless necessary per the treatment plan.
- If client requires assistance during a toileting routine, follow regular Building Blocks guidelines.
- Staff and client may work on lessons across from the table or remain at least 6 feet apart when providing treatment.
- Individual snacks can be eaten in the client's therapy room.
- Parents are asked to bring snacks that do not require refrigeration or heating.

Miscellaneous

- Gross Motor Room and playground area are off limits at this time unless approved by Executive Director.
- All group activities and peer interactions are cancelled at this time.
- Staff will be trained on who to contact in case of an emergency
- Please follow instructions provided on the label prior to using disinfectants

Protocol if Confirmed Outbreak in Clinic:

In case of an outbreak or confirmed case, immediately contact Executive Director, Mila Zea or Andrew Weigel and notify of exposure incident. Building Blocks Behavior Consultants will contact health department for direction on how to proceed. In the absence of direction from Health Department Building has outline protocols to follow, however, direction from Health Department will supersede any/all procedures listed below:

- Staff and clients who worked in the clinic with the confirmed infected individual will be notified; within 24hours of receiving notification.
- Caregivers/Guardians/Parents will be notified in writing, person or by phone.
- Staff are to be notified in writing, person or by phone.
- The diagnosed individuals name, whether that be a client or employee will remain confidential.
- Notices are to include: Where the exposure took place, the date the exposure took place, the time the exposure took place if known. (such as during the 12-4 shift)

Questionnaire for COVID-19 exposure:

Upon arrival, parents will answer the following questions prior to receiving services:

- Has your child or anyone in the household been tested positive for COVID-19?
- Has your child or anyone in the household been exposed to someone who has tested positive for COVID-19?
- Is your child or anyone in the household currently displaying any symptoms related to COVID-19?
- Child's temperature to access services must be 100.4 or below
- Child's does not visually display symptoms related to COVID-19
 - Same questions will apply to staff prior to entering centers.
 - Questions must be asked daily.
 - Please complete a health assessment using gloves and following the instructions of thermometer usage in the center.

For more information, please visit the following resources:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/preparedness-resources.html>

<https://www.bacb.com/bacb-covid-19-updates/>



<https://www.cdc.gov/coronavirus/2019-ncov/downloads/COVID19-What-You-Can-Do-High-Risk.pdf>

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>

<https://www.bacb.com/ethics-guidance-for-aba-providers-during-covid-19-pandemic-2/>

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

<https://bhcoe.org/resources/covid-19-faqs-for-aba-providers/>

Note: *Building Blocks Behavior Consultants is currently accepting any non-monetary assistance towards our efforts to mitigate the health and safety of our clients and staff. We are accepting donations for the following PPE items: gloves, disposable masks, hand sanitizer and soap.*

We appreciate your patience and support during these difficult times. Building Blocks is committed to each of our families, staff and communities we serve.

Sincerely,

Mila Zea M.Ed., BCBA
Executive Director
Building Blocks Behavior Consultants, Inc.