



<b>Palm Beach Speech-Language Specialists and InterPlay Occupational Therapy</b>	
<b>POLICIES &amp; PROCEDURES</b>	
<b>Policy Title:</b> COVID-19 ReOpen Guidelines	<b>Page: 2</b>
<b>Policy and Procedure Manual Chapter:</b> Administrative Procedures	<b>Individual Responsible:</b> All Staff
<b>Approval Date:</b> May 18, 2020	<b>Effective Date:</b> May 18, 2020

### 3. If someone is or becomes sick.

- Follow CDC guidance on how to disinfect your building or facility if someone is sick.
- If COVID-19 is confirmed in a child or staff member:

- Close off areas used by the person who is sick
- Open outside doors and windows to increase air circulation in the areas.
- Wait up to 24 hours or as long as possible before you clean or disinfect to allow respiratory droplets to settle before cleaning and disinfecting.
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, and common areas.
- If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.
- Continue routine cleaning and disinfection

### C. POLICY

As an essential business, Palm Beach Speech-Language Specialists and InterPlay Occupational Therapy will continue to follow local, state and federal guidelines as we transition back to our pre-COVID activities.

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#### **D. PROCEDURE**

- a) Palm Beach Speech-Language Specialists and InterPlay Occupational Therapy employees will return to the clinic on Monday, May 18.
- b) Parents will have the option to choose a teletherapy visit or in-clinic visit at their currently scheduled time
- c) Therapists will conduct therapy either in-person or via teletherapy from their office space
- d) Following the guidelines of the state and local government, employees may or may not be required to wear face masks or coverings of some kind depending on the current guidelines. Depending on the child's response and parental feedback, therapists will use their discretion to determine the appropriateness of using a mask
- e) Parents will be required to drop their child off in the waiting room and return to their vehicle for the duration of the therapy visit
- f) Patients entering the facility must take their shoes off, wash their hands or use hand sanitizer before or upon entering the clinic
- g) Toys utilized during therapy sessions must be kept to a minimum and sanitized after each session
- h) Toys or other objects that have been soiled by secretions must be discarded in a 'dirty' bin and/or sanitized before reuse
- i) Employees will clean their hands before and after each client
- j) Employees will not congregate in the break room or other areas
- k) Employees will sanitize their hands before eating or drinking
- l) These procedures will be in place until July 1, at which time, all therapy visits will be conducted in-person with the exception of patients who meet the criteria for needing remote visits. Also at that time, new guidelines will be determined and explained.