



Outpatient COVID-19 Procedures

GLC OP strives to keep all children safe at all times. We have implemented several strategies that will remain in place during the COVID pandemic while Michigan is in Phases 1-5 of the Safe Start Plan. Some of these strategies were already standard operating procedures, while some have been expanded or added. These procedures may change or remain in place when Michigan enters Phase 6 of the Safe Start Plan. We reserve the right to change any of these procedures to reflect changes in local, state, federal or company practices.

- All staff and visitors must wear a mask at all times (unless they are alone in a private office or bathroom) while in the buildings.
- Visitors may be limited to only essential visits (e.g., assessment, caregiver training, interns).
- All staff and visitors must complete a health screening before entry to the building will be permitted, including temperature.
- All families must sign the COVID-19 acknowledgement form before services will commence.

Entry into the program for individuals served:

- Families will be assigned to enter at the front or the rear of the building.
- The times where many families would come to the center at the same time will have staggered start times. Families will be randomly assigned to the staggered start time.
- Families may enter the vestibule one at a time. The outside will be marked with Xs to indicate social distancing while waiting.
- Caregivers will walk child up to the vestibule where a screening will take place:
 - Child's temperature will be taken at the door. Any child with a temperature above 100.3 will not be permitted to enter.
 - COVID-19 screening questions - Family must answer no to all for the child to enter.
 - Is there any reason you or any member of your household have been instructed to self-quarantine or isolate? If yes, why?
 - Have you or any members of your household had contact with anyone with known COVID-19 or to be presumed positive with COVID-19?
 - Do you (does your child) have any symptoms of COVID-19 as listed by the CDC?
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.htm>
|
- Staff will meet the child at the screening point, and take the child to wash hands immediately upon entry. The child may also need to use hand sanitizer upon entry.

- Families will not be permitted past the vestibule unless they have an appointment. Families with appointments must use hand sanitizer as they enter, wash hands immediately upon entry, and wear a mask if medically tolerated.

During the day:

- All children/staff must wash hands once an hour and also as needed (or use hand sanitizer)
- All work spaces (including child workspaces) must be wiped down once an hour and also as needed.
- All staff must wear masks.
- If your child will tolerate wearing a mask, they should also do so. A social story about masks is on our website under News and Events.
- Social distancing must be maintained in all areas of the program.
- Groups will be limited to 10 people (including kids and staff) if group sessions are appropriate.
- We will not be allowing children to nap as the nap room will be used as an isolation area in the event a child gets sick during the day.
 - Parents can arrange to shorten sessions if they feel their child will not be successful without a nap.
- We will not be working on toothbrushing goals at the center.
- Children who are at the center all day will eat at their work stations as opposed to a common eating area.

End of sessions:

- We ask all parents to remain in their vehicles and inform us of their vehicle type, color, and location.
- Staff will walk children out to their caregiver's vehicle at the end of the day.

Other precautions we have in place:

- Staff will clean work areas and their commonly used equipment in the morning and afternoon. We have a designated staff or cleaning company to clean the centers daily. When staffing allows, we will have a designated staff to clean the centers each day.
- Staff must wear gloves when cleaning, toileting/diapering kids, making meals.
- Every room must have a bucket for toys that were mouthed.
- If toys cannot be washed we will not be using them during this time.
- We will be cleaning commonly used equipment once an hour.
- Staff must also complete a health screening before work each day.
- Staff and children who have been exposed to a person who tested positive for COVID-19 in the past 10 days may be required to quarantine for at least 10 days. These guidelines might be altered if someone is tested and receives a negative test result.
- Out of an abundance of caution and because most of our children who receive services do not wear masks for the entirety of their day, if anyone in the household of a person we serve has been exposed to a person who tested positive for COVID-19 in the past 10 days may be required to quarantine for at least 10 days. These guidelines might be altered if someone is tested and receives a negative test result.

- Some families may be directed to have sessions at HAC if that is geographically closer to assist with social distancing.

Plans for if we have a COVID-19 positive case (staff or youth served):

- As an agency, we must alert the Kalamazoo Public Health Department. We will take direction from them.
- We will inform all staff and families of a positive case, even if there was not close contact, but will maintain confidentiality of protected health information.
- Staff or children who have a positive COVID-19 test must have a negative test before they can return or follow time-based return procedures outlined by the CDC.

What you can do:

- Keep your child home if they or anyone in the household is sick and notify us by 7:30 am.
- Review the updated sick procedures and follow accordingly.
- Understand that sessions may be cancelled at a higher rate due to potential staff illnesses.

Specifics to the Phases of the Safe Start Plan that differ from what is above:

Phase 1	Phase 2	Phase 3	Phase 4 and 5
<p>In person sessions will only be conducted if there is imminent risk to the health and safety of the child/family as defined as severe problem behavior, such that it would not continue to be safe in the home without in person ABA services</p> <p>All other ABA services will be conducted via telehealth as appropriate</p>	<p>In person sessions will be held for youth if parents are interested AND the youth meets the criteria based on the GLC risk assessment</p> <p>Sessions will be limited to no more than 20 hours a week with time blocks as follows:</p> <ul style="list-style-type: none"> ● 8:30 AM - 12:30 PM M-F ● 1:30 PM - 5:30 PM M-F <p>There must be a designated staff cleaner to clean all day</p> <p>No group sessions will be conducted</p> <p>Visitors will be prohibited from the program unless there is an emergency need as dictated by the clinical or executive director</p> <p>Transportation will not be provided to the center</p> <p>All other ABA services will be conducted via telehealth as appropriate</p>	<p>In person sessions will be held for youth if parents are interested</p> <p>Sessions will be limited to no more than 20 hours a week with time blocks as follows:</p> <ul style="list-style-type: none"> ● 8:30 AM - 12:30 PM M-F ● 1:30 PM - 5:30 PM M-F <p>There must be a designated staff cleaner to clean all day</p> <p>No group sessions will be conducted</p> <p>Visitors will be prohibited from the program unless there is an emergency need as dictated by the clinical or executive director</p> <p>All other ABA services will be conducted via telehealth as appropriate</p>	<p>In person sessions will be held at full clinical recommendations</p>

Please note: Should we move forward or backward in this plan, it will take at least 1 week to pivot schedules. You'll be notified of any upcoming changes before the schedule shifts.