

### **Little Hands COVID-19 Policies & Procedures**

Little Hands Occupational Therapy takes your health and safety very seriously. The following policies and procedures have been developed in line with guidelines set forth by the Centers for Disease Control (CDC), Marin Health and Human Services (Marin HHS), as well as federal, state, county, and city guidelines. Little Hands Occupational Therapy will continue to monitor and adjust our procedures based on information from the official sources listed above. These policies and procedures will remain in place until further notice.

#### **Social Distancing**

1. To allow for safe social distancing, we ask that there is only one family in the waiting room at a given time. Please wait in the hallway or outside if another family is in the waiting area.
2. Parents are allowed to be present at the session only if it is necessary and approved by the treating therapist. If parent presence is not necessary, we ask that only the child scheduled for a session enters the clinic.
3. Physical contact or close contact may occur between therapist and client during the treatment session. Therapists will limit physical contact as much as possible. If you are not comfortable with this level of contact, we recommend continuing with telehealth sessions at this time.
4. All employees are required to maintain at least 6 feet distance from other persons at all times when possible.
5. No more than one therapist/child pair in break out rooms at a given time (unless special circumstances allow; ie.siblings).
6. No more than two therapist/child pairs in the larger gym at a given time, while maintaining social distancing.

#### **Face Coverings**

7. Therapists will be required to wear a face covering at all times while in the clinic or conducting sessions outside.
8. For adults and children 2 years old or older, a face covering is required (with the exception of children who have a sensory disorder or developmental challenge which impacts their ability to wear a face covering). Please bring in your child's face covering from home.

The CDC recommends that children under 2 years of age do **not** wear a face covering.

#### **Temperature Checks:**

9. Clients, including children (and parents if joining the session), must undergo a temperature check (using a contactless thermometer) at the beginning of each session (without the use of fever-reducing medicines that contain ibuprofen or acetaminophen).
10. The CDC defines a fever as a temperature of 100.4 degrees Fahrenheit or greater. Little Hands Occupational Therapy policy is that if the client or therapist's/employee's temperature is slightly elevated at 100.4 degrees Fahrenheit or higher, he or she will not be allowed to participate in in-person sessions until the individual receives clearance from a medical professional. A telehealth session may be an alternative to the in-person session if both parties are able and are feeling well.

#### **Sanitation**

11. Both therapist and client must each wash hands for 20 seconds with soap at the beginning and end of each session **or** use an alcohol-based hand sanitizer.
12. Common areas, such as doorknobs and railings will be disinfected frequently throughout each day.
13. All surfaces or equipment that have been touched or used during a session will be wiped down with disinfectant by the therapist at the end of each session, prior to the start of a new client.
14. Any surface or equipment that has come into contact with bodily fluids (for example, saliva droplets after a cough or sneeze) will be cleaned and disinfected right away.
15. The building is equipped with MERV 11 rated air filters.

#### **Health Screenings:**

16. **All clients and employees are urged to stay home if you do not feel well.**
17. Employees or clients who have symptoms when they arrive at Little Hands Occupational Therapy or become sick during the day should immediately be sent home.
18. Clients and employees are required to notify Little Hands Occupational Therapy immediately if they or anyone that they have been in contact with has been diagnosed with COVID-19 and have potentially exposed others.

19. If an employee or client of Little Hands Occupational Therapy were to receive a diagnosis of COVID-19, Little Hands Occupational Therapy will immediately notify any and all employees and clients who have potentially been exposed within the incubation period. For confidentiality purposes as required by HIPAA, identifying information will not be disclosed.
20. Any client, therapist, or employee with COVID-19 symptoms or diagnosis will not be allowed on clinic premises or to complete in-person sessions until cleared in writing by a medical provider.