



Staff and Family Emergency (S.A.F.E.)

Pandemic Operational Manual

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What is COVID-19?

- 'CO' stands for 'corona,' 'VI' for 'virus,' 'D' for disease and 19 for the year it emerged
- COVID-19 is a new respiratory illness in humans with an origin in bats. It is thought to spread mainly from person to person, mainly through respiratory droplets

Covid-19 Symptoms

- People with COVID-19 have had a **wide range of symptoms reported** – ranging from mild symptoms to severe illness. New information is continuously coming out regarding symptoms. For the most up to date list of symptoms please visit the CDC website: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> These symptoms may appear **2-14 days after exposure** to the virus:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - New loss of taste or smell
 - Headache
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19.

What is MDS Doing to Protect our Staff and Clients?

Meaningful Day Services (MDS) is committed to balancing the importance of providing exceptional client services with maintaining the health and safety of clients, staff and other stakeholders.

MDS will follow Indiana state recommendations, local (county/region) recommendations for each therapy center, and Centers for Disease Control (CDC) guidance to establish preventative procedures as well as reactive procedures should clients, staff or stakeholders test positive for COVID-19 after having been present in any facility.

The S.A.F.E Pandemic Operational Manual will cover all of our company and department specific policies and procedures developed to protect our staff and clients while we provide essential services during this time.

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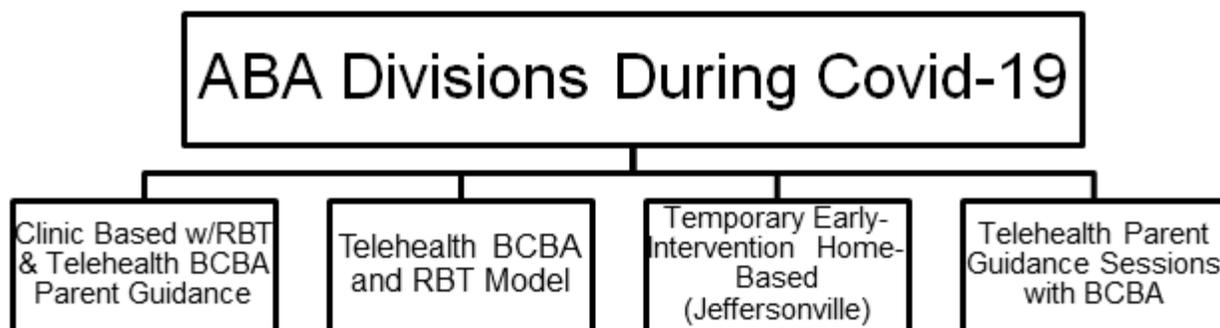
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Section 1: General Operations

The following procedures will be in place during the COVID-19 pandemic until all restrictions are lifted in order to prevent and reduce disease transmission and to maintain a healthy work environment for both staff and clients.

Changes to Operations

The re-opening of our clinics will occur in four phases. Within these phases, ABA services will be offered in four different formats. This division in service delivery will allow us to maintain healthy business operations and work environments while providing an essential service. These phases are subject to change, as CDC and Indiana state guidelines may change. Employees and clients will be notified as soon as possible if any changes are necessary.

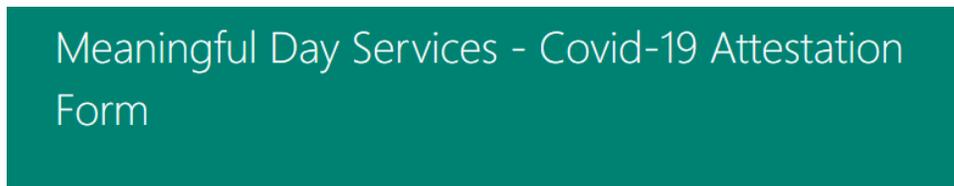


<p>Phase 1 June 8th</p>	<p>Jeffersonville Clinic</p> <ul style="list-style-type: none"> • In-clinic services resume in Suite 206 only • Hours: 8:30 – 5:00 • RBTs will be assigned an individualized treatment space • Clients returning in sessions limited to 2 hours in length (must be able to consistently physical distance and wear a face covering) <p>Telehealth</p> <ul style="list-style-type: none"> • Current BCBA led telehealth sessions will continue • Clients identified by their BCBA as appropriate for RBT telehealth sessions will increase current telehealth schedule to include additional RBT telehealth sessions • Telehealth social groups will continue • Parent Guidance Telehealth Sessions will continue for all other clients
<p>Phase 2 June 15th</p>	<p>Jeffersonville Clinic</p> <ul style="list-style-type: none"> • Hours: 8:30 – 5:00 • Additional clients will resume 2 hour in-clinic sessions <p>Jeffersonville Home Based Services for Early Intervention Clients</p> <ul style="list-style-type: none"> • Home based services will be initiated (temporary basis) <p>Greendale Clinic</p> <ul style="list-style-type: none"> • In-clinic services resume • RBTs will be assigned an individualized treatment space • Clients returning to in-clinic sessions <p>Telehealth</p> <ul style="list-style-type: none"> • All telehealth services continue as scheduled
<p>Phase 3 June 22nd</p>	<p>Jeffersonville Clinic</p> <ul style="list-style-type: none"> • Additional clients will resume 2 hour in-clinic sessions • Additional individualized treatment spaces will be opened in Suites 203-205 • Clinic Hours: Resume normal business hours <p>Jeffersonville Home Based Services for Early Intervention Clients</p> <ul style="list-style-type: none"> • Home based services will continue (temporary basis) <p>Greendale Clinic</p> <ul style="list-style-type: none"> • Additional clients will resume in-clinic sessions, session lengths will increase, and additional sessions could be added <p>Telehealth</p> <ul style="list-style-type: none"> • All telehealth services continue as scheduled
<p>Phase 4 June 29th</p>	<p>Jeffersonville Clinic</p> <ul style="list-style-type: none"> • Session length will be increased (TBD) <p>Jeffersonville Home Based Services for Early Intervention Clients</p> <ul style="list-style-type: none"> • Home based services will continue (temporary basis) <p>Greendale Clinic</p> <ul style="list-style-type: none"> • Additional sessions will be added <p>Telehealth</p> <ul style="list-style-type: none"> • Any client still receiving telehealth service delivery will be offered in-clinic sessions

Daily Health Attestation

Every weekday morning both staff and client families will receive a link via email to a health attestation form. These forms must be completed each day and must be received **no later than 8:30am** for the date of service. A form **MUST** be received for each client (completed by parent/guardian) and for each staff. If this form is not completed, the staff will not be permitted to work and/or the client will be unable to receive services.

Sample Form:



* Required

1. Health Assessment

- I hereby acknowledge that within the last 14 days, I and the people I remain in close physical contact with, have not knowingly been within 6 feet of someone who has a laboratory confirmed COVID-19 diagnosis OR experienced a fever, cough, difficulty breathing, chills, muscle pain, headaches, sore throat, and/or new loss of taste or smell.

2. Compliance Acknowledgement

- I hereby acknowledge my compliance with the policies and procedures of the organization as the same may be updated from time-to-time, including those related specifically addressing the Coronavirus (COVID-19) and the prevention thereof.

3. Risk Acknowledgement

- I acknowledge that people with certain conditions are recognized by the Centers for Disease Control (CDC) as being at a higher risk for COVID-19. To the extent any of these conditions apply to me, I agree to take all appropriate extra precautions including any such precautions advised by my licensed physician.

4. Health Attestation *

By submitting this form, I hereby represent and warrant that (a) all information I provided herein is accurate and true as of the date hereof, (b) I completed this attestation at the request of the organization, and (c) my full name is:

Enter your answer

5. Service Selection *

Please select the services you receive via MDS. If you are a staff member, please select the department you are working in.

- Adult Day Services
- Applied Behavior Analysis
- Children's Program

Submit

Hygiene

Handwashing- Frequent handwashing is important to decrease the transmission of disease. Clients and staff will be required to wash their hands at the beginning and end of their session as well as in frequent intervals throughout the session. Clients and staff should avoid touching their eyes, nose, or mouth with unwashed hands. Hands should be washed with soap and water for at least 20 seconds. Cleaning hands with hand sanitizer that contains at least 60% alcohol is an accepted alternative, but washing hands with soap and water is preferred.

Cover coughs and sneezes- When coughing or sneezing while wearing a face covering, turn your head away and use a tissue to wipe your face/nose if necessary. If you are in a private setting and do not have on your face covering, always cover your mouth and nose with a tissue when you cough or sneeze. You may also turn your face/nose to the inside of your elbow. Throw away used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Face Coverings

Cover your mouth and nose with a face cover when around others. It is possible to spread COVID-19 to others even if you do not feel sick. It is recommended by the CDC that everyone over the age of three should wear a cloth face cover when they have to go out in public. The cloth cover is meant to protect other people in case you are infected. It is important to maintain about 6 feet between yourself and others even when wearing a face covering. The face cover is not a substitute for physical distancing.

Staff are required to wear masks. Each staff will be provided with surgical masks daily. They will also be provided with two cloth masks with a built-in filter pocket. Staff are permitted to wear the same mask for the entire day as long the proper precautions for storing are followed any time the mask is removed. Staff will also have access to face shields. This will be an optional face covering the staff may choose at any time; however, use of a face shield may be required for use when serving some clients. It is strongly recommended that staff wear a cloth face cover (either the cloth face coverings provided or similar) when they have to go out in public, including outside of their work hours.

Clients must wear a face covering during Phase 1 of the MDS re-opening process. It is strongly recommended that clients continue to wear masks through all remaining phases. A face covering for clients can be a cloth mask, a regular surgical mask, or a bandana. Clients who are not yet able tolerate wearing a face covering for a prolonged period may return to direct sessions beginning in Phase 2. Although clients will not be required to wear a face covering throughout the entire session during this phase, all clients must bring a face covering with them to each session. We will continue to work

on desensitization programs for facial coverings because it is recommended that they wear a face covering any time they go out in public.

Caregivers/Guardians must wear a face covering during drop-off and pick-up (even though they will remain in their vehicle during this process). It is recommended that all individuals wear a face covering when they go out in public.

Physical Distancing

General Physical Distancing Guidelines (per the CDC)- Avoid close contact with people who are sick, even inside your home. If possible, maintain 6 feet between the person who is sick and other household members. Put distance between yourself and other people outside your home. Remember that some people without symptoms may be able to spread virus. Stay at least 6 feet (about 2 arm lengths) from people who do not live in your household. Do not gather in large groups. Stay out of crowded places and avoid mass gatherings.

Clinic-Based Services

- We recognize that physical distancing will be difficult while the therapist with each client, but we will make all attempts to minimize physical contact and maintain physical distancing.
- Work stations will be placed more than six feet apart.
 - These physical distancing guidelines will be still be observed if client/staff is not working at a table (i.e. working on the floor).
- Number of people permitted in each treatment room will be limited to the following until further notice:
 - Rooms less than 50 square feet = limit two (one therapist and one client)
 - Rooms 50-100 square feet = limit four (two therapists and two clients)
 - Rooms greater than 100 square feet = limit six (three therapists and three clients)
- During staff training we will utilize a room larger than 50 square feet, and the trainee will maintain a six-foot distance from both the observed therapist and client.
- The playground, reinforcement room, and shared play structures will be unavailable until further notice.
- Floor markings will be placed in areas where waiting or walking in line will be necessary (such as at the hallway sink, and in kitchens/breakrooms).
- Only one therapist, one client, and one administrator will be permitted in hallways and entryways in order to allow for physical distancing of six feet to be maintained in these areas.
- All common areas such as lunch and break rooms will be unavailable until further notice. Staff are encouraged to take breaks in their individual treatment space or they can utilize outdoor space.

Home-Based Services

- Therapists will attempt to increase distance during therapy sessions as much as possible including working across the table from the client and standing up while client remains seated during programming whenever possible.
- No other person should enter the designated area or room during therapy hours except for the therapist and the client unless otherwise requested by the BCBA or therapist for therapeutic purposes.

Cleaning and Disinfecting Guidelines

Staff should wear disposable gloves and masks while cleaning and disinfecting. Materials and surfaces should be cleaned before and after each use. Clean each item using soap and water first. Then use a disinfectant, alcohol solution with at least 70% alcohol, or bleach solution to clean the item. Staff should wash their hands immediately after cleaning/disinfecting is completed

Items or surfaces that are touched more frequently will require additional cleaning and disinfecting throughout the day. These include, but are not limited to:

- Light switches
- Doorknobs
- Writing Utensils
- Countertops
- Phones
- Hand sanitizer pumps
- Soap dispensers
- Faucets

To make bleach solution, mix 5 tablespoons bleach per gallon of water OR 4 teaspoons bleach per quart of water. After being mixed, bleach solutions will only be effective for disinfection up to 24 hours. Remaining solution should be discarded. **Do not mix bleach or other cleaning and disinfection products together.** Keep all disinfectants out of the reach of clients. All cleaning and disinfecting products should be kept in a secure closet/location. Cleaning supply caddies will be kept in each individual treatment room out of reach of client.

Specific Cleaning Guidelines, Precautions, and Timelines

In-Session: Therapists will clean surfaces and session supplies using the general disinfecting guidelines above during session setup, immediately after use (if possible), and at the end of the session before putting items away. In-session items to be cleaned and disinfected include:

- Table and Chairs
- “School supply” box or pouch
- Tablets

- Timers
- Program visuals
- Token boards
- Reinforcers
- Plastic floor coverings
- Snack/drink
- Soft materials (if unable to be removed prior to use)

During the session, items that have been handled but are no longer being used will be placed in the dirty items bin in the treatment room. These items will be cleaned at the end of the session. Items will not be put away or used again unless they have been thoroughly cleaned and disinfected. Any item that is being stored in a common area will be cleaned and sanitized before returning to its “home” location.

Paper visuals and materials will be avoided as much as possible. Visuals should be laminated to make cleaning easier and worksheets should be disposed of after use. Programs that involve soft and porous materials (e.g., making bed, folding clothes, etc) and programs that are not able to be completed inside the assigned therapy room (e.g. sweeping, washing dishes, etc) will be placed on hold until precautions are lifted. Each client will have an individualized kit of all necessary program visuals and materials. Visuals and materials will not be shared between clients or between the client and therapist. For clients who use workbooks for programming, copies of workbook pages will be made before sessions begin and disposed of at end of session. If a record of the completed work is necessary, the RBT will take a picture of the work and email to the BCBA.

The outside of each client and therapist’s lunchboxes and water bottles will be disinfected upon arrival, kept in their assigned treatment room throughout the whole session, and disinfected at the end of the session. Common areas will be closed, so refrigerators and microwaves will not be able to be used. If client brings a snack, the table will be disinfected and hands will be washed before eating. If edible reinforcers are used, they will be delivered to the client by dumping onto a paper towel or plate rather than therapist handing the food item to the client.

The BCBA or administrator on duty will assist in sanitizing all doorknobs and light switches before and after each treatment session. Treatment room doors will be kept open between sessions to minimize the need for multiple staff to touch doorknobs during transitions.

Thermometers

Forehead thermometers will be disinfected with alcohol wipes after every use. Ear thermometers will be disinfected and protective covers will be replaced after every use.

Bathrooms

Bathrooms should be cleaned and disinfected using the general disinfecting guidelines above after each use. Items to be cleaned each time include:

- Toilet seat and handle
- Grab bars, if applicable
- Sink and faucets
- Soap dispenser
- Paper towel dispenser
- Doorknob/handle
- Doorframe
- Step up stools, if applicable
- Any other surface or item that may have been touched or contaminated

Soft and Porous Materials (carpets, rugs, cloth covered seating)

Rugs and cloth covered seating should be removed, if possible. Carpet will be covered with plastic material that is easier to clean. These coverings should be cleaned and disinfected before and after every session.

Supplies

All cleaning supplies must be stored in a locked supply closet when not in use. All therapists should return their cleaning supply caddy to the specified locked cabinet at the end of each day. In the Jeffersonville center, the general cleaning supply closet will be located in Suite 205 and the caddy cabinet. In the Greendale center, all cleaning supplies and caddies will be located in the general cleaning supply closet.

Each staff is responsible for restocking their caddy at the end of each day with the following: 2 surgical masks, 2 pair of gloves, hand sanitizer spray bottle, bleach solution spray bottle – 1:10 solution (bleach amount will be indicated with a fill line on the spray bottle), and paper towels.

Inventory of all supplies must be taken each Monday and Thursday by the administrator on duty. The inventory list of all supplies must be updated by administrator while doing inventory. Each item on inventory list will have a corresponding number to indicate when a supply should be reordered (e.g. gloves – minimum of 4 boxes. Once the supply of gloves has been reduced to 4 boxes, it should be reordered.) Supplies should be ordered each Monday and Thursday after inventory has been taken. Administrator taking inventory will notify the administrative assistant to place an order.

No outside personnel shall enter the building (delivery drivers, solicitors, etc.). All supplies that are delivered should be unloaded outside of the main lobby door. The administrator on duty should take all delivered supplies to their specified supply closet (see above).

The administrator on duty should organize delivered supplies as they arrive to ensure all supplies are in their designated areas on shelves. All supplies must have a coordinated Material Safety Data Sheet (MSDS) and put into the clinic's MSDS binder.

If any required PPE supplies are getting low and unable to be obtained, the administrator should communicate this to their supervisor as soon as possible. The supervisor will then contact Supply Committee to communicate shortage of PPE supplies. The Supply Committee will communicate if any supplies are available for redistribution from other MDS locations. If required PPE supplies are unavailable for redistribution from other MDS locations, Administrator will order required PPE as soon as it becomes available. For items that are often out of stock, the administrator may order supplies early to be sure to get them when restocked by supplier.

Visitors to Building

To help limit exposure, no visitors will be allowed in the building at this time. Parents will drop off and pick up their child using the car line (see car line procedure). Any meetings with a BCBA (parent meetings, quarterlies, intakes, etc.) will occur via Zoom until further notice. All packages received will be dropped off at the main lobby door, delivery drivers will not enter the building. A sign will be hung on the door to indicate that if no one comes to the door, packages should be left outside the lobby door. If assistance is needed outside of building, please call front desk and appropriate staff will come outside to assist with questions or issues (Example- Parent questions, drop off clothes/lunches)

Covid-19 Attendance

Meaningful Day Services (MDS) first and foremost wants to ensure a safe and healthy environment for all clients. During these unprecedented times, MDS wants to ensure the quality of our services by limiting cancellations and maximizing consistency of services. MDS reserves the right to revert to original attendance procedures outlined in CL10003 Attendance and Participation policy at any time. See Appendix A for more information.

Potential Outbreak COVID-19

Meaningful Day Services (MDS) is committed to balancing the importance of providing exceptional client services with maintaining the health and safety of clients, staff and other stakeholders. MDS will follow State and local recommendations in addition to the Centers for Disease Control guidance should clients, staff or stakeholders present in any facility test positive for COVID-19. These procedures will be updated as guidance from authorities evolves. See Appendix B for more information.

Section 2- Client/Family Operational Manual

Clinic-Based Division

By July 1st all three clinics will be open across the Southern part of the state. While individual clinic procedures may vary slightly, please review all procedures below for guidance. When in doubt, please don't hesitate to call the office.

Drop-Off and Pick-Up Procedures

Each client's parent/guardian must fill out the daily health attestation form online by 8:30 AM on the date of service, prior to arriving at the center for a scheduled session time. If the attestation is not completed by 8:30 AM your child's session will be cancelled for the day.

All clients will line up using the same drop-off and pick-up carline procedures used previously. Parents/caregivers must wear a face covering during drop-off and pick-up procedures. All parents/caretakers must remain in car throughout each drop-off and pick-up process. Clients should remain in the car until the screening process is complete. Staff will take the temperature of the client before they exit the vehicle. We will be using an ear thermometer. If your child is not yet able to use an ear thermometer, we will use the forehead thermometer. Then a desensitization program for use of an ear thermometer will be added to your child's treatment plan. If client is showing any symptoms of COVID-19 or has a temperature of 100.4 or higher, the client will not be permitted to have their session in clinic that day. (See illness policy below) Staff will ensure client has a face mask with them before the client exits the car. Client is required to wear a face mask during Phase 1. Although not required for clients to wear face coverings during Phase 2 or 3, it is recommended for all phases and we ask that clients come to clinic with face mask to work on desensitization protocols.

Operative Procedures for Clinic Based Services

- Staff will have client immediately wash hands for no less than 20 seconds (according to CDC Guidelines) before entering the treatment room. If all washing stations are in use, staff and client must keep 6 feet for physical distancing while waiting for a handwashing station. Client and staff will then proceed to their designated treatment room.
- To the best of our ability, clients will be assigned to work with no more than two therapists during Phases 1-3. However, these teams will increase as necessary as phases progress.
- Therapy for each client will occur in a designated area or room. No other therapists or clients should enter the designated area or room except those assigned to that area.

- Therapists will attempt to maintain physical distance guidelines during therapy sessions as much as possible. This may include working across the table from the client instead of next to the client or standing up while client remains seated during programming.
- Restroom- Staff and client must keep 6 feet for physical distancing while waiting for an available restroom. Client must wear mask at all times during bathroom break during Phase 1. Staff and client must wash hands for a minimum of 20 seconds after toileting. Staff must assist the client with sanitizing bathroom after each use (e.g. wiping down toilet, hand sink, faucet, faucet handles, door knobs, light switches) Staff and client will return to their designated treatment room after the bathroom break.
- Group and social instruction will be discontinued until further notice. The Playground and other common areas within the clinic will not be accessible. However, when in-clinic therapists and clients can participate in social activities via zoom, if appropriate.
- Therapists and clients are able to go on walks outside, within the premises. Staff and clients are permitted to take off their masks while outside. If more than one therapist and one client are walking at once, therapists will ensure proper physical distancing between other clients, therapists, and any other people for the duration of the walk. Masks must be put back on before entering the building. Staff and client must wash hands for a minimum of 20 seconds upon re-entry to building.
- Should a therapist need a break (to use the restroom or any another reason), the therapist will contact the in-clinic BCBA or administrator. The BCBA or administrator will follow social distancing guidelines and safety protocols and remain with the client until the therapist returns.
- If a client session is cancelled for any reason, the scheduled therapist may be assigned additional duties which may include: leading a telehealth session for the client in place of in-clinic session, prepping session materials, running a telehealth session for another client, implementing additional cleaning protocols, or other duties as assigned by their supervisor.
- If a therapist needs to cancel their face-to-face session for any reason, the client's parent or caregiver will be notified and given the option to continue with their daily session via telehealth (implemented by an alternate MDS therapist). If client's assigned staff person is unable to return to sessions for 4 or more days, the administrative team and parent or caregiver will discuss potential of a temporary substitute therapist for in-clinic sessions until client's assigned therapist is able to return.
- At end of session staff will walk the client out of building. There will be a garbage can located outside of the building for staff to throw away any PPE right outside of the clinic door. Staff will walk client to the car. Staff will debrief parent by maintaining 6 feet social distancing.
- Due to the shortened length of in-clinic sessions, we could supplement additional hours of RBT telehealth sessions if deemed appropriate by your child's BCBA.

Your Child's Session Protocol

During the initial phases of therapy, your child's session will be only 2 hours in length. We will begin increasing the length of sessions as we progress through the phases, more restrictions are lifted, and as staff and clients become accustomed to wearing face coverings.

What to Bring for Clients

We ask that you please do not send a backpack or any porous items to the clinic until further notice. Please send only minimal, necessary items. If your child requires diapers or pull-ups, please send stock of these items in a disposable bag. Once in the clinic, these items will be stored in a bin with your child's name in their designated therapy area/room. When running low, your therapist will let you know to please bring more to your next scheduled session.

Please send your child with one complete change of clothes (shirt, pants, underwear, socks, etc) to keep in their designated therapy area/room. Should your child's clothes become soiled throughout their session, the therapist will utilize required PPE and protocols to change their clothes, wash hands, etc. and the soiled items will be double-bagged and sent back home to you. If your child utilizes the spare change of clothes, please ensure to send a new set the next day.

Food and Drink for Clients

Please remember, Meaningful Day Services remains a peanut-free zone. Please do not send food containing peanuts. Please ensure that your child has eaten breakfast or lunch before arriving to therapy. You may send your child a drink and snack daily to in clinic sessions. However, we ask that you do not send food or drink that require microwave or refrigerator use, as our common areas and kitchen will not be accessible until further notice.

When sending food or drink to the clinic with your child, we encourage you to utilize items that can be disposed of after use (i.e. disposable utensils, sandwich/snack baggies instead of silverware and Tupperware items). We also ask you to please utilize a brown sack lunch or disposable bag when sending food or drink instead of a lunchbox. Please label any food or drink with your child's name. Should you have to send your child with something that needs to remain cold, you may send a lunchbox with icepacks, as refrigerator storage will not be available. Please only utilize a lunch box under these circumstances.

Clients will eat/drink in their assigned therapy room with their therapist present. The therapist and client will wash hands prior to handling or distributing any food item and again after consumption/distribution. If your child has any special dietary needs, please ensure that we are informed of any necessary precautions and/or restrictions your child may have.

Bridge to Home

Bridge to Home Parent Guidance will continue to happen as scheduled with a minimum required of two hours per month. Completion of these scheduled Bridge to Home sessions will be required for continued participation in the ABA program. Please note that at this time all in person Bridge to Home Parent Guidance Sessions with BCBA's will be conducted via telehealth.

Temporary Home-Based Division

We are offering temporary home-based intervention for a select number of early-intervention clients based on BCBA recommendation. This model will include 20 hours (minimum) to 30 hours (maximum) of one RBT going into one client home to provide ABA therapy. The BCBA will provide supervision via telehealth sessions to the RBT. This division will be offered on a temporary basis and when more restrictions are lifted these home-based services will transition back to the clinic.

Required Training

Prior to providing home-based therapy services, all BCBA's and RBT's will receive specialized training from professionals in the ABA field who are already providing home-based intervention successfully. Families who have agreed to home-based therapy sessions will be required to participate in a training with their BCBA regarding home-based service delivery that reviews the expectations for staff and families. This training must occur prior to the start of home-based services.

Initial Environmental Checklist

Prior to the start of home-based services, families must complete an initial environmental checklist to ensure that home-based services are a good fit for both the family and the RBT. This online survey will need to be returned prior to services being scheduled.

Home-Based ABA Session Acknowledgement and Materials List

It is important to pre-establish a location in the home that will be used for treatment space. This space should stay consistent and consider any environmental factors from the environmental checklist as well. For telehealth still continuing for BCBA supervision of RBT and for continued Parent Guidance sessions, this pre-established location in the home will be the origination site. An origination site is a site where a patient is located at the time health care services are provided via a telecommunications system. This pre-established treatment space should be cleaned and sanitized by the family before and after each session, and by the clinician upon arrival to each session.

We encourage parents or caregivers to also develop a materials bin or supplies that are only accessible to their child during therapy sessions. This could include:

- PECS – Picture Exchange Communication System
- Reinforcing tangibles – favorite toys, coloring books, puzzles
- Reinforcing edibles – Favorite snacks easily accessible during sessions
- Sensory toys
- Flashcards or matching cards
- Puzzles or Pegboards
- Worksheets
- Dry erase board and markers
- Choice board
- Paper and colored pencils or crayons

Operative Procedures for Home-Based Services

- Each client will be assigned to one therapist for the duration of temporary home-based services.
- Client and therapist should have a designated work area within the home-setting that remains the same for the duration of temporary, home-based services.
- No other persons should enter the designated area or room during therapy hours except for the therapist and the client, unless otherwise requested by the therapist or BCBA for therapeutic purposes.
- Parents and guardians are welcome to observe sessions while maintaining physical distancing. Please make all attempts to allow the RBT to run the session as designed.
- Therapists will attempt to increase distance during therapy sessions as much as possible, including working across the table from the client instead of next to the client or standing up while client remains seated during programming whenever possible.
- Before arrival each day, parent or caregiver should ensure that the designated area or room is properly cleaned, sanitized and ready for therapy.
- At the conclusion of each therapy session, the therapist should ensure that all materials are properly cleaned, sanitized, and ready for the next therapy session.
- Should a therapist need a break (to use the restroom or for another reason), the therapist will contact the parent/caregiver and the parent/caregiver will remain with their child until the therapist returns.
- Should a client cancel a home-based session for any reason, that designated therapist may be assigned additional duties, which could include: leading a telehealth session for that client in place of home-based session, prepping session materials, running a telehealth session for another client, implementing additional cleaning protocols at the clinic, or other duties as assigned by their supervisor.
- Should a therapist need to cancel their home-based session for any reason, the client's parent or caregiver will be given the option to continue with their daily session via telehealth, implemented by an alternative MDS therapist. If client's assigned staff person is unable to return to home-based sessions for 4 or more days, the administrative team and parent or caregiver will discuss potential of a

temporary substitute therapist for home-based sessions until client's assigned therapist is able to return.

- Therapists will bring a therapy bin with materials and reinforcers to be utilized during home-based services. This bin will need to be kept in the home and only accessed during therapy sessions. The bin will be taken on a weekly basis to be sanitized and updated with new therapy materials.
- Illness Policy (see below)

Bridge to Home for Home-Based Division

The BCBA will be providing supervision and support to RBT's working in the home-based division. Bridge to Home Parent Guidance will continue to happen as scheduled with a minimum required of two hours per month. Completion of these scheduled Bridge to Home sessions will be required for continued participation in the ABA program. Please note that at this time all in person Bridge to Home Parent Guidance Sessions with BCBA's will be conducted via telehealth.

Communication

All communication with your therapist will be made via email and/or phone calls to the Jeffersonville office or through your BCBA. Our RBT's do not have company phones and therefore will not be permitted to give out their personal phone number. If a session cancellation needs to happen please go through the office following our cancellation procedure.

Telehealth Based-Division

For clients who are remaining at home or for families looking to supplement shorter clinic-based RBT sessions with RBT telehealth sessions we will continue to offer telehealth services.

BCBA-Parent Guidance Sessions

BCBA Parent Guidance Sessions will continue for all families regardless of the therapy division and will be required a minimum of 2 hours per month. For clients who are not returning to clinic until more restrictions are lifted and are not appropriate for RBT led telehealth sessions, BCBA parent guidance sessions will be required on a weekly basis. Participation in scheduled parent guidance sessions will be required for continued participation in the ABA program.

RBT model with BCBA Supervision

For clients who have been identified as appropriate for RBT Telehealth, sessions will be scheduled and led by an RBT. The BCBA will occasionally participate in these sessions to provide supervision but will not always be on the call. The frequency and duration of these sessions is individualized and dosage recommendations are made by the BCBA.

Social Skills via Telehealth-RBT model with BCBA Supervision

For any client who has been recommended by their BCBA as appropriate for participation in this model, an MDS client/RBT pair will zoom video call with another MDS client/RBT. The BCBA's may be present for this session but it is not required. We will utilize this format to target social skills programming. These social skills groups will focus on conversation skills, leisure skills, games, and activities. Social skills sessions will be scheduled on an as needed basis. In order to participate in social skills group parents/guardians must complete consent form for participation.

Illness Protocol

Therapy sessions must be cancelled in the event that your child has excessive drainage (ear, eye, nose), excessive coughing, fever (100.4 or above), diarrhea, and/or vomiting. Prior to returning to therapy services your child must be fever free (without fever reducing medication), diarrhea, and/or vomit free for 72 hours. At any time throughout our therapy session that we feel your child is too ill to participate in therapy, is potentially contagious, or is unable to stay awake (after 15 minutes) for treatment parents/guardians will be notified and will need to pick up their child as soon as possible but within 30 minutes of being notified. All cancellations must go through the office. Please follow the cancellation policy and call the office and speak to an administrator or leave a message.

Services Placed on Hold Related to COVID-19

Alternative forms of therapy will be explored and ruled out by the client's treatment team before placing services on hold. These forms include: Home-based services and Telehealth services. Services may be placed on hold for the following reasons:

- Client's funding source does not cover any other available modality of therapy.
- Qualified Patient Support Person (PSP) not able to be present during the time of therapy.
- Limited access to appropriate technology for telehealth services.
- PSP training not able to be completed adequately.
- Illness or death in family.
- Client's maladaptive behaviors not suitable for telehealth services.
- Any other reason deemed appropriate for suspension of services by family or Meaningful Day Services

Services being placed on hold will be a temporary status and absences will not be counted against families during the time the hold is active. Parents/guardians will still be responsible for maintaining communication deemed essential with MDS while services are placed on hold. Prior to services being placed on hold, or anytime during the hold, your child's behavior analyst will be available for parent guidance and support. Client/guardian will be notified of any changes in duration of hold of services.

Section 3: Staff Pandemic Operational Manual

Return to Work Plan

Meaningful Day Services will be bringing staff back to work within the ABA department in three phases, as outlined below:

Phase 1: Beginning June 1, 2020

Staff who will be recalled:

1. Full Time Registered Behavior Technicians
2. Full Time Behavior Technicians
3. Full Time Direct Support Professionals
4. Day Services Coordinator
5. Day Services Administrative Assistant
6. Jeffersonville Administrative Assistant
7. BCBAs as assigned and on a limited basis

Criteria & Procedures:

1. Must be full-time employee to return during this phase.
2. All employees, regardless of title, who are recalled during Phase 1 will receive a recall notice indicating the date they are to return to work. This notice must be completed and returned to HR within 2 business days.
3. Employees recalled during Phase 1 will be required to return to work unless they have a proven “high risk” condition(s) outlined by the CDC or another special consideration. Presented health risks or other special considerations will be considered on a case by case basis.
5. Any full-time employee who refuses to return to work during phase 1 due to an approved high-risk condition or special consideration will be placed on temporary leave. The employee will be required to utilize any PTO if they refuse to return during Phase 1 unless the employee qualifies for paid leave. If an employee depletes their PTO bank, the remainder of their leave will be unpaid.
6. All Full-time employees will be required to return by Phase 2.

7. Employees will be required to complete daily health screening procedures prior to entering any MDS facility.
8. Employees will be required to wear proper PPE including but not limited to masks (provided by MDS). Employees will also be required to follow all new health and safety procedures as outlined in this manual.
9. Employees will be provided with guidelines, health procedures and safety protocol prior to returning to any facility. Employees will be required to demonstrate a mastery of knowledge of health and safety procedures prior to returning to work.
10. If there is not enough work for the full-time job titles listed above, recall will be based on employee seniority and start date.
11. Any refusal of a recall not based on a high-risk condition or special consideration will be considered a resignation and will be reported to the unemployment office.

Phase 2: Beginning June 8, 2020

Staff who will be recalled:

1. Any full-time job titles that were not recalled during Phase 1
2. Part-time Registered Behavior Technicians
3. Part-time Behavior Technicians
4. Part-time Direct Support Professionals
5. ABA Admin team, as assigned
6. Day Services admin team, as assigned
7. Brownsburg Admin, as assigned

Criteria & Procedures:

1. Any full-time job titles that were not recalled during Phase 1 will be recalled first during Phase 2.
2. All employees, regardless of title, who are recalled during Phase 2 will receive a recall notice indicating the date they are to return to work. This notice must be completed and returned to HR within 2 business days.
3. Employees recalled during Phase 2 will be required to return to work unless they have a proven "high risk" condition(s) outlined by the CDC or another special consideration. Presented health risks or other special considerations will be considered on a case by case basis.
4. Any employee who refuses to return to work during phase 2 due to an approved high-risk condition or special consideration will be placed on temporary leave. The employee will be required to utilize any PTO if they refuse to return during Phase 2 unless the employee qualifies for paid leave. If an employee depletes their PTO bank, the remainder of their leave will be unpaid.
5. If there is not enough work for the part-time job titles listed above in Phase 2, recall will be based on employee seniority and start date.
6. All above designated employee titles will be required to return to work by Phase 3.

7. Employees will be required to complete daily health screening procedures prior to entering any MDS facility.
8. Employees will be required to wear proper PPE including but not limited to masks (provided by MDS). Employees will also be required to follow all new health and safety procedures as outlined in this manual.
9. Employees will be provided with guidelines, health procedures and safety protocol prior to returning to any facility. Employees will be required to demonstrate a mastery of knowledge of health and safety procedures prior to returning to work.
10. Any refusal of a recall not based on a high-risk condition or special consideration will be considered a resignation and will be reported to the unemployment office.

Phase 3: Beginning June 15, 2020

1. Remaining ABA admin, as assigned
2. Remaining Brownsburg Admin, as assigned
3. Counselors, as assigned or on a limited basis
4. Any additional clinic-based staff not included in Phases 1-2, as assigned
5. Occupational Therapists, on a limited basis
6. Speech Therapists, on a limited basis
7. Clinic based music therapists, as assigned or on a limited basis

Criteria & Procedures:

1. All remaining clinic-based employees will be recalled during Phase 3.
2. All employees, regardless of title, who are recalled during Phase 3 will receive a recall notice indicating the date they are to return to work. This notice must be completed and returned to HR within 2 business days.
3. Any refusal of recall during phase 3 will be considered a resignation and will be reported to the unemployment office.
4. Employees will be required to complete daily health screening procedures prior to entering any MDS facility.
5. Employees will be required to wear proper PPE including but not limited to masks (provided by MDS). Employees will also be required to follow all new health and safety procedures.
6. Employees will be provided with guidelines, health procedures and safety protocol prior to returning to any facility. Employees will be required to demonstrate a mastery of knowledge of health and safety procedures prior to returning to work.

Training Required to Return to Work

MDS RBT's and administrators will be recalled to work one week prior to resuming job duties for a mandatory training week. The training is outlined below and will all take place via Zoom. This schedule reflects training to be completed by full-time employees

and may vary for recalled part-time employees. All trainings will be provided live during the first week, and these recorded training sessions will be utilized for subsequent training phases. There will be active responding embedded with the live/recorded trainings or a competency assessment provided.

Schedule for trainings to be completed: (day/time may vary for subsequent phases)

Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:00-10:00	Training Week and new divisions-Amber Badgett	Safety protocols-Karen L. Lessel, RN CMSRN Wellness Coordinator	Health and Safety Protocols Program Specific-ABA admin	Health and Safety Protocols Program Specific- ABA Admin	Staff Meeting
10:00-11:00	Crystal Harms-Home Based Service Delivery	Heather Bevins Individualized Client Training	Bridget Keough-Home-Based Service Training	Dr. Becca Tagg-Home-Based Service Training	Training Institute or Program Development
11:00-11:15	Break	Break	Break	Break	Break
11:15-12:45	Hannah Sauber Individualized Client Training	Zack Novello-Assessment Training	Training Institute or Program Development	Observe Telehealth Sessions	Shelby Steblein and Katie Myers-Telehealth Social Skills Training
12:45-1:15	Lunch	Lunch	Lunch	Lunch	Lunch
1:15-2:15	Telehealth Training-Dr. Elle Kazemi	Observe telehealth sessions	Observe Telehealth Sessions	Training Institute or program development	Learning Lab
2:15-3:30	Dr. Becca Tagg Managing Stress	Dr. Pisman Home-Based service delivery	Jasmine Ricketts Individualized Client Training	Kathleen MacCool Individualized Client Training	Pick-up Materials at the clinic-drive through style
3:30-3:45	Break				
3:30-5:00	Complete any company trainings required				

Schedule

Clinic-Based and Telehealth RBT Team-During the initial opening phases, clinic-based therapists will be assigned to a treatment space and their schedule will be a combination of two-hour direct sessions, various length telehealth sessions, mixture of administrative tasks (billing, lunch, cleaning, materials preparation, etc.) and completing assigned Training Institute trainings. As we progress through the phases, more direct client sessions will be added to your schedule or current session lengths will be extended.

Home Based and Telehealth RBT Team- Home-based RBT's will complete a minimum of 20 hours and a maximum of 30 hours of home-based intervention in the client home. Once you are assigned to one client you will remain with that client until restrictions are lifted and/or we resume clinic-based sessions with those clients. Your day may be comprised of home-based therapy sessions, possible drive-time to clinic, telehealth sessions, and a mixture of administrative tasks (billing, lunch, materials preparation, et). You will also complete assigned Training Institute trainings in an identified work-space in the clinic that will allow for social distancing.

Hazard Incentive Pay

Meaningful Day Services (MDS) first and foremost wants to ensure a safe and healthy working environment for all employees. MDS recognizes that this is an unprecedented time and employees who return to clinic settings or client homes first should be provided temporary Hazard/Incentive pay. Hazard duty pay is a supplement to the employee's base pay. ABA employees who return to work in person and in a clinic or home setting will receive additional hazard pay from June 1st- July 30th 2020. MDS reserves the right to modify or discontinue hazard/incentive pay that employees receive at any time for any reason. According to the Internal Revenue Service (IRS), hazard pay is considered taxable income. These amounts will be included on the employee's W-2.

Registered Behavior Technician

Behavior Technicians and RBTs will receive an additional \$2/hour on their billable client rate. Hazard pay will not be added to any administrative rate that Behavior Technicians and RBTs receive. All ABA clinical ladder increases will be suspended while hazard pay is in effect and will resume once hazard/incentive pay is discontinued. Employees will not receive any back pay for clinical ladder bonuses that were suspended during the time of hazard pay. Once hazard pay has ended, employees will be restored to their normal hourly client rate they were receiving prior to receiving hazard pay. ABA employees who do not return to in person work in a clinic setting or client home during the time frame above will not be eligible for hazard/incentive pay. Hazard pay will be discontinued effective August 1st unless otherwise extended.

BCBA and ABA Administration

ABA Admin Team & BCBA's will receive a \$25 bonus for each day that they are working in a clinic(s) or client home(s). The amount of days that each ABA Admin and BCBA work in clinic or in client home will be tracked and tallied at the end of each month. There will be a rotating administration and BCBA schedule. Employees will receive their bonus amount for the previous month on the first pay check of the following month. For example, if an employee works in the clinic a total of 4 times in the month of June, a \$100 bonus will be added to the first check in July. Once hazard pay has ended, employees will be no longer receive a bonus or additional compensation for working in person in clinic settings or client homes.

RBT Guidance and Supervision from BCBA

For specific requirements regarding RBT required supervision please follow this link to: https://www.bacb.com/wp-content/uploads/RBTHandbook_200519.pdf

All home-based RBT supervision will take place via zoom as scheduled. Most center-based RBT supervision will take place via zoom as scheduled, although some in person supervision will be achieved during later phases and as restrictions are lifted. RBT's will still be responsible for keeping track of their own hours and recording in the same manner as prior to the pandemic. If your RBT Certification renewal is coming up you will need to work with your supervisor to complete the RBT Renewal Competency Assessment via zoom.

Training Institute

A set of trainings will be scheduled on a weekly basis and assigned to RBT's to expand and improve skill sets, sustain full-time or part-time hours, and provide opportunities for in-depth conversations in small groups during Learning Lab. The content will be a combination of webinars, podcasts, and reading research articles. Participation is mandatory.

Learning Lab

The Learning Lab will be a 60-minute interactive conversation that will occur every Friday. Staff will select to attend one Learning Lab session from a list of available time slots. The Learning Lab facilitated by a peer or a master's level RBT. Each employee is required to actively participate in order to have their training institute hours approved.

Clinic Based-Services

What to Bring

- Please remember, Meaningful Day Services remains a peanut-free zone. Please do not bring food containing peanuts.
- We ask that you do not bring food or drink that require microwave or refrigerator use, as our common areas and kitchen will not be accessible until further notice.
- If you bring your lunch to clinic, we encourage you to utilize items that can be disposed of after use (i.e. disposable utensils, sandwich/snack baggies instead of silverware and Tupperware items).
- We also encourage you to utilize a brown sack lunch or disposable bag for your food or drink instead of a lunchbox.

- Should you have to bring something that needs to remain cold, you should utilize a lunchbox with icepacks, as refrigerator storage will not be available. Please only utilize a lunch box under these circumstances.
- You may bring a water bottle with you to the clinic. However, you must leave in your designated area or room and follow proper safety protocols before and after use.
- Please bring a full change of clothes with you daily to keep in your car should your current clothes become soiled for any reason.
- Please remember to bring a clean, cloth mask (provided by MDS) with you daily to the clinic, even if you are not client-facing that day.

Staff Clinic Day from Start to Finish

Staff Arrival and Preparation- All staff must fill out Attestation by 8:30AM each day they are scheduled to work. Arrive to work 15 minutes before your client session. A staff carline will be in effect for all staff arriving to work. The administrator on duty will monitor staff as the staff takes their temperature with a company provided thermometer. If staff is cleared, they can park car and pick up their caddy of supplies. If staff has a temperature of 100.4 or higher or is showing symptoms of COVID-19, staff will be excused and must return home. (See memo for COVID-19 Employee Screening in Appendix C)

Staff must wear a face covering before entering any MDS facility. According to CDC guidelines, all staff should maintain 6 feet physical distance from other individuals. Upon entering building, staff must first wash hands for no less than 20 seconds. Staff will collect their cleaning supply caddy, located in locked storage cabinet in suite 206. This will be taken to their specified treatment room. Each cleaning caddy will have the following items: 2 surgical masks, 2 pair of gloves, Hand sanitizer spray bottle, Bleach Solution spray bottle – 1:10 solution – (Bleach amount will be indicated with a fill line on the spray bottle.), and paper towels. Staff will put on any additional PPE, as indicated on a client by client basis. This may include (but is not limited to) wearing gloves or a face shield in addition to your face covering.

Staff will collect all items/programming/reinforcers that are needed for the next client session and will ensure there is a Dirty Bin located within their specified treatment room. The Dirty Bin will be used to collect all items that must be sanitized after each session. Staff should sanitize all surfaces in room before client arrives and then wait in their designated room until the Administrator calls the staff to greet their client.

Client Session- Staff will take temperature of client before the client exits the car. If client is showing symptoms of COVID-19 or has a temperature of 100.4 or higher, they will let an administrator know and the client will be sent home. Staff will ensure client is wearing a face covering before they exit the car (Phase 1) or ensure that the client has a face covering to bring to the session (Phase 2-4). Staff will ensure client washes hands upon entering building. If client must wait for handwashing station, staff

and client must maintain 6 feet for physical distancing from any staff/clients while waiting in line. The staff will then take your client to their assigned room. Staff will ensure to have the client stay in designated room unless client needs to use the restroom or take a break outside of building. Staff must assist the client with sanitizing bathroom after each use (e.g. wiping down toilet, hand sink, faucet, faucet handles, door knobs, light switches).

Lunch and Breaks- Staff can eat lunch in their designated treatment room, outside the building, or in their car. Common eating areas will not be open until further notice. All staff must follow physical distancing guidelines by maintaining 6 feet apart in any common break area once they are open. Staff must follow protocols of amount of people per room allowed at one time according to the space of the common area. The number of people allowed at one time will be posted on door of each common area. If there are more people in room than the allowed amount, staff will be asked to disperse according to the amount of people allowed. After lunch, staff must wash hands and sanitize the area where they had their lunch (surfaces, chairs, door knobs, light switches, microwave, refrigerator handles).

End of Session- After each session, staff will ensure that all materials used by the client (collected in the Dirty Bin within each designated treatment room) are thoroughly sanitized. Staff will sanitize all surfaces: tables, floor coverings, chairs, tablets, door handles, and light switches in their designated treatment room to prepare room for next session. See general cleaning guidelines.

Telehealth Service Delivery/Training Institute/Materials Preparation/Billing- Staff should prep their telehealth sessions at the beginning of the day or in between sessions. They should remain in their designated treatment room for each telehealth session, training session, and to complete daily billing. Staff must sanitize all items used for Telehealth/training sessions (surfaces, chairs, reinforcers, client programming materials, tablets, doorknobs, light switches.) Staff must follow all End of session/End of day protocols as listed.

End of Day- At the end of day staff will be responsible for sanitizing all items in the dirty bin and return items to their designated place. Staff will collect trash in room and throw away in trash can located outside of building. They will replenish their cleaning supply caddy to ensure they are ready for the next day (2 pair of gloves, 2 surgical masks, bleach solution in spray bottle, hand sanitizer bottle, paper towels). Upon exiting building staff must throw away PPE (gloves, surgical masks) in trash can located outside of building.

Home-Based Services

We are offering temporary home-based intervention for a select number of early-intervention clients based on BCBA recommendation. This model will include 20 hours (minimum) to 30 hours (maximum) of one RBT going into one client home to provide

ABA therapy. The BCBA will provide supervision via telehealth sessions to the RBT. This division will be offered on a temporary basis and when more restrictions are lifted home-based services will transition back to the clinic.

What to Bring

- Please remember, Meaningful Day Services remains a peanut-free zone. Please do not bring food containing peanuts.
- Bring your company issued thermometer to take your temperature prior to entering the home
- If you plan on bringing a lunch to client home, we ask that you do not bring food or drink that require microwave or refrigerator use.
- Should you have to bring something that needs to remain cold, you should utilize a lunchbox with icepacks, as refrigerator storage will not be available. Please only utilize a lunch box under these circumstances.
- You may bring a water bottle with you to the home. However, you must leave in your designated area or room and follow proper safety protocols before and after use.
- Please bring a full change of clothes with you daily to keep in your car should your current clothes become soiled for any reason.
- Please remember to bring a clean, cloth mask (provided by MDS) with you daily to both home-based services and to the clinic if you are going there for telehealth and/or administrative work.
- Please bring your home-based service caddy. On Monday of each week, bring materials and reinforcer bin that will be used for all programs. This bin will be left in client home for the duration of the week unless otherwise specified. On the final session day of the week the therapist will take that bin to the center to replenish and sanitize all items.

Staff Therapy Day from Start to Finish

Staff Arrival and Preparation- Prior to completing the attestation form each morning staff must take their temperature using the company issued thermometer. All staff must fill out Attestation by 8:30 each morning they are scheduled to work. Arrive to work 15 minutes prior to official session start time, plan for traffic. Parents will be expecting you 15 minutes prior to session to allow for you to set up the session area and materials prior to the child beginning the therapy session. Staff must be wearing face covering before entering the home. When entering a client's home, maintain 6 feet physical distance from any family member throughout the session. Staff must first wash their hands for no less than 20 seconds (per CDC guidelines). Staff will bring in their home-based caddy that will be stocked with your supplies for the week. Each caddy will have the following items for the week: 2 surgical masks, 2 pair of gloves, Hand sanitizer spray bottle, Bleach Solution spray bottle – 1:10 solution – (Bleach amount will be indicated with a fill line on the spray bottle) and/or Lysol spray,

and paper towels. Staff will put on additional PPE, if necessary, for your particular client.

Staff will collect all items/programming/reinforcers that are needed for the session with the client and will ensure there is a Dirty bin for all items that must be sanitized after each session. They will sanitize all surfaces in treatment space before client session begins.

Client Session- Once the session set up is complete staff will notify parent that they are ready to start. Staff will ensure client washes hands prior to start of session. Session should generally take place in area identified by environmental checklist. Each session location and access to outside areas, other rooms, etc. will be individualized from environmental checklist and shared with staff prior to starting home-based services.

Lunch and Breaks- If your session is longer than 4 hours then staff lunch break will be scheduled into session and parents will be aware that staff will be going on lunch break. During lunch break you should leave the client home. You may eat lunch in your car, outside, or go to a restaurant. Your lunch will be 30 minutes and you must return on time for the remainder of your session. Upon return to the home, staff will complete the same entry protocol as stated above.

End of Session- After each session staff will ensure to put all materials used by client into the dirty bin located in their designated treatment room to ensure they are sanitized at end of session/day. They will sanitize all surfaces: tables, floor coverings, chairs, tablets, door handles, and light switches in their designated treatment room to prepare room for the next session. All treatment materials will be placed in parent identified space. End direct session with time for debrief approximately 7 minutes should be sufficient. Debrief parent but do not leave or end session earlier than prescribed time.

Telehealth Service Delivery/Training Institute/Material Preparation/Billing-

Depending on the schedule, some home-based therapists may have one or more days where they will return to the clinic after a home-based session is completed. There will be designated areas within the clinic for home-based staff to do work in the clinic. The work spaces that will be identified for home-based therapists coming to clinic after session will be set up according to physical distancing guidelines. All staff entering the building must wear face covering and wash hands upon entering the building. Staff should prep their telehealth sessions at the beginning of day or in between their session times. They should remain in their designated space for each telehealth session, training session, or to complete billing for the day. Staff must sanitize all items used for Telehealth/training sessions (surfaces, chairs, reinforcers, client programming materials, tablets, doorknobs, light switches.) Staff must follow all End of session/End of day protocols as listed

End of Day- At the end of day staff will be responsible for sanitizing all items in the dirty bin and return items to their designated place. Staff will collect trash in room and throw away in trash can identified by parent.

End of Week- On the last scheduled day of home-based services for the week, the staff will take all bins/caddies and return them to the center. They will sanitize all of the materials and replenish reinforcers. Staff should also add any additional programming materials needed and refill for their home-based cleaning caddies.

RBT Telehealth Sessions

For clients who are remaining at home or for families looking to supplement shorter clinic-based RBT sessions with RBT telehealth sessions we will continue to offer telehealth services.

Format

RBT model with BCBA Supervision

For clients who have been identified as appropriate for RBT Telehealth, sessions will be scheduled and led by an RBT. The BCBA will occasionally participate in these sessions to provide supervision but will not always be on the call. The frequency and duration of these sessions is individualized and dosage recommendations are made by the BCBA.

Social Skills via Telehealth-RBT model with BCBA Supervision

For any client who has been recommended by their BCBA as appropriate for participation in this model, an MDS client/RBT pair will zoom video call with another MDS client/RBT. The BCBA's may be present for this session but it is not required. We will utilize this format to target social skills programming. These social skills groups will focus on conversation skills, leisure skills, games, and activities. Social skills sessions will be scheduled on an as needed basis. In order to participate in social skills group parents/guardians must complete a consent form for participation.

Technology

All therapists will be provided with a tablet. These tablets will be utilized during client sessions and for telehealth sessions utilizing zoom. If you prefer to do your telehealth sessions on your own laptop that you would like to bring to clinic, you may. However, please sanitize your laptop prior to bringing in clinic and then sanitize your laptop at end of the day.

Resources

Our future BCBA's have created a library of resources for telehealth service delivery and they will continue to do so for your use during your telehealth RBT sessions. All RBT's will follow recommendations made by BCBA's on session structure and focus. If at any time an RBT needs additional support or resources please reach out to administrators and/or the client's BCBA.

Appendix A- MDS COVID-19 Attendance Policy

Section	Client
Policy Number	CL TEMP 1002
Policy Name	Attendance Covid 19
Effective Date	05/14/2020
Appendix	A

COVID-19 Attendance

I. Purpose

Meaningful Day Services (MDS) first and foremost wants to ensure a safe and healthy environment for all clients. During these unprecedented times, MDS wants to ensure quality services by limiting cancellations and maximizing consistent services.

MDS reserves the right to revert to original attendance procedures outlined in CL10003 Attendance and Participation policy at any time.

II. Scope

This policy applies to all clients served by Meaningful Day Services.

III. Exceptions

None.

IV. Definitions

Site-Based services-- Services that take place at one of our MDS offices including applied behavior analysis, day services, and children's programming.

No-show-- When either a client or staff does not cancel an appointment resulting in the other party showing up expecting services that do not occur.

Excessive tardiness-- dropping off or picking up the client more than 15 minutes late or being more than 15 minutes late for a scheduled session.

Early pick up-- Picking up the client more than 15 minutes early.

V. Policy Statements

1. If you find the current schedule is no longer working, please contact the program supervisor or the department director to arrange a different time when possible.
2. Please provide a 24-hour notice of cancellation whenever possible.

3. The parent/guardian and team will be notified if there are excessive cancellations or no shows in an attempt to find a solution. If cancellations or no shows continue, a disruption in services could occur.

4. MDS case review committee will review individuals with excessive attendance issues.

VI. Procedures

1. The COVID-19 temporary attendance policy will be provided to each client when they return to site-based services.

2. Excessive cancellations, excessive tardiness and early pick-ups will be documented as they occur.

3. During the case review committee process, any attendance issues will be addressed on an individual basis.

VII. Forms/Appendices

VIII. Responsibility

All MDS Clients

IX. Approval

The revision of the aforementioned policy is hereby approved by the Leadership Team on this date 05/13/2020

Sandra Miller, CEO

Appendix B- Potential Outbreak of COVID-19 Policy

Potential Outbreak COVID 19

Section	Client
Policy Number	CL Temp 1001
Policy Name	Potential Outbreak COVID 19
Effective Date	5/13/2020
Appendix	B

I. Purpose

Meaningful Day Services (MDS) is committed to balancing the important of providing exceptional client services with maintaining the health and safety of clients, staff and other stakeholders.

II. Scope

This policy applies to all MDS clients

III.Exceptions

None

IV.Definitions

NA

V.Policy Statements

1. MDS will follow State and local recommendations in addition to the Centers for Disease Control guidance should clients, staff or stakeholders present in any facility test positive for COVID-19.
2. These procedures will be updated as guidance from authorities evolves.

VI. Procedures

1. **Contacting Potentially Exposed Individuals:**
 - a. Contact all employees that have been exposed or potentially exposed within the past 14 days
 - b. Contact parents/guardians for clients that have been exposed or potentially exposed within the past 14 days
 - o Notify these individuals that facility will close for 2-5 days for cleaning and disinfecting (residential setting will continue operations)
 - o Request clients be tested for COVID-19 and/or monitor for symptoms
 - c. Contact case managers and other appropriate team members

2. Reporting Positive COVID-19 Test:

- a. Employees: use DDRS employee reporting tool and report all necessary information
 - o <https://forms.office.com/Pages/ResponsePage.aspx?id=ur-ZIQmkE0-wxBi0WTPYjdeGrSGv-DlHozfF9fg56KdUNVZFWUc3Q0EzWjdWTlo0SkM0WfK4T1E2Qy4u>
- b. Clients: complete BDDS incident report with the following information, in addition to normally required information
 - o Total number of individuals affected (staff and other clients)
 - o Did the individual have any symptoms during their illness? (Yes, No, Unknown)
 - o Did the individual have a chest x-ray? (Yes, No, Unknown)
 - o What type of specimens were collected, if known? (e.g. NP Swab, OP Swab, Sputum, Other)
 - o For confirmed positive cases, what was the date the COVID-19 specimen was collected, if known?
 - o What was the symptom resolution date? (If symptoms have not resolved, indicate such.)
 - o Was/is the patient hospitalized for this illness? (Yes, No, Unknown)

3. Testing:

- a. The department director will find appropriate testing facility, if available, for staff and clients to be tested within 24-48 hours
 1. Tests will need to be sent to human resources
- b. HR will send exposure notice to appropriate employees with guidance on testing

4. Settings:

a. Facility-based outbreak:

- o Contact all client's parents/guardians for immediate pick-up
 - i. Isolate individual who is positive until they are able to be picked up
 - ii. Professionally clean and disinfect building

b. Residential outbreak:

1. Follow reporting guidance above
2. Encourage residents to self-isolate and limit use of shared spaces as much as possible
3. Minimize number of staff members who have face-to-face interactions with residents
4. Staff should monitor themselves and residents for COVID-19 symptoms
5. Continue following cleaning and disinfecting guidelines and daily questionnaire
 - i. Continue temperature checks prior to the start of each shift for employees and clients

VII. Forms/Appendices

VIII. Responsibility

All MDS Employees

IX. Approval

The revision of the aforementioned policy is hereby approved by the Leadership Team on this date 06/01/2020.

Sandra Miller, CEO

APPENDIX C- Memo: COVID-19 Employee-Screening Procedures

Effective June 1st, all employees reporting to work will be screened for respiratory symptoms and have their body temperature taken as a precautionary measure to reduce the spread of COVID-19.

Every employee will be screened, including having his or her temperature taken, when reporting to work. Employees should remain in their vehicle upon arrival at work and prior to entering any other areas of Meaningful Day Services property.

Each employee will be screened privately by a member of the Administration team using a touchless forehead/ temporal artery thermometer.

Time spent waiting for the health screening should be recorded as time worked for nonexempt employees.

An employee who has a fever at or above 100.4 degrees Fahrenheit or who is experiencing coughing or shortness of breath will be sent home. The employee should monitor his or her symptoms and call a doctor or use telemedicine if concerned about the symptoms.

An employee sent home can return to work when:

- They have had no fever for at least three (3) days without taking medication to reduce fever during that time; AND
- Any respiratory symptoms (cough and shortness of breath) have improved; AND
- At least ten (10) days have passed since the symptoms began.

An employee may return to work earlier if a doctor confirms the cause of an employee's fever or other symptoms is not COVID-19 and releases the employee to return to work in writing.

An employee who experiences fever and/or respiratory symptoms while at home should not report to work. Instead, the employee should contact his or her immediate supervisor for further direction.

Appendix D- COVID-19 Employee Positive Case

I. Purpose

Meaningful Day Services (MDS) first and foremost wants to ensure a safe and healthy working environment for all employees. MDS recognizes that even through proper prevention measures, safety protocols, and sanitizing that employees may be exposed to coronavirus illness outside or inside the work environment. MDS' goal is to inform and implement protective measures for employees who may have been exposed to COVID-19 while working directly in an MDS office, clinic, client home, or residential home.

II. Scope

This policy applies to all MDS employees.

III. Exceptions

None.

IV. Definitions

V. Policy Statements

1. MDS employees who test positive for COVID-19 and have worked within MDS office, clinic, residential home, or client home within the past 14 days are required to notify their direct supervisor immediately.
2. MDS employees who test positive for COVID-19 will be instructed to isolate and not return to work for a minimum of 14 days.
3. Employees who test positive for COVID-19 may return to work in an MDS office, clinic, client home(s), or residential home under the following circumstances:
 - a. An employee who tests positive but **does not** have or display any symptoms may return to work:
 - i. 10 days have passed since the date of their first positive COVID-19 diagnostic test assuming they have not subsequently developed symptoms since their positive test. If they develop symptoms, then the *symptom-based or test-based strategy* should be used. Note, because symptoms cannot be used to gauge where these individuals are in the course of their illness, it is possible that the duration of viral shedding could be longer or shorter than 10 days after their first positive test.
 - b. An employee who tests positive and is symptomatic may return to work when:
 - i. At least 3 days (72 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medications **and** improvement in respiratory symptoms (e.g., cough, shortness of breath); **and**,

- ii. At least 10 days have passed *since symptoms first appeared*; OR,
 - iii. Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collected ≥ 24 hours apart (total of two negative specimens)
 - c. The employee's health care provider approves them to return to work and provides a certification for the employee.
4. The return to work criteria outlined in statement #3 is based off of current CDC recommendations and may be subject to change without notification as recommendations are updated.
 5. All employees returning to work after a COVID-19 diagnosis will need to complete a self-certification form that attests that they are recovered and no longer contagious. Any false information that an employee provides on the self-certification form will lead to disciplinary action up to and potentially including termination.
 6. MDS employees who are working or teleworking and test positive for COVID-19 may be eligible for Paid Sick Leave. Please refer to HR TEMP 102 Paid Sick Leave Policy for further information.
 7. MDS will follow all laws and regulations under the ADA, HIPAA, and other privacy rules to protect the identity and medical information of any employee who reports a COVID-19 diagnosis. All employee medical records will be maintained separately in a confidential medical file. MDS will not disclose any information identifying the employee who tested positive to any other employee or client.
 8. If an MDS employee or client tests positive for COVID-19 all employees who were in contact with that individual within the past 14 days will be notified immediately and provided with instructions for moving forward.
 9. MDS will immediately close any MDS clinic, facility, or office location with the exception of our 24/7 residential home for 2-5 days for deep cleaning and sanitizing whenever an exposure occurs.
 10. MDS reserves the right to require any employee who has been exposed to COVID-19 to produce a negative test in order to return to work.
 11. Exposed employees who are required to get tested for COVID-19 will need to complete the testing within 24-48 hours.
 12. MDS will provide the resources and testing information for any employee that is required to get COVID-19 testing due to an exposure.
 13. Incident reports will be completed for any employee who is exposed to COVID-19 while working at any MDS property or client property.

VI. Procedures

1. Employee who tests positive for COVID-19 and has worked with or been direct contact with clients or coworkers within the past 14 days needs to report their diagnosis immediately to their Department Director and the HR Director.
2. The HR Director will send the employee information regarding the Paid Sick Leave policy and how to access the paid time off.

3. The department Director and HR director will create a list of MDS clients and employees that the employee has encountered and potentially exposed within the previous 14 days.
4. Any employee who was potentially exposed to COVID-19 while working will receive a phone call from their supervisor notifying them of the exposure.
5. Exposed employees will also receive an “exposure notice” in writing from HR outlining instructions for testing, returning to work, etc.
6. Supervisor will continue to follow up with exposed employees as necessary to ensure that proper procedures have been understood and followed.
7. Any additional employees that test positive for COVID-19 will be sent information regarding paid sick leave and will not return until the criteria set above is achieved.

VII. Forms/Appendices

Exposure Notice Form

Employee Self-Certification Form

VIII. Responsibility

All MDS Employees

IX. Approval

The revision of the aforementioned policy is hereby approved by the Leadership Team on this date
05/13/2020

Sandra Miller, CEO