



COVID19 Business Specific Health & Safety Form

THERAPEUTIC SERVICES

NOTE: In order to self-certify compliance at www.mendocinocountybusiness.org, you must **read and implement** the County of Mendocino-specific guidelines for Therapeutic Services issued in the September 22, 2020 Public Health Order.

In order to fill out this form and create a health and safety plan for your business, refer to the [State of California Guidelines for Therapeutic Services](#), the [County of Mendocino Public Health Order dated September 22, 2020](#) and the [County of Mendocino Facial Coverings Order dated July 2, 2020](#). A health and safety plan is required to operate.

1. Describe the type of signage you will have and locations.

We will continue to serve most of our clients through Zoom. Some select clients that can follow CDC protocols will have either outdoor in-person services in nature settings such as front yards, back yards, parks, and other nature locations or in a clinic setting at our office. We will be implementing state and local CDC protocols before, during, and after sessions to ensure client and employee safety. We have posted signage in our office at each public entrance, restroom, hallway, and designated clinic setting to inform all employees and clients to follow CDC guidelines to ensure safety. The following signage is posted:

- A. OSHA poster for workplaces <https://www.osha.gov/Publications/OSHA3994.pdf>
- B. How to protect yourself and others (2 pages) <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf>
- C. Hand Washing: https://www.cdc.gov/handwashing/pdf/handwashingPoster_C_8x11_ENG-p.pdf
- D. How to wear a face covering <https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>
- E. Stay home if you're sick and remember to...
poster: <https://www.cdc.gov/nonpharmaceutical-interventions/pdf/stay-home-youre-sick-employers-item4.pdf>
- F. Slow the Spread of Germs Poster: <https://www.cdc.gov/nonpharmaceutical-interventions/pdf/slow-spread-germs-item1.pdf>
- G. Social Distancing – Mendo Public Health
<https://www.mendocinocounty.org/home/showdocument?id=36452>
<https://www.mendocinocounty.org/home/showdocument?id=36456>

2. Describe the PPE you will provide to your employees and clients.

- We will create and distribute PPE kits to all staff members working 1:1 direct shift with clients. Employees are required to use these items while on shift and will have extra supply in case clients need proper PPE while on shift. We will keep all PPE supplies stocked at our office for replenishment and for employee and client use when using the designated clinic setting at our office. The kits will include the following items: a face shield,, a touchless thermometer, bottles of sanitizing spray, bottles of sanitizing gel, a pair of safety glasses, a box of gloves, a box of disposable surgical masks, N95 masks, brown paper bags, a sharpie, and several garbage bags for contaminated materials used during session that need to be sanitized.

3. Describe your plans for training employees and temporary workers on the use of PPE; disinfection; sanitation and other cleaning techniques.

- Our employees have been given a CDC Coronavirus packet with information about how to prevent COVID-19 from spreading, proper hand washing, mask wearing, social distancing, symptoms of COVID-19, and more general information. Employees are required to read through the packet and pass a staff quiz with 100% accuracy that covers COVID safety measures using the information from the CDC Coronavirus packet. This will be mandatory before starting any in-person sessions.
- We have also created the policy below that will be distributed to employees who begin working 1:1 in-person sessions outdoors with clients:

Agency Protocol for Stage 1 In-Person Services

Preparing for In-Person Session:

1. Shower and put on clean clothes. Be mindful of fabric and jewelry that will not hold up well to full sanitization. Do not wear anything important to you to session. FYI – wrist watches/rings/fingernails are major collectors of contaminants.
2. Cover as much skin as you can comfortably. Make sure all skin exposed is in intact. If any open skin, make sure to cover with non-fabric bandage, etc. Make sure to change/remove all bandages after session with “clean” gloves or hands.
3. Gather all session supplies needed:
 - a. Take extra Personal Protective Equipment (PPE) - in case family is not able to locate their own

- supplies or in case yours get overly contaminated, wet (mask), or damaged.
- b. Leave all personal items not needed for session in your vehicle, as anything that goes to another person's home/yard will be considered contaminated and will need to be sanitized.
4. Fill out Pre-Session Questionnaire for staff and take your own temperature within 60 minutes of the start of the session. Remember to clean thermometer with sanitizing spray and let it air dry.
 5. If symptoms on the Pre-Session Questionnaire develop at any time (en route to client, at client home, etc.) session must be cancelled immediately. Notify the scheduling phone and submit and SIR.

Starting In-Person Session:

Note: Client (and parent/support person if applicable) should meet you at an outdoor location – yard at home, park without playground equipment, etc. Client and any household members present must wear face masks and have temperature taken before beginning session!!

1. Put on face mask and gloves before leaving your car.
2. Put on face shield over face mask and take client and participant temperature. You must take the temperature of any member present at session. Face shield does not need to be used through the rest of the session unless desired. Safety glasses are an optional protection as well. If the client is having trouble consistently wearing their mask during session or keeping distance, staff are advised to wear a mask and a face shield throughout session.
3. Sanitize thermometer (spray with sanitizing spray) before and after use.
4. Change gloves after you have checked all client and participant temperatures.
5. Staff proctors Pre-Session Questionnaire for client (or for parent/support person if applicable) on-site prior to session beginning or within 60 minutes of the session start time. If any questions are red flagged, session will be cancelled for the day. Call scheduling to assist with cancellation and to notify of an SIR that will follow (complete SIR for cancelled session).
6. Once temperatures are taken and are at or below 100.3 degrees and questionnaire is completed without any red flag responses, then and only then can the session proceed.

Materials/Supplies Protocol

1. Do not handle any toys, materials, reinforcers, etc. from the client's home.
2. Staff should bring tub/garbage bag of "clean" non-cloth/non-paper toys/reinforcers (no teddy bears, paper or wooden jigsaw puzzles, fuzzy balls, tennis balls, lacing up toys, plastic figurines with hair, etc.).

Only use pre-approved items for sessions that your clinician has provided.

3. Staff will have a separate "clean" tub/garbage bag of supplies and "dirty" or "used" tub/garbage bag.
4. Staff will place soiled items used during session into "dirty" or "used" tub/garbage bag when

session is over. These items will be sanitized by clinician after session.

5. Never mix clean and dirty items in a container. Never put dirty items in your clean container. Do not remove dirty items from container unless you are prepared to sanitize at that time.

Ending In-Person Session:

1. Remove gloves if you wore gloves throughout the entire session:

MAKE SURE TO NEVER TOUCH BARE SKIN TO THE OUTSIDE OF EITHER GLOVE.

- a. Pinch the palm side of one glove near the wrist.
- b. Carefully pull the glove off so that it is inside out.
- c. Hold the glove in the palm of the remaining gloved hand.
- d. Slip two fingers under the glove at the wrist of the remaining gloved hand.
- e. Pull the glove until it comes off, inside out, so that the first glove ends up inside the glove just removed.
- f. After removing the gloves:
 - Dispose of gloves in a garbage container.
 - Wash hands thoroughly with soap and warm running water, if available.
 - Otherwise, use an alcohol-based hand sanitizer to clean the hands if they are not visibly soiled.

2. Remove face mask (see CDC poster for proper removal of face mask). Use hand sanitizer.

3. Sanitize the face shield (spray with sanitizing spray) after use.

4. When you get home, throw away garbage bag with soiled gloves. Wash “exposed” clothing as soon as possible. Use the hottest setting that is safe for the clothing, use detergent, and consider using bleach.

Sanitizing Materials/Supplies After Session/Use:

Items can be sanitized by spraying with sanitizer or a 1:10 bleach/water solution in a spray bottle.

To sanitize/disinfect items used during sessions:

1. Put on gloves/mask.
2. Place contaminated items on a table covered in plastic (preferably outside in full sun).
3. After touching “dirty” items, change gloves and wash hands before proceeding. Make sure to hold all dirty items away from your clothing so as not to contaminate clothing with the potential of re-contaminating cleaned items.
4. Spray as much of the surface area as possible of the items with sanitizer/bleach solution. After spraying 3 or more sides of item, pick up item from sprayed surface, spray any unsprayed surfaces while holding item, then place item on “clean” table/tarp (preferably in full sun) and let them air dry.
5. After items are COMPLETELY dry, they can be placed in a “clean” tub/bag for the next use.

Clinic Setting at the Office

- Although most sessions will remain on Zoom, some select clients may have sessions at a designated clinic setting at our office. It will consist of one room with an outside entrance to the building. All employees will follow the *Agency Protocol for Stage 1 In Person Services* above for proper sanitation & hygiene, social distancing measures, mask wearing, and checking symptoms for staff and clients prior to session.
- The clinic room will be sanitized before and after sessions take place and sanitation procedures will be posted in the room to ensure compliance. All doorknobs, light switches, tables, chairs/couches covered in plastic, and materials used during session will be sanitized before and after each use as described in the above policy.
- No more than 2 staff members working with the client and 2 family members or 2 different people who support or supervise the session will be permitted inside our facility at one time.
- A medical grade air purifier will be utilized, as well as ventilation via open doors and windows if possible.

4. Describe your plans for protecting your employees' health

- Everyone who can carry out their work duties from home have been directed to do so. We currently run most programs through Zoom.
- Our office is currently being used for collecting supplies and printing materials. We have also set up a designated area as a clinical setting in the office to hold one 1:1 direct care session at a time in a sterile environment. Sanitizing procedures have been posted in the designated area. Pre-approval will be necessary to hold these sessions.
- The clinic setting will be used for targeting goals outlined in a plan that cannot be adequately addressed virtually or need to be generalized. We will not have more than 2 people on a team that meets in-person with the client. Client family members should be limited to no more than 2 different people who support or supervise sessions. Clinic settings may not allow additional family members or participants into the office.
- Employees must pass a COVID informational quiz with 100% pass rate to be eligible to work in person with clients.
- Employees and families must also fill out a health questionnaire before shift, which includes checking symptoms, temperatures, and if they have been exposed to anyone who has tested positive for COVID-19 in the last 14 days. If employee, client, or family member's exhibit any symptoms of COVID-19, have a temperature, or have been exposed to COVID-19, shift will be canceled immediately.
- Proper PPE has been supplied to employees and clients to carry out safety and sanitation measures using the CDC guidelines.

5. Describe your plans for protecting the health of clients.
- We are running most of our programs through Zoom. A select few clients may have outdoor or clinic setting sessions.
 - Before the start of in-person sessions, whether outdoor or in a clinic setting, we will have staff complete the pre-session questionnaire below for themselves and for the family to make sure that all participants are healthy:

Pre-session Questionnaire:

1. Email address:
2. Name of person filling out this form:
3. Are you filling this out for you or the family?
4. Client first and last name?
5. Has anyone in the household had a temperature 100.4 degrees or higher in the past 3 days without fever reducing medication?
6. In the past 14 days, has anyone in your household had any of these symptoms that is not attributable to another condition? Please check all that apply.

Cough, shortness of breath or difficulty breathing, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, vomiting, none of these.

7. Has anyone in the household been in contact with a person who has tested positive for COVID-19 or who is suspected to have COVID-19 in the past 14 days?

If the staff and families pass the pre-screening, then we will continue with outdoor or clinic setting, in-person session and ensure social distancing practices, sanitation, and PPE protocols are strictly followed, as described above in our *Agency Protocol for Stage 1 In-Person Services*.

6. Describe how you will prevent crowds gathering at your facility.
- Currently, our offices are used only for supply pick up and drop off and printing needs.
 - Employees are required to wear a face covering when utilizing the office.
 - We will continue to maximize working from home. When more than 1 employee is at the office on the same date, they have been instructed to maintain 6' distance from others, utilize air purifiers, sanitize all that they touch, and work primarily in their own office.
 - During outdoor or clinic in-person settings, there will be no more than two people on the team that will meet in-person with the client and we will maintain 6' social distancing measures along with proper PPE and sanitation efforts.
 - When we begin using our clinic setting at our office, there will be no more than 2 people on the team that will meet in-person with the client and maximum of 2 family members or persons who are authorized at session. We will enforce social distancing policies and limit the amount of

people in the clinic setting.

7. Describe how you will enforce physical distancing at your facility.
 - We have signage posted to remind employees and clients of safe social distancing while at the office.
 - All chairs, desks, and other materials will be placed 6' apart to maintain social distancing.
 - Before beginning in-person services, the family will receive a CDC packet with multiple posters teaching about COVID-19, including safe distancing measures, good hygiene, and COVID-19 prevention.
 - We will have floor markers in our designated clinic setting to ensure 6' social distancing measures.

8. Describe the payment methods you will use (contactless is preferred).
 - All payments are done electronically through private contracting and insurance companies.

Self-certify

Go to www.mendocinocountybusiness.org, click **Self-Certification** in numbered item 5, select Therapeutic Services from the dropdown menu, upload your plan and complete the self-certification process online. Alternatively, you may mail the completed certification form (with any required attachments) to: County of Mendocino Environmental Health, 860 N. Bush Street, Ukiah, CA 95482.

Your Business Specific Health & Safety Plan will become public record.