



BCA COVID-19 Guidelines February 2021

- Travel Policy - BCA asks that employees and clients notify us if/when they are traveling out of state. If the person is traveling to a place with a positive test rate of over 15%, you will be required to agree in writing that you will take all COVID precautions (social distancing, not being in crowds, stringent mask wearing, etc). Then you may return to the center as soon as you can provide a negative test result. You will agree to continue to closely monitor your health for any COVID symptoms and take precautions as necessary. BCA Administration has chosen to exclude Indiana, for all staff and clients.
 - If you are fully vaccinated (i.e., it has been two weeks or longer following receipt of the second dose in a 2-dose vaccine series or two weeks or longer following receipt of one dose of a single-dose vaccine), then you can refer to the guidelines about exposure for fully vaccinated staff members and will not be required to provide a negative test result in order to return to work.
- BCA will continue to waive no-show fees for illness only, at this time. If you decide to return for center-based treatment, you will be expected to attend your assigned schedule. Absences due to illness will continue to be waived, but proper documentation and notice is required. If you request BCA staff to engage in Telehealth with outside providers (ex: OT, PT, etc.), while your child is in our care, no show fees will be applied for that time. If your child is absent for any other reason than illness, no show fees will be applied.
- Health Checks: In addition to the temperature scans, clients and staff will be required to complete a daily online attestation that will include the following questions. If an employee or client were to answer “yes” to any of these questions, they would be required to stay home.
 - Have you experienced symptoms of illness in the last 24 hours (fever, sore throat, diarrhea, vomiting, loss of appetite, loss of taste or smell, headache, fatigue, muscle cramps, chills, cough, shortness of breath, etc.)?
 - Have you cared for anyone that has been ill or suffering from any of the above symptoms in the last 24hrs?
 - In the last 2 weeks, have you been in contact with anyone who has tested positive for COVID-19?
- Temperature Scan upon arrival
- Employees and Clients must clean hands with provided hand sanitizer upon arrival.
- Employees must wear proper PPE, provided by BCA, including anti-microbial face masks and plastic face shields, before entering building.
- Parents/Caregivers will continue to walk children in to either campus, maintaining 6ft of safe social distance between other families.
- **Positive COVID-19 tests**
 - Employees who test positive for COVID-19 may return to work once it has been 10 days since symptoms first appeared, 24 hours with no fever (w/o use of fever reducing meds) and other COVID symptoms are improving. Once all 3 of these are met, they can return and do not need a negative test.
 - <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html#:~:text=If%20you%20continue%20to%20have,can%20be%20around%20others.>
 - If an employee or client tests positive and is asymptomatic they will be asked to quarantine for 10 days from the positive test.
 - <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html#:~:text=If%20you%20continue%20to%20have,can%20be%20around%20others.>
- Employees or clients who need to be tested for COVID-19, will have the option of acquiring a self-administered test kit from BCA provided by Solaris Labs. Follow directions on test kit and drop off at the address provided, test results will be provided. Test results will be provided no later than 48 hours after drop off.
 - If staff cannot find a testing site that can guarantee results within 48-hours then they will be asked to utilize the self-administered test kit.
 - Non-fully vaccinated staff who are exposed to COVID-19 will be required to quarantine for 7 days: Once a staff member has received a negative test result from COVID-19 testing completed on day 5 or later after exposure, and once it has been 7 days since the staff member was exposed to COVID-19, the staff member may return to work so long as they are not living with an infected person.
 - Full-vaccinated employees who have been exposed to COVID-19 should follow the guidelines set out below.



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- Employees will be required to utilize EFMLA, PTO, unpaid leave, and/or workers compensation benefits as applicable, if they are required to quarantine due to COVID-19.
 - In the instances of a potential COVID-19 exposure at BCA facilities, BCA will notify close contacts of the person testing positive. It is the policy of BCA to follow CDC guidelines in determining who is a “close contact,” and this includes those individuals who came in close contact with the infected individual within the 48 hours of developing symptoms or testing positive if asymptomatic.
 - Those identified staff will be asked to quarantine for the suggested amount of time based upon CDC guidelines for healthcare providers/facilities and may be required to produce a negative test result for returning to work.
 - According to the CDC, individuals who have tested positive for COVID-19 are not required to quarantine or be tested again for subsequent exposures for up to 3 months, as long as they do not develop symptoms. For subsequent exposures, staff and clients who have previously tested positive for COVID-19 are not required to quarantine for additional periods of time, regardless of exposure, for 90 days following their original test date.
 - <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html#:~:text=Who%20needs%20to%20quarantine%3F,do%20not%20develop%20symptoms%20again.>
- **Exposed Health Care Personnel/BCA Staff**
 - Staff members who are exposed while working at BCA, while wearing proper PPE are not required to quarantine or test unless they show symptoms.
 - Staff members whose exposure occurs outside the center are required to quarantine for 7 days, test on day 5 and may return with negative test results and no symptoms after the 7-day quarantine, so long as they are not living with an individual who is infected with COVID-19.

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/testing-healthcare-personnel.html>

Exposed Health Care Personnel/BCA Staff who have completed COVID Vaccine schedule

- HCP/BCA Staff who are fully vaccinated are not required to quarantine if exposed to COVID-19.
 - BCA must have all required documentation of administration of the COVID Vaccine.
 - Each of the following requirements must be met in order to be exempt from quarantine after exposure:
 - Are fully vaccinated (i.e., ≥2 weeks following receipt of the second dose in a 2-dose series, or ≥2 weeks following receipt of one dose of a single-dose vaccine)
 - Are within 3 months following receipt of the last dose in the series
 - Have remained asymptomatic since the current COVID-19 exposure
- <https://www.cdc.gov/vaccines/covid-19/info-by-product/clinical-considerations.html>

Exposed BCA Clients who test negative and show NO symptoms

- Those clients who have been exposed to a positive case either outside/inside the center will be required to complete 1 of 3 options for quarantine. According to the CDC, the options should be based on personal health risks and the risks of those you encounter. The longer the quarantine for the more at-risk population applies.
 - Quarantine for 14 days with no symptoms and may return to BCA
 - Must include a medical note with a clean bill of health
 - Quarantine for 10 days with no symptoms and may return to BCA
 - Must include a medical note stating clean bill of health
 - Quarantine for 7 days, on day 5 get tested and produce negative test result and may return to BCA

<https://dnks20yxl1c2u.cloudfront.net/381d0fbb43b611527a8f1c329301ef51fd555fcf/New%20CDC%20Quarantine%20Guidelines%20in%20Plain%20Language.pdf>



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- Admin Staff and Billing Department will continue to work remotely.
- Vocational Learners will remain center-based and we will revisit community activities April 2021.
- East Campus Gym will reopen, parents will be required to sign waiver for their children to attend.
- Early Care Services are provided on a limited basis and must be necessary for parents to fulfill work responsibilities.
- 8:00am – 4:00pm staff schedule
- 9am-3:30pm Monday through Thursday and 9am-1:30pm on Fridays, client schedule
- NO group activities unless clients are able to wear a mask, otherwise must remain a minimum of 6 ft apart.
- Clients assigned to rooms based on being able to maintain a minimum of 6ft between clients.
- Staff will rotate on an hourly basis instead of 30 minutes when possible.
- Outside therapists such as APT will be permitted, only after successful completion of health scans. They will be required to wear masks as well.
- Outside visitors such as prospective clients, donors will be admitted, only after completing health scans. They will be required to wear masks as well.
- Telehealth services will only continue for those clients unable to return at this time. If this pertains to you, please address insurance authorization with your BCBA/Program Coordinator.
- Clients with medical reasons for needing Telehealth services through March 31, 2021, will need to provide medical documentation and will be exempt from no-show fees and Telehealth will be scheduled.
- **Community Based Clients**
 - Temperature and Health Checks for all household members will take place upon each visit.
 - BCA staff have touchless thermometers with them
 - BCA staff will wear a mask, it is up to the individual client if they choose to wear masks.
 - BCA staff will provide hand sanitizer for themselves and client upon arrival.
 - Materials brought by BCA staff are sanitized after each visit
 - Materials/toys that are in the home should be sanitized by parents/caregivers after each visit.
 - Clients with medical reasons for needing Telehealth services through March 31, 2021, will need to provide medical documentation and will be exempt from no-show fees and Telehealth will be scheduled.

Staff/Client Arrival:

1. Staff sanitize prior to clocking in on Swipe Clock.
2. If you are not able to report for a shift please let your Clinical Director know ASAP.
3. Please wear your mask into the building.
4. Health Assessment will be completed online prior to reporting for work. You may not enter main part of building until this is completed.
5. You are responsible for washing your mask after your shift each day.
6. Place all personal items in the room your assigned. If you wish you can place your lunchbox in the refrigerator.
 - a. You may eat lunch in any outdoor spaces (weather permitting). You may eat in common areas; however, you must maintain 6ft between other staff members and must sanitize area when you are finished.
7. East Staff will be allowed to use Kids Center Bathrooms.
 - a. Staff are responsible for sanitizing toilet and sink areas after EVERY bathroom use
8. Health checks will be conducted for clients upon arrival. Client's parents will bring them to the lobby. Please remain at your team room until you are called to come get them from the lobby.
9. Sessions will be an hour long. Staff will remain in their assigned "wings/pods" whenever possible.
10. RBT and Graduate supervision will take place via video call whenever possible.
11. Clients always need to be at a minimum 6ft apart. This includes hallway, waiting for bathroom, bathroom sinks, and other transition areas.
12. After a client uses the bathroom please wash their hands and spray the toilet and sink area with Lysol.
13. At the end of your hour session:
 - a. Enter your timesheet in Central Reach.



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- b. Wipe down desks and materials, kindles, pens/pencils.
 - c. Sanitize your hands each time you sit down with and client and each time you leave.
14. Sanitize your client's hands at the beginning of each session.
 15. Client's will eat lunch at their desks.
 16. Dismissal Carpool: Remain at your learner's desk until their name is called for dismissal. Parents will pick up their child in the lobby.
 17. At the end of the day, you must still wear your PPE even after the learners leave the building and maintain 6ft of distance while still in the building.
 18. Wipe down all surfaces and all client materials, this includes tables, chairs, bookshelves, cubbies, kindles, pens/pencils.
 19. Spray and wipe down light switches, doorknobs, and any other common surfaces.
 - We have opted to omit glove wearing unless, cleaning in general, especially bodily fluids or if caring for someone who has fallen ill.
 - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/gloves.html>

I _____ have read the above guidelines and understand it is my responsibility to help protect the staff and clients of BCA, to follow and enforce these guidelines.

Signature _____ Date _____