



Updated - NTC COVID19/Flu Season Precautions

In preparation for the flu season, regional reopening of schools and a concern to ensure safety and reduce exposure to primarily COVID19 the below plans are in place at The Center. These plans are based on [CDC Recommendations](#) and local Health Department guidance.

The primary objective is to avoid temporary closure and prepare for contingencies if a participant or staff get sick from COVID19 or the flu. These guidelines have been adapted due to the nature of our services and are to be adhered to by active participants, their immediate family and all staff.

- *The below guidelines are current as of **October 20, 2020 and in effect through December 31, 2020.***
- *They are subject to be changed or modified at the discretion of The Center leadership and Board of Directors.*
- *An attempt to notify participant parents and staff will be made to update any changes as soon as possible.*

First a few clarifications:

What is considered an exposure to COVID19?

Close contact <6 feet apart and >15 minutes, with or without protection (ie face masks) with someone who has any of the below:

- Recently tested positive for COVID19
- Displayed COVID19 or flu-like symptoms regardless if they have tested positive for COVID19

What are the Symptoms of concern?

[COVID-19 symptoms](#) are of primary concern but signs of the Seasonal Flu are also of concern at The Center due to the impact on staffing. Major symptoms that present for both viruses include: ***Coughing, Fever >100 degrees F or Chills.***

Added Precautions and Best Practices:

In addition to our Safety Guidelines it is important to be diligent about following social distancing guidelines when in the community or living with others who are frequently engaging in the community. This includes:

- Staying >6 ft apart from others in your household who are frequently engaging in the community if at all possible or wearing a mask inside if living with others who are engaging in the community
- Always wear a mask while out in the community
- Frequent hand washing, especially before and after using the restroom, preparing or eating meals is critical.



- If someone in your household develops COVID19 or Flu symptoms daily disinfection of all surfaces is recommended with a high grade disinfectant or diluted bleach solution. In addition, wearing a mask and limiting contact with individuals who display symptoms while in the home is advised in addition to avoiding sharing utensils or food.

What happens if a Participant or Staff has been exposed to COVID19?

Exposure to COVID-19	Symptoms	COVID-19 Testing	Plan in Place
Possible or Known Exposure	No symptoms	For Staff: Immediate Rapid COVID19 Test - If Negative, consider repeat Test ~ 3 days after	For Staff: - 2x Daily Monitoring of symptoms - Added precautions of gloves & separation at meal time in addition to existing safety guidelines
		For Participants: - Recommended COVID19 Test	For Participants: - Parents discretion to stay at home - 2x Daily Monitoring of symptoms with added precautions of separation at meal time in addition to existing safety guidelines
Possible or Known Exposure	With Symptoms	For Staff: Immediate Rapid COVID19 Test - If Negative, repeat Rapid Test ~ 3 days after and Sick/PTO Policies used if available - If Positive, COVID19 CARES Act PTO Policies used if available	For Staff: - Self-Quarantine - Adhere to Added Precautions and Best Practices - Must have 2 Negative COVID19 Tests, MD note clearing return to work and 72 Hours of no symptoms before returning to work Upon returning to work (for at least 14 days): - 2x Daily Monitoring of symptoms - Adhere to Added Precautions and Best Practices - While at work added precautions of gloves & separation at meal time in addition to existing safety guidelines
		For Participants: - Recommended Rapid COVID19	For Participants: - Self-Quarantine - Adhere to Added Precautions and Best Practices - Recommend 2x Daily Monitoring of symptoms - Must have 72 Hours of no symptoms before returning to The Center



What happens if a Participant or Staff develops symptoms of COVID19 or the Flu regardless of exposure to COVID19?

The medical community is constantly learning more about how COVID19 is transmitted but it is important to recognize that individuals can transmit the virus and may be infectious even if they themselves are not showing any signs or symptoms of COVID19. It is also important to remember that the Flu virus is highly infectious and can live on hard surfaces for up to 24 hours which is why adhering to added precautions and best practices is recommended.

At The Center we err on the side of caution and plan to implement the below if a staff or participant develops any symptoms:

- Stay at home
- Adhere to Added Precautions and Best Practices
- Recommended 2x Daily Monitoring of symptoms
- Must have 72 Hours of no symptoms before returning to The Center
- For Staff Sick/PTO Policies may be used if available

Closure Disclaimer

The Center has a small but mighty team. If staff members are out sick, unable to work AND we cannot accommodate alternative staffing we may have to temporarily close or modify our services until staffing needs are resolved. We acknowledge that this is inconvenient especially if we are unable to provide advanced notice. We will try our best to build support for staffing such as volunteers and substitute part-time staff BUT we have financial limitations that restrict these options. In addition if we have to temporarily close our services the duration and costs of closure may prevent our ability to successfully reopen. We are confident that if we maintain a common agreement on General Safety and Social Distancing Guidelines amongst staff and participants we will stay healthy, safe, stable and remain open. Membership credits for temporary closures are at the discretion of the Executive Director.

Below are updated guidelines:

NTC Participant, Family and Staff General Safety and Social Distancing Guidelines

We ask that our staff, active participants and their families in addition to the above adhere to the below safety and social distancing guidelines:

- Continue to practice social distancing and reasonable shelter in place protocols including:
 - Wear a mask when outside of their home (does not need to be a medical grade mask)
 - Encourage care givers to wear masks when in close proximity to participants
 - Stay at least 6 feet away from people when outside of the home and avoid crowds of more than 10 people
 - Limit activity outside of the home to essential activities (grocery shopping, pharmacy, medical appointment ect) and try to have a designated person in the home who conducts these activities, limiting them to 1x a week if possible.



- Practice frequent handwashing, throughout the day and especially before and after eating and after using the restroom
- Limit face touching as much as possible, wearing a mask helps with this common behavior
- Be diligent about your own personal health and adhere to reasonable precautions by do not attending our program if you have experienced any symptoms, do not feel well or someone in your immediate family has experienced any of the below symptoms:
 - Recent fever?
 - Recent coughing?
 - Difficulty in breathing or shortness of breath?

****If a Participant or Staff presents with any symptoms, we ask that The Center staff is notified ASAP so we may proceed with necessary precautions to maintain the safety of our staff and community. Staff are instructed to inform parents if there are any concerns or symptoms arise while at The Center.***

Daily Arrival and Departure Protocol

- Handicap spot is for who is unloading, we will have a carpool style line. Staff will rotate helping with unloading.
- Staff will meet clients in their car. Parents should unload individuals from vehicles.
- Staff takes temperature at the car. If any signs or illness or temperature arise, they will be turned away from the program that day.
- As soon as a participant enters the building, hands will be washed or sanitized.
- Departure will work the same. One loading at a time in the handicap spot.

Key Program Changes

- Staff will document their own and temperature and health screening questions (upon arrival) and any changes to temperature or health concerns daily
- Staff will document participant temperature and health screening questions (upon arrival) and any changes to temperature or health concerns daily
- Staff will wear masks throughout the workday
- Staff will support frequent handwashing of participants
- No program activities related to making food for consumption or cooking life skills
- Activities will be based off materials that do not need to be shared and each participant will have designated materials that will be isolated for their personal use
- Extra sanitizing on surface items used during the activity day
- No snack time
- At lunchtime participants will be reasonably physically separated
- Posters for handwashing and COVID19 signs and symptoms will be posted for visual reminders and cues.



Sterilization Protocol - for Staff to Follow at The Center

1. Daily Space Sterilization

- a. Each morning and each afternoon the handrails, chairs, table surfaces, doorknobs, bathroom toilets, sinks and common areas of the facility space will be wiped down with high grade disinfectant.
- b. Supplies for respiratory hygiene and cough etiquette, including 60%-95% alcohol-based hand sanitizer (ABHS), tissues, no touch receptacles for disposal, and facemasks will be stocked and available for use by staff and participants
- c. Deep cleaning of entire space at least 2x a week

2. Participant Sterilization

- a. Participants will be required to wash their hands frequently throughout the day. They must wash their hands before and after eating and using the restroom.
- b. Staff will ensure that participants properly wash hands and monitor hygiene throughout the day.

References and Resources:

- [CVS Drive Thru Testing - Appointment Only](#)
- [CDC - Coping with Stress](#)
- [CDC - Symptoms of Coronavirus COVID19](#)
- [CDC - Criteria for Return to Work for Healthcare Personnel with SARS-CoV-2 Infection \(Interim Guidance\)](#)
- [CDC - Interim Infection Prevention and Control Recommendations for Healthcare Personnel During the Coronavirus Disease 2019 \(COVID-19\) Pandemic](#)