



REOPENING | NTC - Safety & Sterilization Guidelines (COVID19)

In an effort to ensure safety and reduce exposure to COVID19 upon re-opening the below guidelines will be followed based on the [CDC Recommendations](#). The objective is to avoid future temporary closure due to a participant or staff getting sick and or testing positive for COVID19. 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 **May 15, 2020 and in effect through August 30, 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.*

Re-Opening Date: June 1, 2020

Re-Opening Hours: 10 a – 3 p M-F

Participant, Family and Staff Safety Guidelines

We ask that our staff, active participants and their families 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)
 - 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?
 - Recently experienced confusion or inability to arouse?
 - Have a chronic medical condition such as COPD, Emphysema, Heart Disease or Diabetes?

Last Update: May 15, 2020



- Have been in contact or exposed to anyone who has tested positive for COVID19 within the past 14 days or has shown symptoms of COVID19.

If any of the above questions are answered **YES**, maybe or not sure - the participant **WILL** be asked to stay at home. We require that participants must have no active symptoms for at least 2 weeks before returning to The Center.

If all of the above questions are answered **NO** - the participant **WILL** be welcomed to attend programming at The Center.

****If a participant 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. Participants should also be tested within 24 hours and report back to the Center if possible, exposure. ****Pending Testing Availability***
- 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
- More at risk exposure areas (entryway door handles, designated arrival handwashing sink) will be marked off for visual cue of caution.

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- 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

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.