

June 10, 2020

CORONAVIRUS PROCEDURES FOR EBTCS

OUR **STAFF** FOLLOW THESE PROCEDURES **EACH TIME THEY ENTER EBTCS**, EVEN IF JUST FOR A FEW MOMENTS:

1. Follow all IBM Building procedures.
2. **Staff will document arrival and departure** time at EBTCS.
3. Take their **temperature** before they leave home. If needed, staff may take their temperature using the thermometer in the front office; they will clean the thermometer with an alcohol swab before and after use.
4. **Confirm** they do **not** have fever (≥ 100.4), cough, sore throat, shortness of breath, muscle aches, fatigue, loss of taste or smell, nasal congestion, or runny nose before coming to EBTCS.
5. **Staff must stay home** if they have the above symptoms, test positive for COVID, live with someone who tested positive for COVID, or have been instructed to isolate due to COVID exposure. They must report the situation to the Director of Operations, and their return will be negotiated per the Washington State Department of Health guidelines.
6. **Wear a mask** in all common areas (elevator, hallway, front office, kitchen, etc.), even if at EBTCS alone. Masks are provided by EBTCS. Staff will avoid touching their faces when putting on, using, and removing the mask. One mask may be worn all day, but once staff touch the face area of the mask, it must be discarded and replaced, and staff must wash their hands.
7. All team members are required to **stay at least six (6) feet away** from other people at all times while in the office. Where necessary, this distancing requirement may be broken in passing once or twice a day, but team members must work together to minimize the number and duration of such instances.
8. Staff will **wipe down all common surfaces** touched when at EBTCS (doorknobs, kitchen, front office, bathroom).
9. Staff will **wash hands/use hand sanitizer** upon arriving at EBTCS, before and after eating, after coughing, sneezing, or blowing their nose, before and after using the restroom, and at least every two hours while at EBTCS. They will avoid touching their faces with unwashed hands.
10. Staff will contact designated staff members with any concerns or suggestions regarding care delivery, personal protective equipment, technology, or any other issues.

WHEN A **CLIENT** VISITS EBTCS:

1. Keep client visits to EBTCS to **an absolute minimum**, only doing so when an in person visit is necessary.
2. Staff will follow all procedures for staff at EBTCS.
3. Staff will exercise clinical judgment to determine the need to deliver in-person health care services (as opposed to services provided via telehealth). This will be documented in the client's file.
4. Staff will **see clients outside** when feasible, using social distancing procedures.
5. Ask clients to **wait on the main floor** of the building until the therapist is ready to see them. Clients should not wait in the waiting room. Clients should be allowed to enter the therapy room as quickly as possible upon arriving on the 8th floor. **Clients will not wait in the waiting room.**
6. **Clients will need to take their temperature before leaving home**, and **confirm** they do not have **fever (≥ 100.4)**, **cough**, **sore throat**, **shortness of breath**, **muscle aches**, **fatigue**, **loss of taste or smell**, or **nasal congestion or a runny nose** before coming to EBTCS.
7. **Staff and clients must wear masks** throughout the entire visit. Staff will wear masks provided by EBTCS; clients may wear cloth/homemade masks. Staff will get a new mask each time they touch the face of the mask, then wash their hands.
8. If clients arrive without having taken their temperature, or without wearing a mask, a thermometer and/or a mask will be provided. Staff will clean the thermometer with an alcohol swab before and after each use.
9. Clients and staff will use **hand sanitizer** upon entering EBTCS. Staff will follow the above guidelines for hand sanitizer use/hand washing and will clean their hands before and after each client interaction.
10. Staff may help clients ride a separate elevator if desired.
11. Staff **must maintain six feet distance** between themselves and other individuals at all times. Clients will be **seen in conference rooms only**, where it is possible to sit further apart. Client visits will be arranged to minimize interaction in hallways.
12. Staff will **prop all possible doors open** to minimize client contact with doorknobs.
13. Staff will **wipe down surfaces** after/between clients.
14. Staff will make sure all propped **doors are closed** upon departure from EBTCS.
15. Clients will be asked to avoid bringing any unnecessary individuals to the session. Parents and other essential visitors are acceptable; essential visitors must also confirm they do not have the above symptoms, and must take their temperature to confirm the absence of a fever. They must also follow the same procedures for clients (wash hands, wear a mask, maintain social distancing).

TO VISIT A CLIENT'S HOME:

1. Staff will exercise clinical judgment to determine the need to deliver in-person health care services (as opposed to services provided via telehealth). This should be documented in the client's file.
2. Staff will **check to see if the client or anyone in their family is experiencing symptoms** before traveling to the session.
3. Staff will **wear a mask and gloves** throughout the session. Gloves are available in the front office. Even when wearing gloves, staff will wash their hands regularly and avoid touching their face.
4. The client and any other individuals present must also **wear a mask** during the session.
5. Consider who else is living in the house, where the client and family members work, and any other factors that may increase risk of exposure to COVID, before deciding whether to do a home visit.
6. Limit your time in the home as much as possible (e.g., if part of the session can be conducted outside or on the phone, limit time in the home to therapy tasks that can only be completed in the home).
7. You must **maintain at least six (6) feet of distance from other individuals** during the session and ensure that the meeting place allows all of those participating to maintain such distance.