



August 28, 2020

Dear Families:

Attached you will find important information about The Autism Collaborative Center's reopening policies and procedures. Please print, initial, and sign the COVID-19 CLIENT AND FAMILY ACKNOWLEDGMENT AND DISCLOSURE form and bring it on your first day back at the ACC. Forms will be available at the center to sign as well. Other important information you need to know:

1. Center hours will be 8:00 am to 4:30pm.
2. All guidelines adhere to CDC and State of Michigan regulations regarding public-facing clinics.
3. Please plan accordingly as the new drop-off procedures will take some time and adjustment for all. You will have to wait outside or stand in line to drop-off and pick-up your child. Physical distancing practices will be observed.
4. All adults must wear a cloth face covering at drop-off and pick-up.
5. All staff and children will have their temperatures taken and documented upon arrival and intermittently throughout the day.
6. Parents will not be allowed into the ACC except in case of emergency.
7. Children will be taken to their treatment room by the ACC staff only.
8. Full day sessions have been suspended until December 18th, 2020. At that time, the ACC will discuss and review the situation.
9. Snacks need to be packaged to be disposable and any utensil required for eat must be provided. Leftover snacks will be disposed of and not returned home.
10. Parents must provide a complete change of clothes that will remain at the ACC.
11. Blankets and toys from home will not be allowed.
12. For health and safety reasons, restrooms will be available to ACC staff and enrolled children only.
13. Help your child to know what is coming. Explain the procedures and tell them you will "say goodbye" outside the building.
14. Explain to them the wearing of face coverings by the staff and children. Help them to feel comfortable.

Kristine Kastle-Ruether
Managing Director



COVID-19 CLIENT AND FAMILY ACKNOWLEDGEMENT AND DISCLOSURE

Please read and initial each statement below.

_____ I understand that drop-off and pick-up will occur at the front door entrance/curbside to the ACC. Admittance of non-clients to the building will be for child-related emergencies only. Adults must wear a cloth face covering during drop-off and pick-up on the ACC's premises.

_____ I understand that upon drop-off, my child's temperature will be taken and documented.

_____ I understand that I will be required to fill out a symptoms sheet for my child before each session they attend.

_____ I understand that observation rooms will be closed until the ACC deems them safe to reopen to families, students and community members. Observation rooms will be limited to professional ACC staff and for management approved meetings.

_____ I understand that during this COVID-19 Public Health Emergency, I will NOT be permitted to enter the facility beyond the designated drop-off and pick-up area outside. I understand that this procedural change is for the safety of all persons present in the facility and to limit, to the extent possible, everyone's risk of exposure.

_____ I understand that I must bring my child a complete change of clothes that will remain at the ACC.

_____ I understand that I must provide my child a snack in disposable packing and provide disposable utensil if necessary. All snack related items will be discarded at the end of snack time and not returned home.

_____ I understand that I must provide my child a full water bottle and my child's staff will not be able to refill it.

_____ I understand that my child will be required to wash their hands using CDC recommended hand washing procedures throughout the day using warm running water and rubbing with soap for at least 20 seconds.

_____ I understand that my child will be sanitizing their hands using CDC recommended hand sanitizer throughout the day. Hand sanitizer will not replace hourly hand washing procedures.



_____ I understand that to enter the ACC’s premises and participate in services, my child must be free from COVID-19 symptoms. If, during the day, any of the following symptoms appear, my child will be separated from the rest of the people in the ACC. I will be contacted, and my child MUST be picked-up from the facility within an hour of being notified. While waiting to be picked-up, a sick child over the age of 2 years will be encouraged to wear a cloth face covering and be isolated from other children. The face covering will be provided by the ACC.

Emergency Card procedures apply.

Symptoms include any of the following when not related to an existing health condition:

- Fever
- Dry cough
- Shortness of breath
- Chills
- Loss of taste or smell
- Sore throat
- Muscle aches
- Swollen hands or feet
- Or other unusual symptoms

While we understand that many of these symptoms can also be related to non-COVID-19 related issues, we must proceed with an abundance of caution during this Public Health Emergency. These symptoms typically appear 2-7 days after being infected so please take them seriously. If a child has a fever, they will not be allowed to return to the ACC until 72 hours fever free, along with either a negative COVID-19 test, or a note from the doctor.

_____ I understand that while present in the facility, each day my child will be in contact with children, families and other employees who are also at risk of community exposure. I understand that no list of restrictions, guidelines or practices will remove 100% of the risk of exposure to COVID-19 as the virus can be transmitted by persons who are asymptomatic and before some people show signs of infection. I understand that I play a crucial role in keeping everyone in the facility safe and reducing the risk of exposure by following the practices outlined herein.

I, _____ certify that I have read, understand, and agree to comply with the provisions listed herein. I acknowledge that failure to act in accordance with the provisions listed within this document could result in termination of services. I acknowledge that it is my responsibility to follow all procedures contained in this document. If it is determined that my actions, or lack of action unnecessarily exposes another employee, child, or their family member to COVID-19, services may be terminated.

Child’s Name: _____ DOB: _____

Parent/Guardian Name: _____

Parent/Guardian Signature

Date

Director Signature

Date

Physical Distancing

Physical distancing will be followed during sessions to the best of abilities

- No more than three children and two adults will be assigned to a treatment room.
 - Clients who interact will do so when therapeutically appropriate and under the supervision of the clinical team.
- Staff and client will sit as far apart as possible (up to 6 feet) to respect physical distancing but be able to still implement programming.
- Staff who are working with a client who requires more support will be provided a face shield as an added layer of protection.
- Staffing patterns will be set up so clients are only working with a limited number of staff during the week and limiting rotation.
- No gym or use of OT rooms for gross motor.

Sanitation and personal hygiene

- Every person entering building will sanitize their hands in lobby area. Sanitation areas (i.e. hand sanitizer and/or hand washing stations) will be available throughout the building.
- Staff will facilitate hand washing protocol with clients after using the bathroom, eating, and during sessions as necessary.
- Each client will have designated toys and materials for each session that will be cleaned after with the appropriate disinfectant.
 - Any toys or materials that the client touched during a session outside of their designated materials will be placed in a cleaning bag to be disinfected at the end of the client's session.
- Tables, chairs and surrounding surfaces will be sanitized at the end of each session.
- Staff will wear gloves when opening and distributing any food items, cleaning up post snack consumption and when helping clients in the bathroom (i.e. diaper changes and wiping assistance)
- The ACC staff will continue to sanitize surfaces in their designated treatment area each hour
- Windows in all treatment spaces will be opened when clients aren't in the rooms and when weather permits.
- Clients must bring a complete change of clothes that will remain at the ACC.
- Snacks sent with clients must be sent in disposable containers and if utensils are required, they must be provided. Leftover snack and utensils will not be sent back home after snack.

-Clients will need to bring their own water bottle prefilled for a session. Staff will not be able to refill or switch beverages.

Scheduling

-No full day sessions at this time. Clients will attend either the morning or afternoon session of therapy as scheduled with their clinician.

-Scheduling will be set up to limit the number of individual staff members coming into the building per day (i.e. priority to staff who can work both shifts)

Screening

A) Temperature and symptom checks

-Everyone entering the building will need to be screened and have their temperature checked.

-Parents will be required to fill out a "symptoms sheet" for their child before they are released to the custody of an ACC employee.

-Staff will be required to fill out a "symptoms sheet" prior to entering the building for their shift.

-The ACC will continue to follow CDC and state health guidelines for prevention of illness

-The ACC will strictly enforce the center's illness policy

-We ask that families make themselves available to pick up their child within one hour should the child become ill.

B) Limit the number of people who come into the building each day

-Kids are dropped off/picked up curbside and by staff member. Staff will use walkie talkies to alert staff when a family has arrived for pick up to eliminate gathering in the front lobby area.

-Observation rooms will be closed until the ACC deems them safe to reopen to families, students and community members. Observation rooms will be limited to professional ACC staff and for management approved meetings.

-Families are only permitted in building for scheduled meetings or to pay bills. All communication will be done electronically (i.e. Zoom, email or telephone). All individuals over the age of 2 not receiving services at the ACC are required to wear a face covering that covers the both the nose and mouth, in or on all university owned, operated or leased buildings, facilities, and grounds. Clients over the age of 2 are encouraged to wear face covering that covers the both the nose and mouth, in or on all university owned, operated or leased buildings, facilities, and grounds.

Standard Operating Procedures for Autism Collaborative Center

I. Purpose

The purpose of this document (“SOP”) is to establish safety procedures and a preparedness and response plan for the Autism Collaborative Center (ACC). This document is intended to augment the [Eastern Michigan University Covid-19 Preparedness, Response, and Safe Return to Campus Plan for Clinics \(“Clinic Plan”\)](#). Nothing in this document supersedes or overrides the Clinic Plan.

II. Scope and Application

This SOP applies to all employees, contractors, and students who conduct work at Autism Collaborative Center (ACC). This SOP also applies to clinic visitors to the clinic, including but not limited to clients or patrons.

III. Implementation

A. Publication and notification

This SOP will be published as follows:

1. Website: <https://acc.emich.edu/>
2. This SOP will be emailed to all clinic staff, including students.
3. This SOP will be posted onsite at the clinic.
4. Relevant information from this SOP, including all expectations, will be sent to all clients, patrons, and other visitors of the clinic in advance of their visit. Client/patron information sheet or consent form will be emailed to clients/patrons before their first visit onsite. Printed copies will be available upon request through mailing or onsite contactless pickup.

B. Supervision

The Managing Director, Kristine Kastle-Ruether, is responsible for the implementation, monitoring, and reporting under this SOP.

C. Training

The Clinical Manager, Christopher King, will maintain records of COVID-19 training required by the Clinic Plan. Clinic employees, including students, will not be permitted to work in the clinic until training has been completed.

IV. Policies and Practices

A. The Clinic Director will post signs instructing clients/patrons to wear a face covering (and maintain physical distancing) when inside the building. Signs can be found here (<https://www.emich.edu/emu-safe/communication-resources/printable-materials/index.php>) and will be posted at the following locations/building entrances:

1. On the doors of the main entrance of Fletcher building.
2. Interior security doors on main entrance of Fletcher Building.
3. Outside every clinical space in the building.

4. Both side of doors leading out to playground area.
5. Outside both bathroom doors.
6. Outside the set of gym entrance doors.

A. Waiting area occupancy shall be limited to 4 people. All clients/patrons will remain in their cars until a staff member meets them curbside to be escorted in. Families should remain by their vehicles and refrain from gathering by the front door. Staff will not be responsible for removing/strapping in any client into their car seat.

B. The Clinic Manager and the Director of Environmental Health and Safety (or the Director's designee) will survey the space and mark the waiting rooms to enable six feet of physical distancing (e.g., by placing applicable placards on the ground and/or removing seats in the waiting room). All clinic staff, students, clients/patrons, and visitors must limit their movement in a waiting area to these markings. Placards must be selected and ordered by the clinic from this website: <https://www.emich.edu/emu-safe/communication-resources/stickers/index.php>

C. All clients/patrons will undergo a screening protocol, including a temperature check, at each appointment. The screening protocol will consist of the following:

1. Everyone entering the building will need to have their temperature checked by a designated staff member and recorded on their daily screening sheet. Clients will also have a visual health check (extreme fussiness, red cheeks, lethargy, etc.) performed and recorded by a staff member. If the child does not pass the health check, the child will not be permitted to attend.
2. Parents will be required to fill out a daily screening sheet for their child before they are released into the custody of an ACC employee.

D. The clinic director shall obtain hand sanitizer by contacting Dieter Otto (dotto@emich.edu). Hand sanitizer will be made available at the following client/patron entrances:

1. Main lobby
2. Inside restrooms
3. Outside kitchen
4. By door or hand washing sink of each clinical space.
5. Vestibules to playground
6. Hall entrance to office

E. The clinic director shall obtain face coverings by contacting DPS (1200 Oakwood or 734-487-1222) or Shipping, Receiving and Mail Services (1215 N. Huron River Drive, 734-487-4386). Face coverings will be made available at the following client/patron entrances:

1. Main lobby

F. The following PPE will be required:

1. Face covering: Facial covering shall be worn by all staff members when interacting with co-workers, clients and the public. (If working alone in your office/classroom a facial covering is optional).
2. Face shield: When working in a situation where physical distancing is not an option
3. Gloves: Worn when cleaning communal areas, changing diapers, assisting clients with personal hygiene and when opening/serving clients personal snacks. Gloves should be changed regularly and between physical interactions with clients.

G. All clients/patrons are required to wear a face covering (must cover both the nose and mouth) with very few exceptions related to clinic-specific procedures. Exceptions to this requirement are limited to the following:

1. Clients under the age of 4 years.
2. An individual who presents a written medical accommodation from a health care provider exempting them from wearing a face covering

H. Remote services (e.g., telehealth) will be provided to the greatest extent possible. The following services cannot be performed remotely and will be offered in person:

1. Front line Applied Behavior Analysis (ABA) Therapy
2. ABA Supervision
3. All Occupational Therapy
4. All Speech Therapy

I. Clients/patrons who have a high temperature or respiratory problems will be sent home immediately and their appointment will be rescheduled for at least 72 hours without symptoms including fever without medications AND at least 10 days from the onset of symptoms. Clients/patrons will be informed of this policy in advance of their visit. Clients/patrons will be informed of this policy in advance of their visit via email or documented conversation/voice message.

J. If a staff member, student, client/patron, or visitor has a confirmed case of COVID-19, the Clinic Director will

1. immediately contact the Assistant Vice President for Academic & Student Affairs and Dean of Students emu_deanofstudents@emich.edu for specific instructions on further communications.
2. immediately close the clinic for at least 72 hours and until the clinic space has been thoroughly cleaned and disinfected. The Clinic Director will also consult with Custodial Services about thorough disinfection of the clinic space.

L. The following accommodations will be made for highly vulnerable clients/patrons:

1. Adjusted drop off/departure schedule to limit interaction.
2. Designated individual treatment space in building to limit exposure.
3. Limit staff rotation with that individual to limit exposure.

A. The Clinic will limit the number of in-person appointments to 30 ABA and 7 OT sessions per day in order to maintain physical distancing and allow for sufficient cleaning and disinfecting between appointments.

1. There will be no more than 15 clients in the building receiving ABA during each session and one client attending Occupational and Speech Therapy during any given hour. Full-day services will be suspended until December 18th, 2020, and will be revisited at that time if appropriate.
2. Clinical spaces will have common touch surfaces and desks sanitized in between sessions. Direct care staff and clinical staff will wipe down client's desks with disinfectant whenever client populations are changed. Students should not be present when cleaning is taking place as this can trigger breathing problems and/or exacerbate asthma. Materials and toys will be cleaned and sanitized prior to being used by another client. Staff will separate materials out to the best of their abilities to prevent the sharing tangible equipment in a day.
3. During the day, if any of the following COVID-19 symptoms appear with staff or child they will be separated from the rest of the people at the ACC: fever, dry cough, shortness of breath, chills, loss of taste or smell, sore throat, muscle aches, swollen hands or feet related to inflammatory disease.
 1. Staff with symptoms will be evaluated and it will be up to the Managing Director or Clinical Manager's discretion to send the staff member home.
 2. Children with symptoms will be isolated until parents arrive. Staff will wear protective gear while with the ill child. Parents must pick their child up as soon as possible after being notified. It will be up to the Managing Director or Clinical Manager's discretion to send a child home.
 3. Follow CDC recommendations if someone who has recently visited the ACC tests positive for COVID-19. Contact the Washtenaw County Health Department and the Dean of Students Office to report the situation. Possibility of closure for two weeks if the virus is identified, but decisions will be based on the applicable facts and guidance from government health agencies.
 4. If the University is notified that an employee or client has tested positive for COVID-19, the University's Custodial Services office disinfects the clinic space all touch points in the building that the employee or client accessed, and any

other areas where the employee or patient/client recently visited on campus as identified through contact tracing that is coordinated by the Dean of Students Office. This cleaning process includes, where applicable, fogging of entire rooms or buildings. As noted above, the ACC may also closed for a period of time based on the applicable facts and guidance from government health agencies.

A. In consultation with the Facilities Division, physical barriers, such as plexi-glass screens, will be installed at the following locations within the clinic:

1. A barrier will be placed in the front office reception area as social distancing is not possible.

A. The following contactless sign-in procedures will be used:

1. All clients/patrons will remain in their cars until a staff member meets them curbside to be escorted in. Families should remain by their vehicles or stand in line to drop-off and pick-up their child. Physical distancing practices will be observed.
2. If a family is unable to bring their child to the ACC during their designated drop off/pickup times, they will need to call the ACC upon my arrival so that a staff member can meet me to bring their child into the program.

Kristine Kastle-Ruether

kkastle@emich.edu

7/31/2020

ACC Daily Client Screening

1. Does your child currently have a fever? Yes No
2. Does your child currently have symptoms of a cough that are not related to an existing known health condition? Yes No
3. Does your child currently have symptoms of shortness of breath that are not related to an existing known health condition? Yes No
4. Does your child currently have symptoms of sore throat that are not related to an existing known health condition? Yes No
5. Does your child currently have symptoms of diarrhea that are not related to an existing known health condition? Yes No
6. Does your child currently have symptoms of loss of taste or smell that are not related to an existing known health condition? Yes No
7. Has your child had close contact (as defined above) in the last 14 days with an individual symptomatic or diagnosed with COVID-19? [Health care personnel using appropriate PPE should answer 'no']. Yes No
8. Has your child travelled via airplane internationally in the last 14 days? Yes No

If you answered "YES" to any of the screening questions, you are not permitted to attend services, you should contact ACC management and should self-isolate/self-quarantine at home as follows:

- If symptoms are present, self-isolation should occur until (1) a minimum of 3 days have passed since recovery (resolution of fever without medications and improvement in respiratory symptoms) and (2) at least 10 days have passed since symptoms first appeared.
- Self-isolation should occur for 14 days if the employee had close contact with an individual diagnosed with COVID-19.
- Self-isolation should occur for 14 days following international travel.

Name _____
Date _____ Temp: _____ Vis Scan: _____
Staff performed _____