



COVID Prevention Plan

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Dear Parents and Brite Horizons team members,

I'm writing to provide an update regarding our COVID policies and to provide a packet that includes all information regarding our COVID reaction to date. We understand that life is busy and more chaotic than ever and we don't want to add to any confusion so we writing to provide additional clarity. We are providing the families with the information we have provided to our employees and also providing all parent related policies to our team members so that the two essential parts to our team can understand what is being expected of one another. Therefore, please see below for updated information for you, the parents of children in our program and second, for all information provided to our team.

Thank you for taking the time to review this packet in detail. It's very important to us that we be in communication regarding all COVID safety procedure and that we open the lines of communication before any consideration of holiday travel and/or the potential of larger group interactions that could affect the safety of the team. Please **complete the pages on parent agreements** and return to our office.

Thank you and stay safe,

A handwritten signature in blue ink, appearing to be 'GR', is located below the text 'Thank you and stay safe,'.

Ginger Raabe, PhD., BCBA-D

ABRITE & Brite Horizon's Executive Director on behalf of our team

Our COVID response team

It is the position of Brite Horizons/ABRITE that we will operate, in the presence of this epidemic based on the 3 major values of our organization and with the help of core guiding factors:

1. We value our team.
2. We value the children & families we serve.
3. We value the science of behavior analysis and knowing what is working and not working.

We have created 3 teams based on each of these values and their missions are highlighted below.

Team ABRITers: Dr. Ginger Raabe will lead this mission towards leading the team through this virus with the use of scientifically driven information and the consistent and repeated updating of information for our team to ensure safety while continuing to focus on retention of our team, and the happiness and balance of our employees.

Team ACCESS: Dr. Janice Frederick will lead this mission by pivoting all efforts towards providing access to behavior analytic services for children and their families. Dr. Frederick's focus is on creating a model, in the presence of barriers like travel restrictions and possibilities such as telehealth, that allows learners to continue to access and benefit from the scientifically proven methods of behavior analysis.

Team SCIENCE: Dr. Valerie Rogers will lead this mission by continuing to advance our scientific procedures and team access to scientific information so that we are continuing to evaluate our effectiveness as a team in the presence of rapidly changing conditions.

These three teams lead our dedicated team members to continue to provide medically necessary services throughout these difficult times.

COVID-19 Safety Guidelines for Distance Learning with In-Person Support **9/17/20**

The safety and well-being of our students, their families, and our staff is of the utmost importance to us. Given growing concern with the number of COVID-19 cases in California, including Santa Cruz, Brite Horizons created safety guidelines for families of Brite Horizons students receiving in-home support for distance learning. In order to ensure we are following CDC recommendations, practicing increased hygiene and cleanliness, and continuation of in-home support, compliance with the following safety guidelines is essential.

Guidelines to Lower the Risk of COVID-19:

_____ All persons in the household above the age of 3 who are or may be within 6 feet of our team member will wear a mask. This is particularly important during greeting at the door and exit, if you and our team member are within 6 feet of each other.

_____ Household members will maintain a distance of 6 feet or more with our team member to the greatest extent possible.

_____ Guardians will report to the Clinical Director if you or any member of your family experiences sickness, fever, or fatigue.

_____ Household members will establish and maintain cleaning procedures to minimize any potential spread of germs. This includes using alcohol-based solvent to disinfect all common areas and the areas of our team members enter/inhabit.

_____ The home and/or session room will have increased ventilation or session will be moved to areas that have increased air movement (like back porch area for example).

_____ Guardians will allow for/provide increased handwashing or hand sanitizing for your child and the team member.

_____ Household members will allow for increased questions regarding the health of your family members.

_____ Household members will allow for our team members to wear masks and/or teach the student to wear a mask

_____ Guardians will increase communication during this time & alert us of travel plans, a household member experiencing symptoms of COVID-19 or has been exposed to COVID-19, and cancellations in advance.

Procedures to maximize safety in the home & overall guidelines

COVID tips for parents and staff members- As of 11.09.2020

1. Please be upfront and honest about any exposure to the COVID virus for you and any member of your home or people you have selected as part of your safe circle.
2. Please practice physically distancing, follow the color coded guidelines of your county and avoid large gatherings of people.
3. All persons over the age of 3 should wear their mask in all public locations and all work locations (additional detail provided below).
4. Avoid travel by plane or by car/bus to cities, states or other countries that are deemed higher risk or less controlled of a spread. If you travel, prepare to isolate, consider telepractice as home or in person sessions will not be allowed for a certain period of time and prepare to monitor symptoms and submit to testing.
5. Minimize the exposure of other people to our team member in the home whenever possible. It is best if we interact with less people or be in locations where less people need to be or walk through at this time.
6. We will minimize the number of families that a team member works with. We will forgo our traditional scheduling practices in order to minimize exposure for our team member and your family.
7. We will encourage communication on all COVID related concerns so that all of us can stay informed of potential risks.

8. We are minimizing the number of team members in our office locations and we have addressed all COVID safety precautions by better isolating our work spaces and dramatically increasing all cleaning and sterilization procedures. Additional details will be provided below.
9. We are only providing services in the home, our school or center or our office locations. We are not providing services throughout the community and in general, have held on most/all generalization sessions involving peers, siblings or community outings. If you have a service consideration related to the location, please talk to your child's Clinical Manager.
10. We are asking all parents to sign off on their commitments to keeping their home a safe work space and the specific commitments will be detailed below.
11. Most of our parents prefer in person services (we do too typically) but in order to try to maximize the safety of our teams and families, it is recommended that all families consider telepractice until COVID 19 is more under control, a vaccination is available and/or all shelters have been lifted. Please speak to your child's Clinical Manager about this possibility.

Travel Policy- updated 11.1.2020

Important points on our travel policy (for families and staff)

1. Travel is not recommended for any of our families or team members at this time.
2. All attempts should be made to minimize travel and if travel is deemed necessary, to increase safety precautions and share travel plans once known.
3. Please speak to your child's Clinical Manager regarding any potential travel plans and discuss service possibilities that are specific to your child and family.
4. Travel may/likely will result in either a change, delay or halt in services while you and your family isolate and monitor symptoms. Telepractice might be an option to discuss with your child's Clinical Manager.

5. If you travel as an employee, your ability to perform your work related tasks may be affected. Please consider this and talk to your supervisor about considerations that are specific to your employment.
6. If you travel by car, it is recommended that you isolate for 3 days and monitor symptoms. Under these conditions, face to face services is not recommended. Learners and employees might be able to move to telepractice.
7. If you travel by plane, it is recommended that you isolate for 10 days and monitor symptoms. Under these conditions, face to face services is not recommended. Learners and employees might be able to move to telepractice.

COVID 19 Travel Survey
(this can be sent via google docs)

Please complete the below and provide to your ABRITE Clinical Manager or email to the scheduling coordinator for the office your child is part of. If any information changes, please repeat and send again.

Your name: _____ Date of
completion: _____
Child's name: _____

Travel:

In the last 30 days have you or any of your family members or individuals you are in frequent contact with:

1. Traveled on an airplane? _____ If yes, list location and dates _____
2. Traveled out of the country? _____ If yes, list _____

3. Have you traveled out of state by car? _____ If yes, list location and dates.
4. Are you or any member of your family using public transportation?

5. Are you planning travel, having family members travel to you for the holidays?
Please provide some details

Sick Policy

1. Please complete a health check with your child every morning BEFORE sending them with transportation or bringing them to school. This includes a temperature check, confirmation that the temperature revealed is under 100.4, and questions regarding all COVID symptoms including:
 - a. Cough?
 - b. Fatigue?
 - c. Shortness of breath or difficulty breathing?
 - d. Chills?
 - e. Muscle or body aches?
 - f. Headache?
 - g. Sore throat?
 - h. Nausea or vomiting?
 - i. Diarrhea?
 - j. Congestion or runny nose?
 - k. New loss of taste or smell?
 - l. You will either complete a questionnaire regarding these items via a provided paper and pencil questionnaire or via google doc.
2. If your child has a fever, cough, or fatigue please do not send them to school until there are no such symptoms for 24 hours.

3. If your child has a cough due to allergies or asthma, please supply medical proof or a doctor's note.
4. If your child has diarrhea or vomiting, please cancel school until there are no such symptoms for 48 hours (note increase in hours without symptoms compared to ABRITE typical policy).
5. If there is a positive case in any of our small group or once we are open/back on campus, then the whole group would be returned to distance learning.
6. If there is a positive transmission from student to staff, then both safe groups (if they differ) would be shut down and the students would be returned to distance learning.

Exposure Protocol

Parents are expected to be up front and honest about any possible exposure to the COVID virus and any potential exposure to those living in the home or with frequent exposure to the student.

1. If parents or anyone in the household has come into direct contact with a COVID positive person, please call our scheduling coordinator. The scheduler will need to know additional details such as when the exposure occurred, direct or indirect, days since exposure, any symptoms displayed and intent to test.
2. If we have any other student or team member that is symptomatic or being tested, we will communicate the exposure and alert families and fellow team members of the risk.

COIVD-19 Documentation Form

Team member name: _____ **Date of occurrence/s:**

Date of Tracking: _____ Team member fielding communication:

Other team members who were involved:

Please select which of the following best describes the occurrence or indicate specifics with other.

- _____ 1. Potential exposure (reported concern that associated person was in indirect contact)
- _____ 2. Indirect exposure to person with reported potential COVID
- _____ 3. Direct exposure to person with reported potential COVID
- _____ 4. Indirect exposure to person with confirmed COVID 19
- _____ 5. Direct exposure to person with confirmed COVID 19
- _____ 6. Confirmed COVID 19 positive test result

Note: Direct= within 6 ft for more than 15 minutes for 24 hour period

Exposure=Another person with symptoms or testing and you were with them within 2 days
 Quarantine= restrict activities, monitor for symptoms and likely test (14 days)

Isolate= Recommended after positive test or full symptoms

Level of exposure _____

Who was exposed and when (map out):

When:

Distance/proximity: _____

Duration:

Notes: _____

Actions

taken: _____

Actions taken are in line with CDC protocols and the recommended 14 day quarantining and 10 isolation procedure. Any team member or child who score a 5 or above, will trigger a communication procedure to all employees, children or families who had direct contact with this team member.

Drop off/pick up procedures

1. Please wear your mask and have your child over the age of 5 wear their mask for drop off and pick up (please email any questions to our Clinical Director as we understand we might still be working on mask wearing for your child).

2. Please wait in your car until no one is waiting at the door. During drop off and pick up times we require no one to wait in a line and would request standing at least 6 feet apart. We will keep the door open during these times but please wait at the door during drop off and during pick up. We will bring your child into the school and to the door at pick up.
3. We will check your child's temperature again at drop off.
4. If you arrive at the same time as others or there is someone waiting at the door, please wait at your car before bringing your child to the door.
5. Any child who arrives on school provided transportation will be greeted at the bus and the team member will traverse to the door with them and perform the COVID safety check in procedures at the door.
6. Do not carpool. We are still under a shelter and carpooling is not an option.
7. Our students start and end times have been staggered to ensure too many students with their parents do not arrive at once.
8. A health check will be performed, and data collected via a google doc, on every team member and every student upon arrival.
9. Parents will be expected to complete a health check with their child every morning BEFORE sending them with transportation or bringing them to school. This includes a temperature check, confirmation that the temperature revealed is under 100.4, and questions regarding all COVID symptoms including:
 - a. Cough?
 - b. Fatigue?
 - c. Shortness of breath or difficulty breathing?
 - d. Chills?
 - e. Muscle or body aches?
 - f. Headache?
 - g. Sore throat?
 - h. Nausea or vomiting?
 - i. Diarrhea?

- j. Congestion or runny nose?
 - k. New loss of taste or smell?
 - l. You will either complete a questionnaire regarding these items via a provided paper and pencil questionnaire or via google doc.
10. Bright blue signs mark social distancing standing points outside the building and in the entrance. It is recommended that a line not form but if it does, that social distancing and standing on signs to mark the appropriate distance be used.

Personal Protective Equipment (PPE)

PPE is provided on site and is provided to the individual team members for repeated use. Lockers are available for storage of the PPE and replacement/single use items are available.

Masks

1. Masks are required during pick up/drop off.
2. Masks are required to be worn for the duration of time within the school building or on the playground.
3. Masks are required for students and staff.
4. Temporary masks are available on site.
5. If a student cannot wear a mask, distance learning will be offered.
6. If a student cannot wear a mask for the duration of the school day, a shaping procedure will be employed and the team member will be provided with extra PPE.
7. Masks can be removed for brief periods of time to eat but eating should not occur while another person is less than 6 feet away.

Shields

1. Plastic shields are available for staff members and are recommended if the mask needs to be removed or 6 feet cannot be maintained.
2. Shields are also available if spitting and/or shouting is predicted.

Gowns

1. Plastic gowns are available and provided for toileting protocols if the student needs assistance.

Scrubs

1. Medical grade scrubs are available for check out for team members who would like to limit any germs or possible transmission of a virus on their clothing.
2. Scrubs are checked out to the individual team members and should be stored in their lockers.
3. After a few uses by the same team member, the scrubs will be laundered off site.

Shoe covers

1. Shoes are not allowed in our school at this point unless they are only worn at the school and left on site.
2. Shoe covers are available on site.
3. Team members can bring their own socks to wear throughout the day and store in their locker.

Overall precautions

1. Parents will bring/send the child's beverages (enough for the entire school day), food and possibly technological items like their Ipad and we will limit touching them. Parents will bring students a "cold lunch", meaning food should not need to be heated up or require extensive preparation as our kitchen will be closed.
2. We will all practice:
 - a. Limited exposure to others
 - b. Limited to no travel and communication if/when there is travel
 - c. Masks in public or when we cannot physically distance
 - d. Watch for symptoms and communicate
 - e. Engage in frequent hand washing and alcohol based hand sanitizer
3. We will have a bag of all of your child's school related items that only they will handle. All items will stay on site.

4. Our staff will be the one to open doors and touch common items and we will use an object (e.g., pen) to open doors and turn on lights to minimize contact, despite frequent cleaning.
5. We will sanitize pens and commonly used items daily.
6. We will sanitize common areas or areas where our team members and kids need to go, such as the hallway and bathrooms.
7. We have training video that can be used to teach ways to physically distant social interactions and how to stay safe and happy during a pandemic.
8. We have a communications procedure that is thoroughly detailed for our team, frequent written updates from our Directors and a monthly question and answer so that all can stay informed.
9. We also have an active survey procedure to ensure that if any team member has concerns that they can complete an anonymous survey so that their concerns related to COVID safety at our school can be known and addressed.

Cleaning plans/Hygiene

Handwashing

1. There are handwashing and hand sanitizing stations set up in two locations throughout the school.
2. The students will be taught proper handwashing procedures.
3. The students will be taught to wash their hands before transitioning to a new space within the school, after touching of common areas and before and after any eating.
4. Individualized hand sanitizer bottles will be provided and prompted for use frequently throughout the day.

Cleaning/Sanitization Procedures

Throughout the day

1. There are separate work stations for all students and all team members.

2. Each workstation has a sign so that the name of the team member can be indicated and a tracking procedure to ensure sanitation throughout the day and no sharing of workstations.
3. Each team member will clean their work station, with cleaning materials designated to disinfect and appropriate levels of alcohol, each time they exit the workspace.
4. In the morning, afternoon and late afternoon, directors will wipe down and sanitize all common areas.
5. The school will be cleaned weekly to bi-weekly by a professional cleaning team.
6. The entire school will be sprayed, with a COVID approved fuming machine, to ensure small areas that are more difficult to reach/access are also thoroughly cleaned.

Health Screening

Staff & Students

1. A health check will be performed, and data collected via a google doc, on every team member and every student upon arrival.
2. Parents will be expected to complete a health check with their child every morning BEFORE sending them with transportation or bringing them to school. This includes a temperature check, confirmation that the temperature revealed is under 100.4, and questions regarding all COVID symptoms including:
 - a. Cough?
 - b. Fatigue?
 - c. Shortness of breath or difficulty breathing?
 - d. Chills?
 - e. Muscle or body aches?
 - f. Headache?
 - g. Sore throat?
 - h. Nausea or vomiting?
 - i. Diarrhea?

- j. Congestion or runny nose?
 - k. New loss of taste or smell?
 - l. You will either complete a questionnaire regarding these items via a provided paper and pencil questionnaire or via google doc.
3. If there is a yes reported or a temperature shown above 100.4, then the student and/or employee will be sent home and the sickness protocol (and associated tracking) would begin.

Visitors

1. Visitors will be minimized and/or deterred during this time.
2. If a visitor must enter the building, a full health screening will be implemented.
3. Masks for the duration of the time on campus will be required.

On Campus Protocols

1. Small group cohort, and associated guidance, is being implemented at this time at Brite Horizons.
2. We have 3 small groups and each group includes 4 or less people to ensure minimization of exposure/potential sharing of germs.
3. Throughout small group cohorts, the teacher is synchronous with our learners throughout the duration of the school day but is via a distance learning platform to ensure minimization of exposure and equity across groups.
4. Back up team members and those on site to assist are assigned to a group and groups do not share common people, spaces or objects/materials.
5. We have strict protocols throughout the school, as detailed above, to ensure minimization of contact of our team members, except via a digital platform.
6. We have surveillance testing where we test 100% of our team every month and each individual team member is tested 1-2 times per month. These results are shared with directors and the procedure is known to all.

7. We have staggered start and end times and health screenings at the door.
8. We have two sanitation stations and rigid cleaning protocols throughout the day.
9. We open windows and increase movement of air whenever possible.

Required Forms:

1. Families must agree to the in home recommendations for our distance learning protocol or we are not able to provide in person support.
2. Families must agree to complete a travel survey and if travel is necessary then we will offer distance learning. If a team member must travel, the contingencies are the same and the team member must move to the delivery of services via distance learning.

Resources and References

1. COVID update from Directors of Brite Horizons <https://youtu.be/zSynoLRCNY0>
2. COVID Safety Module on Self Care during a pandemic
<https://youtu.be/Il9D46suVgY>
3. Guidance on cohorts
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/small-groups-child-youth.aspx>
4. Guidance for employers <https://files.covid19.ca.gov/pdf/employer-playbook-for-safe-reopening--en.pdf>
5. Guidance for schools <https://files.covid19.ca.gov/pdf/guidance-schools.pdf>
6. Cleaning and other advice to providers
<https://www.santacruzhealth.org/HSAHome/HSADivisions/PublicHealth/CommunicableDiseaseControl/CoronavirusHome/ProviderGuidance.aspx>