



Guidelines for in person Occupational Therapy Services during COVID -19 Pandemic

June 29, 2020

We have reviewed and understand the following state issued guidelines:” Interim Guidance for Child Care and Day Camp Programs During the COVID-19 Public Health Emergency”, “Interim Advisory for In-Person Special Education Services and Instruction During COVID-19 Public Health Emergency” and “Interim Guidance for Cleaning and Disinfection of Public and Private Facilities for COVID-19”

All Employees are trained in the following Guidelines.

All Employees will be provided with a face covering free of cost. All employees must wear face coverings at all times that they are in contact with customers or members of the public. All employees must wear face coverings at all times that they are in contact with children. Face covering must be replaced after each session.

All children over the age of 2 are encouraged to wear a mask or face covering as feasible. Children under the age of 2 and those who are unable medically tolerate such covering or those for who it would cause challenge, obstruction or distraction to participation, will not be required to wear a mask or face covering.

There will be a designated area for deliveries to be dropped off.

“Guidelines for Cleaning and Disinfecting of Public and Private Facilities for COVID-19” must be followed. A log of cleaning with date, time and scope will be maintained.

Regular cleaning and disinfecting of high touched areas (i.e door knobs, sink handles, water cooler knobs) will be performed at least twice a day or more as needed.

A sign shall be placed by all hand sanitizers reminding staff and students that hand sanitizer is not effective on visibly soiled hands. Visibly soiled hands need to be washed.

Signs must be present throughout the site to remind individuals to:

- Cover their face with mask or face covering
- Properly store and when necessary discard PPE
- Adhere to physical distancing instructions
- Report symptoms of or exposure to COVID-19, and how they should do so
- Follow hand hygiene and cleaning and disinfecting guidelines
- Follow appropriate respiratory hygiene and cough etiquette

Staff must avoid touching face, eyes, nose and mouth. Children should be encouraged to do the same.

Staff and children are encouraged to perform proper respiratory hygiene

- Cover coughs and sneezes with tissues or inside of elbow
- Throw out used tissues immediately after use



Westchester Occupational Therapy Associates

200 Business Park Drive, Ste. 301 ▲ Armonk, NY 10504 ▲ 914 730-0210 Fax 914 -730-0220 ▲ wota@earthlink.net

All Employees should maintain a distance of at least 6 feet from other employees at all times, unless the safety of the core activity requires a shorter distance. Staff desks must be 6 feet apart.

Staff and child groupings must remain as static as possible.

Frequent and thorough hand hygiene is mandatory and proper hand washing supplies (soap and disposable paper towels will be provided)

Employees and children must wash hands

- immediately upon entering, and as needed during the session
- Between all program activities
- After sneezing, coughing or nose blowing
- After using the restroom
- Before departing

Additionally, Employees must wash hands:

- After cleaning or disinfecting
- Before putting on and after removing masks or other PPE

Staff who are assisting a child with toileting must wear gloves and wash hands (staff and child).

Employees must choose therapeutic activities that are lower risk, with the least amount of contact between children and between child and therapist.

Employees must take steps to reduce the density of treatment spaces, only one employee and child are allowed in each treatment area at a time (Areas: obstacle course area, swinging area, mat area, fine motor room, fine motor area)

Access to high touch communal areas should be limited, children will not be allowed to use the water cooler, Staff must get the water for the child in a new cup disposable cup each time.

Staff must limit the sharing of objects, equipment and furniture. Shared objects, equipment and furniture must be cleaned in between children. Each child and staff member must wash their hands before and after use of a shared object. Children will be given a box with their own set of frequently used fine motor objects. Hard to clean objects (soft toys, cloth objects, ball pit, sensory bins) have been removed.

Parents/Guardians are not permitted to spend an "excessive amount of time at the facility, and pick up and drop off at the car where parents/guardians do not need to enter the facility is preferred.

Toys or objects must not be brought from home.

Staff and Children who are sick must remain home.



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There will be daily health screenings of employees and children. Staff temperatures will be taken upon arrival with a no contact thermometer. Staff will be visual inspected by Director upon their arrival. Staff with signs of COVID-19 will be sent home.

All Children's temperature will be taken with a no contact thermometer upon arrival. Child's parent or guardian must complete "Westchester County Department of Health COVID-19 Health Screening Assessment" before EACH session. Employees will make a visual inspection of each child as they arrive and any children with a fever above 100 degrees, difficulty breathing, or rapid breathing before physical exertion will not be allowed to enter the facility.

These Health Screenings will be reviewed daily, logged and maintained by the Director.

Any staff or child who screen positive or has signs of COVID-19 will not be allowed to enter the facility. These individuals should contact their health care provider for assessment and testing. All staff are required to report if they have test positive for COVID-19. All parents/guardian must report to the Director, if their child or any member of the child's household tests positive for COVID-19. The Westchester County and New York State Departments of Health will be notified of any positive test results of any employee or Child at our site.

- A parent who has tested positive or is showing signs of COVID-19 will not be allowed to enter to pick up their child. The staff will bring the child to the car.
- A child whose parent or guardian has test positive will not be allowed to return to therapy for the duration of quarantine
- A child whose parent is under quarantine as a precautionary measure will be allowed to return to the facility during the quarantine.
- If a child or their household member becomes symptomatic of COVID-19 or tests positive for COVID-19, the child must quarantine and may not return to the facility until after the quarantine is complete

Any individual (staff, child or immediate family member) who is notified via tracing, tracking or other mechanism that they have come into contact with someone with who has tested positive for COVID-19 is required to self-report to the director and follow the guidelines above

A log of every person who entered the facility with contact information, will be maintained. The only exception is for delivery people who are wearing face coverings.

This site safety plan will be continually monitored and modified if necessary.

If you have any questions or concerns regarding our response to COVID-19 please contact Eliza Kace at (914)730-0210 or wota@earthlink.net