



Policy & Procedures

COVID-19 Reopen Guidelines

As an essential business, The Speech Tree will follow local, state and federal guidelines as we transition back to center-based services.

- I. Health and Safety Precautions and Preparedness:
 - A. Our waiting rooms will remain closed.
 - B. A short health questionnaire for clients and employees will be conducted daily by receptionist.
 - C. Parents will be asked to remain in the car for the duration of the child's session. Parent can call the office/therapist to inform them of their arrival and to answer health questionnaire. The treating therapist will meet the child at the car and bring them to the therapy room. (Therapist will be provided with gloves and mask). Children will then be returned to their vehicle once the session is over.
 - D. If necessary, one parent or guardian will be permitted to accompany the child to the therapy room. No siblings will be permitted in the building at this time.
 - E. If parent accompanies child, they will be asked to sanitize their hands and wear a mask prior to entering the office. If parent does not have a mask, one will be provided.
 - F. At this time, face masks are not recommended for many of the children we treat and we will not require it. If the parent/guardian would like their child to wear a mask it is at their discretion
 - G. Contactless payment arrangements will be made. All associated costs (copays, coinsurance, deductibles) can be charged to client's credit card on file or payment can be made over the phone. Cash and checks will not be accepted at this time.

- II. Health & Safety Guidelines:
 - A. Before and after each session, therapists must wash hands with soap and water. If soap and water are not readily available, use of an alcohol-based hand sanitizer with at least 60% alcohol is required.

104 Interchange Plaza
Suite 103
Monroe, NJ 08831

23 Kilmer Drive
#1, Suites C and D
Morganville, NJ 07751

219 Wall Street
Princeton, NJ
08540

(P) 732-617-1500 (F) 732-617-1600
www.speechtreecenter.com



- B. Before and after each session, child's hands must be sanitized. Remember to supervise young children when they use hand sanitizer to prevent swallowing alcohol.
- C. Therapists will be provided with gloves that must be worn while at all times while in the center. Gloves should be changed between each session/client.
- D. Therapists will be provided with clear "fog free" face shields that are to be worn during sessions. Face shields are to be sanitized between each session/client.
- E. The use of standard surgical masks by treating SLPs is not ideal as it interferes with ability to effectively communicate and teach communication skills. Once surgical face masks with clear window are back in stock and available, they will be provided to all treating SLPs (for more information on these masks www.safenclear.com)
- F. Therapy rooms are limited to 1 therapist and 1 child (and parent if necessary) All social skills groups in the center are suspended at this time.
- G. Sessions will no longer be scheduled "back to back". 15 minutes will be added in between each session to allow time for the therapist to sanitize the toys and room.
- H. Toys should be kept to a minimum. After each session, all toys used must be sanitized with disinfectant wipes or spray that will be available in each room. Toys can only be returned to the toy closet once they are completely sanitized.
- I. Desks, chairs, and frequently touched surfaces will also be sanitized between sessions.
- J. Fabric toys, carpeted swings, play dough, sensory bins and other difficult to clean objects will not be used at this time.

Now and always, our priority is maintaining the safety of our clients, families, and staff. As future events unfold, we will keep updating our procedures to make sure we are delivering therapy with the upmost caution.

104 Interchange Plaza
Suite 103
Monroe, NJ 08831

23 Kilmer Drive
#1, Suites C and D
Morganville, NJ 07751

219 Wall Street
Princeton, NJ
08540

(P) 732-617-1500 (F) 732-617-1600
www.speechtreecenter.com