



Procedures/Policies for Sunshine Center to Reopen

We hope this message finds you, your families and loved ones safe and well.

We are looking forward to resuming services at our Sunshine Center locations. Our plan is to open our Sunshine Centers on June 15, 2020.

We have been diligently planning the re-opening of our Centers, while prioritizing the health and safety of our employees and the families we serve by following guidance from the State of New Jersey, the Centers for Disease Control and Prevention (CDC), implementing a general Infectious Disease Control Policy, and all relevant health agencies.

Additionally, over the last few weeks, the Senior Management Team has been revamping and revising our policies and procedures behind the scenes.

Below are the new protocols for opening up the Sunshine Centers. If you have any additional thoughts or suggestions, we are always open to hearing them.

Supplies

- Sunny Days Sunshine Center will provide:
 - 1 disposable face mask per day
 - Hand sanitizer
 - Gloves (optional)
 - Disposable Booties
 - Speech therapists will be provided with one reusable window face mask
 - The center will have
 - Hand sanitizer
 - Misting disinfectant
 - Gloves
 - Disinfectant spray
 - Disinfectant *wipes*
 - One pair of scrubs (additional scrubs to be purchased at employees' expense)
 - 1 face shield (optional)

COVID-19 Symptoms, Testing and Company Response:

- Any employee with a temperature over 100.4, who has tested positive for COVID 19, believes they are suffering from COVID-19 symptoms, has a family member at home with COVID-19 or otherwise believes they have been exposed to COVID-19 (potentially from a friend or family member outside of the workplace) should NOT come to work and should IMMEDIATELY notify Lindsay Hilsen, Sunshine Center Director and/or Elise Bass, Director of Human Resources at 732-761-0088 Similarly if any individuals experience or become aware of any of the above while at work, they must



IMMEDIATELY report this fact to Lindsay Hilsen, Sunshine Center Director and/or Elise Bass, Director of Human Resources. As a reminder, the CDC has indicated that COVID-19 symptoms may appear 2-14 days after exposure and has identified the following COVID-19 symptoms to be aware of:

- Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
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- All staff, upon entering the building will have their temperature taken, will complete a weekly health questionnaire and shall wear a face covering unless doing so would inhibit the individual's health.
 - All clients, vendors, etc, upon entering the building, will have their temperature taken, shall complete a health questionnaire and shall wear a face covering unless doing so would inhibit the individual's health.
 - If anyone objects to wearing a face covering, Elise Bass, Director of Human Resources (732) 761-0088, should be immediately notified so that they may confer with the individual regarding their objection.
 - Non-essential visitors are prohibited from entering the work site. In general, visitors will not be allowed unless express authorization has been received from Lindsay Hilsen, Sunshine Center Director.
 - All staff/vendors, upon entering the building are to wash their hands or utilize hand sanitizer.
 - Anyone exhibiting symptoms of COVID-19 or who is reasonably believed to have been exposed to COVID-19 will be immediately sent home.



- Should anyone be sent home due to COVID-19, any staff who were in close contact with the individual will be immediately notified and based on their contact, may also be sent home.
- Any employee who is currently or recently suffered from COVID-19 related symptoms or has been exposed to the virus may be asked to take and pass a COVID-19 test before returning to work.
- Any employee at higher risk for severe COVID-19 illness (over age 65 or with underlying health conditions) should discuss their situation with Elise Bass, Director of Human Resources (732-761-0088) to discuss concerns or accommodations.

Front Desk Receptionist Responsibilities

- Will be required to conduct temperature check via non-contact thermometer and health questionnaire which front desk will be responsible for checking any staff member.
- Will be required to wash hands/utilize hand sanitizer after touching credit card or cash from family, or taking any papers from any therapist or family.
- Will be required to disinfect each door handle in the waiting area and the door handles entering the center. This needs to be done after each person enters or leaves the center.
- Will be required to use disinfectant spray once an hour in all common areas (hallways, waiting areas, bathrooms)
- Will be required to use the misting disinfectant in the waiting and common areas prior to leaving each night
- Front desk needs to be at the center by 8am to screen staff/therapists arriving at the center (front desk will be on the honor system to scan their own temperature and fill out the monitoring form)

Corporate Staff

- In the beginning, all corporate staff will rotate working from home/office. Each office can only have 1 person in it at a time (Grace, Jacky, and Allie office is front office; Vin, Hailey, Michele is back office). For example: if Grace is working in the office, then Jacky and Allie are required to work from home.
- All office desks will need to be wiped down two times a day at a minimum. This includes wiping down chairs, desks, printers, phones, and door handles



- All staff/therapists will not be permitted to be within 6 feet of each other (See Social Distancing Policy).
- No staff will be permitted to eat inside common areas.

Therapists Responsibilities

- Meet family outside of the Center or at the child's car for both drop off and pick up.
- Therapist and family will exchange phone number to coordinate pick-up when the session is completed.
- Therapist is to scan the child's temperature prior to the parent/guardian leaving
- Therapists will ask the family the screening questions
 - If the family answers yes to any of the questions or has a fever the session will not take place for two weeks or unless a doctor's note indicating, they are not infected.
 - Virtual therapy should be offered in the interim.

Home Therapist Responsibilities

- The day before the scheduled session the therapist should call the family and ask the health questions.
 - If any of the answers are a Yes, the therapist is not permitted to provide services.
- Upon arriving at the home for the session and prior to entering the house, the therapist should confirm with the family the screening questions
 - If the family answers yes to any of the questions or has a fever the session will not take place for two weeks or unless a doctor's note indicating, they are not infected.
 - Virtual therapy should be offered in the interim.
- Upon entering the house, the therapists must utilize hand sanitizer or wash their hands.
- Therapists are not permitted to bring any toys, materials, or bags into the home/session.
- Therapist should utilize hand sanitizer prior to entering their own vehicle once the session is over.

Sanitizing Procedures At The Center

- The therapist is to immediately wash their hands once the child is returned to the parent or guardian.
 - Sessions will not be allowed to go back to back. Therapists will need at least 15 minutes in between each session to sanitize the room and material
- The therapist must:
 - disinfect the entire room including: all toys that were played with or touched by the therapist or child,



- disinfect each chair
 - disinfect the table
 - wipe down door handles. The disinfectant mister and disinfecting wipes should be used.
- We will, to the extent practicable, follow cleaning guidance from the CDC: <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
 - We will endeavor to frequently sanitize high touch areas like restrooms, breakrooms, equipment, etc.
 - Should a staff member be sent home due to COVID-19 concerns, their workspace will be closed off for 24 hours or as long as practical before cleaning/disinfecting to minimize risk to those cleaning.

Other Policies/Procedures:

- All therapists must wear a face covering during their sessions, whenever picking up or dropping the child off to the parent, and whenever in the child's home. If anyone objects to wearing a face covering, Elise Bass, Director of Human Resources (732) 761-0088, should be immediately notified so that they may confer with the individual regarding their objection.
- Speech therapists should wear a face shield if they cannot wear a face covering. If anyone objects to wearing a face covering, Elise Bass, Director of Human Resources (732) 761-0088, should be immediately notified so that they may confer with the individual regarding their objection.
- Everyone entering the Center will need to wear booties. They are to be worn over their shoes and must remain on at all times when within the building.
- Only one person will be allowed in the bathroom at a time (if the therapist is taking a child in, it can only be the therapist and the child in the bathroom at the same time). Everyone will be required to use a disinfecting wipe to wash the door handle down. Or they will be required to use a brand new glove or a never used napkin/paper towel to open the doors.
- If a therapist/staff person leaves during the day and comes back again, they will need to have their temperature taken upon return and complete the health screening questions
- We will attempt to stagger work start and stop times, breaks and meal times where practicable to limit the number of individuals entering and leaving at the same time.
- Regular hand washing, coughing and sneezing etiquette, proper tissue usage and disposal are all encouraged. As a reminder, hand washing with soap and water



should last for at least 20 seconds. Key times for employees to clean their hands include:

- Before and after work shifts;
 - Before and after work breaks;
 - After blowing their nose, coughing, or sneezing;
 - After using the restroom;
 - Before eating or preparing food; &
 - After putting on, touching, or removing cloth face coverings
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- Individuals should refrain from sharing, phones, keyboards, equipment, desk space, etc.
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- No session will start before 8:30am