



COVID-19 HEALTH AND SAFETY PROTOCOLS AND PROCEDURES

As we prepare to resume operations on Tuesday, May 26th, we have designed extensive procedures guided by Centers for Disease Control (CDC) and Indiana State Department of Health (ISDH) guidelines as well as scientific data to help keep people safe as possible from COVID-19.

Our plan is to operate our normal business hours of 8-6 M-Th and 8-5 on F with limited onsite therapy sessions during the first four weeks. This would include up to four hippotherapy sessions per hour on site, with telehealth sessions being conducted in supplement for as long as Center for Medicare and Medicaid Services (CMS) deems telehealth is a therapy reimbursable service.

CDC RECOMMENDATIONS

- Frequent hand washing or sanitizing.
- Maintain physical distancing of six feet from others when possible.
- Stay home while sick.
- Covering your mouth and nose with the corner of your arm when coughing or sneezing.

ILLNESS POLICY

- Individuals who are experiencing coughing or shortness of breath, or anyone experiencing at least two of the following symptoms: fever, headache, new loss of taste or smell, sore throat, chills, repeated shaking with chills, or muscle pain needs to call their healthcare provider for medical advice prior to coming to work or therapy. They are to follow any quarantine or self-quarantine instructions recommended by their medical provider.
- At a minimum, sick employees and clients (with fever) are encouraged to stay at home until they are free from fever (without the use of medicine) for at least 72 hours (three full days) AND symptoms have improved for at least 72 hours AND at least seven days have passed since the symptoms first began.
- People who have had direct contact with someone who is known to have COVID-19 need to consult a physician and follow their guidance on isolation and testing. A doctor "all clear" will be needed before returning to Children's TherAplay.
- People who are sick or are infected by COVID-19 are not permitted to be at Children's TherAplay offices. Anyone with a confirmed case of COVID-19 must have a doctor "all clear" documented to return to work or therapy.
- If TherAplay has a confirmed case of COVID-19 from someone who has been in the building, everyone who could have come in contact with that person will be notified within 24 hours of our knowledge of the illness.

PREPARING FOR REOPENING

- Order needed supplies with the goal of obtaining a 30-day supply. Bre will manage all inventory and distribution of supplies.
- Deep cleaning from cleaning service.
- Distribute new health and safety protocols and procedures.
- Display proper signage through the facility.



VOLUNTEERS

- Volunteers will be limited to just side walking during stage 2. Volunteers will be restricted from working in the clinic area and the barn during this time.
- Volunteers will sign in at the barn where they will have a temperature check and a quick health screen.
- Masks need to be worn when they enter the facility.

AREAS WITH RESTRICTIONS

- Clinic Waiting Room, Sensory Garden will be closed to visitors and families during stage 2.
- Volunteers and visitors will be restricted from entering the clinic area during stage 2.
- The number of people allowed in a particular area will be designated on the door.
- Kiddos and their therapist can visit the barn one at a time in the afternoon. Stall cleaning will mean the individual cleaning is not wearing a mask, so the barn will be closed at that time.
- Barn vendors (feed drop off, shavings drop off, etc..) will enter and exit through the feed room only. They will leave invoice there for Equine Program Manager to collect. If farrier or vet come during stage 2, everyone will be notified in advance to not visit the barn. They will wear masks while working.

EMPLOYEE DAILY ARRIVAL

Everyone will have a temperature check and perform a self-declaration when entering the site each day.

- Are you experiencing cough, or difficulty breathing, or at least two of the following: fever, headache, new loss of taste or smell, sore throat, chills, repeated shaking with chills, or muscle pain?
- Have you been directly exposed to someone who is confirmed to have COVID-19 in the last 14 days.
- It's important to review this information each day and stay home if you are sick. DON'T RISK CONTAMINATING OTHERS.

HAND CLEANING IS EXTREMELY IMPORTANT

- Washing your hands with soap and water for at least 20 seconds is the most effective means of keeping your hands clean.
- Using a hand sanitizer that contains at least 62% alcohol is an effective alternative – cover all surfaces of your hands and rub them together until dry.
- Anyone who is petting AJ needs to wash or sanitize their hands first to reduce the risk of transmission. There are also disinfectant wipes in his vest and in the clinic that need to be used to wipe him down when contact is complete.
- Wash and sanitize your hands often throughout the day.



FACE MASK INFORMATION

- Face masks must always be worn (except when eating and drinking) when social distancing is not an option (6ft of distance between yourself and another person).
 - **CLINIC NOTE:** It is expected that everyone in the clinic treatment areas will wear masks while treating patients during our stage 2 plan. We expect to see kiddos wearing masks, as well. **Masks will not be required** as we would like to put therapists in the driver seat on the best course of action when working with children who may have difficulty with masks. Kiddos who may spend so much time touching their masks and their therapist's mask resulting in increased hands in the face time would be beyond what would be considered proper health and safety practice for those two individuals. Face shields are also an option of an added layer of protection.
- **Masks MUST be worn properly covering your nose and mouth.** You should not be touching your mask and if you need to keep touching your mask to adjust it, you do not have a mask that fits well. Find a new one. If you have to touch your mask to adjust periodically, grab from the outside near the straps not on the actual face mask.
- Masks are required for handlers, volunteers and therapists during hippotherapy sessions.
- Volunteers must always wear masks during their shift.
- Any employee or volunteer passing through or spending time in any area of our farm where they do not regularly work (clinic, barn, admin trailer or restrooms) is required to wear a mask.
- We need everyone to wear a mask so we can protect each other – “You wearing the mask is protecting me; my wearing of a mask is protecting you.”

Our face masks differ from the N95 masks used by medical professionals and first responders.

PHYSICAL DISTANCING REQUIREMENTS

- Maintain six feet physical distance from others when entering and exiting the facility.
- Always try to maintain six feet distance when inside the facility, and in work areas.
- Physical distancing will not be possible in the arena during hippotherapy sessions, or in the clinic during PT or OT sessions between a therapist and their kiddo.
- Wearing a face mask is important for all those working closer than six feet apart.

REMOTE WORK

Remote is still encouraged for people who can effectively complete their job from home. This includes therapists who are conducting telehealth sessions and administrative staff.

KIDDO DAILY ARRIVAL

Drop-off and pick up will take place outdoors with the therapists meeting to pick up each child from the parent or care-giver at the car.



Therapist will sign kids in upon arrival. Parents will have front window (at the awning) access to the billing office to reschedule appts., ask questions, and/or pay invoices.

Every child arriving for therapy will have a temperature check and participate in a quick health screening before they can enter the site.

- Are you experiencing cough, or difficulty breathing, or at least two of the following: fever, headache, new loss of taste or smell, sore throat, chills, repeated shaking with chills, or muscle pain?
- Have you been directly exposed to someone who is confirmed to have COVID-19 in the last 14 days.
- It's important to review this information each day and be sure families stay home if they are sick. DON'T RISK CONTAMINATING OTHERS

All kiddos will have their hands washed at our outdoor sinks before entering the building.

CLEANING OF EQUIPMENT AND FACILITY

The cleaning plan is a critical piece in our layers of protection against COVID-19 and is a shared responsibility between our cleaning service, employees and interns. Each site has identified cleaning schedules, along with visible verification in the form of signs or other notifications. These are important methods to inform everyone that regular cleaning is being conducted.

A deep cleaning will be performed in our environment if we have a confirmed case of COVID-19 from someone who has been inside our facility. Upon notification of a confirmed positive of someone who has been inside our building we will close for 24 hours to let the building sit undisturbed in advance of the sanitization process. After 24 hours, our cleaning service will come in and thoroughly spray disinfectant throughout our clinic facility. Upon completion of this sanitization process the facility will be ready after thirty minutes.

General areas and common touchpoints are cleaned weekly by our cleaning service and will be clearly marked with the last time the area was cleaned.

The following will be cleaned 3 times per day and at the end of the day. Each cleaning will be documented with date and name on the sanitization sheet. Diluted bleach solution from spray bottles will be used to disinfect these areas.

- All entry/exit points doors, door handles, railings
- Restrooms door handles and knobs, sink and spickets, soap dispenser and doorknobs
- Toys and items in the TO BE CLEANED bin.
- Copier buttons
- Tabletops in common areas
- Shared tools and office equipment
- Microwave buttons
- Refrigerator door and handles on water sources
- Trash cans lids or handles



- Shared spray bottles if used without gloves
- Light switches

Helmets and straps will be cleaned after each session with Clorox wipes and left to sit for 15 minutes after cleaning before they can be used again. A rotation pattern and a drying shelf will be set up in the helmet area.

BARN: Surcingle's will be changed after every hippotherapy session as this is where the kiddos touch the most. Pad covers will be changed every day, but not between every session. Lysol and bleach solution can be used to clean between sessions. Long lines will be cleaned with bleach solution/Lysol at the end of each day. Mounting block will be sanitized after each shift.

This plan is subject to change as cleaning needs change.

ITEMS THAT MUST BE CLEANED BY INDIVIDUAL TEAM MEMBERS

Each individual employee is responsible for cleaning and disinfecting items under their control and use, including work areas, desk, phones and computers at the end of each shift use the space. These areas should be cleaned with sanitizing wipes while these are available.

CASE MANAGEMENT

The Executive Director will be responsible for tracking any case management.

If an employee onsite or working from home is experiencing flu-like symptoms such as fever, chills, cough, difficulty breathing, sore throat, headache, muscle/joint aches, conjunctivitis (pink eye), loss of taste or smell, it must be reported to the Executive Director.

Anyone working onsite who is experiencing flu-like symptoms needs to leave the facility immediately and contact their physician and ED should be notified. Employee must report to Executive Director before returning to work.

If a family member notifies Children's TherAplay they have a confirmed case of COVID-19, notify the Executive Director.

EATING IN THE WORKPLACE

- Wash your hands before and after eating
- Do not bring dishes to work that need to be cleaned at work. After eating, place Tupperware, utensils and/or dishes in lunch bag and sanitize the area where you ate.
- DO NOT use a common coffee pot
- DO NOT share food with coworkers and DO NOT bring in food to share
- DO NOT have coffee mugs or water bottles away from your workstation



CRITICAL SUPPLY MANAGEMENT

Supplies that have become most critical as a result of COVID-19 are in high demand and must be effectively managed.

Bre will be keeping an inventory list of all these items, and we will work to build up a 30-day supply. Each individual area will be given supplies from our inventory. Individuals areas will need to manage the

use of those items and notify Bre when they are running low. Delays in notification of diminishing supplies will result in delays in getting your supplies replenished.

FREQUENTLY ASKED QUESTIONS

HOW IS Children's TherAplay PREVENTING THE SPREAD OF THE CORONAVIRUS WHILE I'M AT WORK?

Children's TherAplay is taking a multi-layered approach to addressing the virus. We are relying on feedback from subject matter experts, the healthcare industry, the CDC and the Indiana State Department of Health. This includes the site entry procedure with temperature screening, enhanced cleaning, physical distancing and use of PPE.

IS MY MASK MEDICAL WASTE?

No. Masks can be disposed of in general trash but should be handled carefully and individuals should keep their masks from touching surfaces others will touch.

MY GLASSES FOG UP WHEN I WEAR A MASK. WHAT DO I DO?

Wash glasses in a mix of soap and water and then air-dry. You can also fold a piece of tissue and insert at the top of the mask to prevent breath from escaping up into the glasses. Also, make sure to fit the mask securely around your nose.

WHAT DO WE DO IF AN EMPLOYEE/CLIENT REFUSES TO PARTICIPATE IN THE TEMPERATURE SCREENING PROCESS?

Take the time to explain to the employee/client the importance of the temperature screening. If the employee/client still refuses, turn the employee/client away. If the individual is a Children's TherAplay employee, notify the ED.

SHOULD I BE CONCERNED WITH WORKING WITHIN SIX FEET OF A CO-WORKER WHEN PHYSICAL DISTANCING CAN'T BE ACHIEVED?

A multi-layered approach is critical for circumstances in which we cannot maintain physical distance – when physical distancing is not practical, the mask and thorough hand washing are currently the primary means of protection.



IF EMPLOYEES WORK IN CLOSE PROXIMITY, CAN THEY WEAR A FACE SHIELD?

We have ordered 10 face shields to have available for therapists in the clinic.

IN THE EVENT OF A "TAKE SHELTER" EMERGENCY IS PHYSICAL DISTANCING REQUIRED?

Every effort to maintain physical distancing in the event of an emergency should be taken, however in the event of a "Take Shelter," the immediate danger takes precedence over the physical distancing requirements. Wearing masks adds an additional layer of protection.

CAN EMPLOYEES WEAR THEIR OWN N95 MASKS IN PLACE OF THE Children's TherAplay PROVIDED MASK?

Yes.

CAN A FLOOR-LEVEL FAN BE BLOWING AIR ACROSS MULTIPLE EMPLOYEES?

No.

SOME OF THE METHODS Children's TherAplay HAS IMPLEMENTED ARE NOT PERFECT IN PREVENTING SPREAD OF THE VIRUS.

In these uncertain times, we must focus on controlling what we can, and we will continue to take the appropriate actions. As the COVID-19 situation continues to evolve, we are ready to adapt and make any changes to policy in accordance with relevant health and safety protocols issued by authorities. We will live our values and demonstrate our behaviors in order to protect you and our company.