



Building Skills through Therapeutic Play

Covid 19 Hygiene, Cleaning, and Sanitization Procedures (updated 9-3-2020)

Boston Sensory Solutions is dedicated to the health and safety of all staff, patients, and families. Accordingly, the following hygiene, cleaning, and sanitization procedures will be implemented by all staff members effective immediately.

COVID 19 Onsite Patient Care Policy

All persons participating in in-person sessions and onsite visits at Boston Sensory Solutions must abide by the *Boston Sensory Solutions COVID 19 Onsite Patient Care Policy* at all times. A copy will be provided to all staff, patients and families prior to returning to the clinic. This policy details community precautions required to be followed for return to clinic-based services, as well as when staff, patients, and family members should remain home, participating in care via telehealth services.

PPE Use/ Hygiene Policies

Masks— mandatory for all adults and children for duration of time in the clinic including treatment spaces, office areas, and common areas. Individuals, including staff, should wash hands prior to putting on and taking off masks.

- It is preferred for all patients and families to provide their own masks, so that they may be wearing the masks upon arrival to the clinic.
- Disposable masks will be available for patients and families if their own masks become unusable during sessions.
- It is preferred for staff to provide and use their own personal masks, but washable/ reusable masks will be available for staff, if needed.
- Face masks will be washed at least daily. Factors like the mask becoming wet from breathing, being touched by uncleaned hands, or being sneezed in/ on would indicate the need for any person to immediately change a mask.

Gloves – required during cleaning procedures completed by staff between patients.

Face Shields- mandatory for all staff during all speech sessions or any oral motor activity; allowed for use by anyone as requested to increase comfort during any therapy session; may be used in addition to, but not instead of, a face mask

Handwashing for Infection Control- All staff, patients, and families must follow hand washing/infection control protocols meticulously:

- **before treatment session –**
 - Patients & families – use provided hand sanitizer upon entrance to clinic space
 - Staff - wash your hands before bringing patient/ family into clinic and use provided hand sanitizer before entering treatment space
- **during session –**
 - Anyone who touches his/ her face, nose, eyes, or sneezes into hand- use provided hand sanitizer that is at least 70% alcohol
- **after session -**
 - Clients – optional use of hand sanitizer
 - Staff – wash your hands following each treatment session
- **additional handwashing requirements –**
 - Staff- wash hands after doffing gloves (i.e.- after cleaning procedures)
 - All - follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.
Additional key times to always clean hands include:
 - After blowing one’s nose, coughing, or sneezing
 - After using the restroom
 - Before eating or preparing food
 - Before and after providing routine care for another person who needs assistance (e.g., a child)

Supplies for respiratory hygiene and cough etiquette are available in each room - tissues, 70% alcohol-based hand sanitizer, covered touch free trash receptacles

Arrival/ Departure Policies

Arrival of Patient/ Family member- A socially distanced outdoor waiting area has been created to the left of the exterior office building door. It is marked by a sign, reminding people to maintain 6 feet of distance from others outside their households.

- One adult family member/ primary caregiver will accompany one pediatric patient to the clinic. Additional people are not allowed at this time.
- Patient and family member will stand on social distance markers, while notifying staff of their arrival via text message to phone number previously provided by Boston Sensory Solutions team.
- Therapist will walk to outside waiting area to meet patient/ family, where they will all stand 6 feet apart during the following:
 - Staff will use contactless thermometer to check the temperature of all individuals entering the upcoming treatment session. If an individual has a temperature of 100.0 degrees Fahrenheit or higher this family will not be allowed to enter the clinic on this day. The session will be cancelled.

- Staff will ensure all individuals (children and adults) have and are wearing masks correctly.
- Staff will verbally ask adult family member the Covid 19 exposure questionnaire, attached. If any answers are “yes”, session will be cancelled.
- Staff, patient, and family member will clean hands, using hands free sanitizing station upon entry into clinic space.
- Staff will walk patient and family directly to designated treatment space, with door already open. There is no waiting room in use.
- Shoes will be removed immediately upon entry into treatment room and left by door inside room. Shoe baskets are not in use.

Departure of Patient/ Family member

- All parent feedback and session review will occur inside designated treatment space before anyone leaves room.
- Patient and family member will don shoes inside treatment.
- Patient and family member will exit treatment room and immediately exit clinic space/ office building.

Clinic Space Modifications

Allocation of Treatment Space

- Therapists will be allocated 1 treatment room for use for all sessions during that day.
- Treatment spaces can be used by only 1 therapist at a time.
- Patient/ family member should remain with their therapist in their treatment room throughout their session
- Transitions between spaces only occur if a patient needs to visit the restroom. In this instance, shoes must be donned inside treatment room; hands must be sanitized before leaving clinic and upon returning; hands must be washed with soap and water after using bathroom. Bathroom key must be wiped with sanitizing wipes after use.
- Treatment room doors will remain propped open to prevent high touch points. When a door is closed to ensure client safety/ privacy, the handle must be wiped after use.

Equipment

Boston Sensory Solutions has removed all multi user equipment that cannot be sanitized between each session. (See extensive list below)

- All equipment that can be sanitized will be cleaned between each patient’s use.
- Sheets and cloths will be used where appropriate (over crash pads/ on large cloth swings) and will be changed between each session. Dirty sheets will be placed into labelled laundry hampers.
- Small therapeutic equipment tools such as game pieces, manipulatives, balls, etc will be sanitized after each session in which they are used.

- If a client sneezes/coughs directly on equipment, that piece of equipment will be moved into a covered container for the duration of the session; it will then be removed from clinic for disinfection.
- Each patient will have his/ her own labelled materials pouch; this pouch will contain frequently used, simple tools including putty, weighted lap pads, writing utensils, fidgets, or other materials that may be used week to week by one patient.
- Single use materials will be thrown away into covered trash receptacles immediately after each session.

Physical distancing during sessions

- One therapist/ one patient/ one family member per treatment room
- Therapist provides clinical intervention to promote therapeutic gains and safety during therapy session by prompting patient and family member through therapeutic activities.
- One adult family member is required to join the session in order to provide for physical safety and physical distancing between therapist and patient.
- For common areas such as bathrooms and hallways–
 - one patient/ family member group at a time in bathroom
 - allow others to exit/ pass before entering stairwells or narrow spaces to promote 6 feet of distance between non related parties

Clinic space closures

- Ball pit & rock wall- closed until further notice.
- Equipment is dispersed by and assigned to individual rooms; equipment cannot be moved between rooms.
- All small items on shelves in therapy rooms are placed on high shelves; therapist only to retrieve them.

Please note that shelves may be covered in the common areas. Items behind these covers are available only for retrieval by therapist.

Equipment that is not to be used at this time will be stored in locked room.

Therapeutic Materials Modifications

Session materials preparation

- Materials will be stored out of reach of patients until they are needed in a session. Therapists will retrieve needed therapeutic materials. Only materials used in the session will be handled by session members.
- Therapist will access only materials that can be easily sanitized, isolated, or disposed of following the session.

The following materials have been removed from the clinic

- Whistles, blow toys, jigglers, Ps & Qs
- reusable cups/ plates/ utensils
- in office water bubbler
- chewy snacks

- cloth bean bags, unless single use and washed between users
- spandex tunnels, unless single use and washed between users
- spandex swings/ hammocks, cloth swings, unless single use and washed between users
- beans, rice, and tactile modalities; play doh, putty, and theraband may be marked as single user and stored in patient specific treatment pouches
- miscellaneous soft play that is not laundry ready for frequent/ daily laundering
- soft storage bins/ baskets
- paperback books, non-laminated reading materials

Clinic Cleaning Protocol

Cleaning of treatment room between each treatment session

- Staff will remove all floor covers and fabric covers (mattress sheets, astronaut board sheets, crash pad tarps), soft toys (i.e. soft puffs, washable bean bags), single use spandex tunnels, etc that have been used during session and place in covered laundry receptacle in Cleaning Corner
- Wipe down all hard surfaces used during session- table, chairs, doorknobs, light switches, vinyl floor as applicable, scooter boards, ramps, swings, small toys, ropes/ daisy chains, balls, balance discs, etc.

Completed by – therapist using room immediately upon termination of session

Cleaning of common areas

The clinic will also have additional clinic wide cleaning routines that will occur at the end of each shift by the therapist working in clinic that day.

- **General cleaning** –
 - Wipe over all door handles and area of doors that people touch - interior treatment room doors and exterior suite doors; bathroom doors.
 - Wipe down bathrooms – door knobs, sink handles, bathroom stall doors where hands touch; ensure soap is filled in bathroom- if empty, replace with portable hand soap dispenser and notify maintenance man by test
 - Wipe all handrails in internal stairway from entrance to first floor.
 - Empty trash/ recycling receptacles in suites and replace bags. Put trash/ recycling in appropriate dumpster.

Please note laundry will be completed by Bridget Dujardin.

Cleaning Procedures for Staff

- Staff should wash hands before and after all cleaning procedures, sanitizing hands throughout process to avoid cross contamination during cleaning.
- All staff will wear a mask while cleaning and replace upon completion of cleaning. Clinic provided washable, reusable masks will be placed in the small laundry receptacle marked “Dirty cloth masks”.

Cleaning Supplies and Uses

- Disinfectant wipes and sprays; SaniDate for all hard surfaces; Microban24 for all cloth surfaces that cannot be laundered (ie- fabric chairs, ropes)
- Gloves & masks
- Washable rags & paper towels
- Laundry detergent
- Trash can liners

Cleaning Tips

- Do not shake dirty laundry; fold it inwardly or roll- this minimizes the possibility of dispersing virus through the air.
- Dirty laundry that has been in contact with an ill person can be washed with other people's items.
- If surfaces are visibly dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- Clean and disinfect containers that are used to transport dirty materials.

Office Space- Staff Guidelines

Use of space

- Patients/ families do not enter office space; staff only.
- Doors remain open, unless needing to temporarily close for privacy/ safety.
- Waiting room will remain closed
- Front office will remain closed
- No staff food prep will be allowed
- Staff microwave and fridge will be unavailable. Please bring your own cooler with prepared foods.
- Water coolers will continue to be available to staff only for cold/fresh water. Please sanitize hands before using.
- Use your own keys for office, bathroom, storage room door locks to minimize to sharing keys.
- For commonly touched surfaces – water cooler, copy machine, check-in phone, etc. – staff should sanitize hands before and after use, as well as wipe down touched surfaces using provided wipes/ cleaning spray after each use.

Physical distancing

- Maintain 6 feet apart while navigating hallways and stairs.
- Complete paperwork in the treatment room you are assigned for the day.
- Keep 6 feet apart if needing to access files or printers in office.

Additional Information

How to wash your hands - [cdc.gov/handwashing/when-how-handwashing.html](https://www.cdc.gov/handwashing/when-how-handwashing.html)

Washing your hands is easy and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community - from your home and workplace to childcare facilities and hospitals.

Follow these five steps every time -

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds. Need a timer? Hum the "Happy Birthday" song from beginning to end twice.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dryer.

there are visual reminders of the steps at all sinks in the clinic