

# Pandemic Policy

COVID-19



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## Introduction

The virus is thought to spread mainly from person-to-person.

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks.
- These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
- Some recent studies have suggested that COVID-19 may be spread by people who are not showing symptoms.

## Symptoms

According to the CDC, people with COVID-19 have had a wide range of symptoms reported—ranging from mild symptoms to severe illness. These symptoms may appear **2-14 days after exposure to the virus**:

- Fever
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Knowing these facts, Honu Intervention, Inc. has implemented many new safety measures for families, children, and early interventionists, BCBA's, ABA therapists, speech therapist, occupational therapist, and physical therapist (therapists) to follow so that we are an important part of reducing the spread and keeping everyone as healthy as possible.

## Social Distancing Strategies

Honu Intervention, Inc. staff and families will work with the local health officials to determine a set of strategies appropriate for Honu Intervention, Inc. We will use preparedness strategies and consider the following social distancing strategies that may/may not be implemented at some point of time during COVID-19.

- Cancel or postpone special events such as festivals, holiday events, and special performances.
- Consider whether to alter or halt daily group activities (e.g., Peer Sessions) that may promote transmission.
- If possible, arrange for administrative staff to telework from their homes.

## Guideline for onset of illness at Honu Intervention, Inc.

### Child

- If a child becomes sick during the day, at the discretion of parent and or the therapist, session will be cancelled immediately.

### Employee

- Employees who appear to have symptoms (i.e., fever, cough, or shortness of breath) upon arrival at work or who become sick during the day should immediately be separated from other employees, families, and children, and sent home.
- If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act (ADA). The fellow employees should then self-monitor for symptoms (i.e., fever, cough, or shortness of breath).



## Guidelines for onset of illness while at home

### Child

- If a child becomes sick at home with any symptoms such as a cough, fever, muscle aches, generally not feeling well, we ask that you notify us and cancel session(s). Follow our current Illness Policy to understand the return to therapy. If symptoms are consistent with COVID-19, please phone your child’s pediatrician and ask for guidance. Please phone us and share that guidance so that Honu Intervention, Inc. will know how to proceed with our next steps of notifying the proper and required people, and/or authorities.

### Employee

- Stay home: Most people with COVID-19 have mild illness and are able to recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
- Stay in touch with your doctor
- As much as possible, you stay away from others. You should stay in a specific “sick room” if possible, and away from other people and pets in your home. Use a separate bathroom, if available.
- If you develop emergency warning signs for COVID-19, get medical attention immediately. Emergency warning signs include\*:
  - Trouble breathing
  - Persistent pain or pressure in the chest
  - New confusion or inability to arouse
  - Bluish lips or face

### Family member

- If caring for a sick household member, follow recommended precautions and monitor your own health
- Have the person stay in one room, away from other people, including yourself, as much as possible.
  - If possible, have them use a separate bathroom.
  - Avoid sharing personal household items, like dishes, towels, and bedding.
  - Have them wear a cloth face covering (that covers their nose and mouth) when they are around people, including you.
  - If the sick person can’t wear a cloth face covering, you should wear one while in the same room with them.
  - If the sick person needs to be around others (within the home, in a vehicle, or doctor’s office), they should wear a cloth face covering that covers their mouth and nose.
- Wash your hands often with soap and water for at least 20 seconds, especially after interacting with the sick person. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth.
- Every day, clean all surfaces that are touched often, like counters, tabletops, and doorknobs.
  - Use household cleaning sprays or wipes according to the label instructions.
- Wash laundry thoroughly.
  - If laundry is soiled, wear disposable gloves and keep the soiled items away from your body while laundering. Wash your hands immediately after removing gloves.
- Avoid having any unnecessary visitors.
- For any additional questions about their care, contact their healthcare provider or state or local health department.



#### Keep surfaces disinfected

- Avoid sharing personal items
- Monitor for emergency signs, prevent the spread of germs, treat symptoms, and carefully consider when to end home isolation.

#### Children/Staff who have had close contact with a person with symptoms or diagnosed with COVID-19

- Children who have symptoms should stay home
- Employees who have symptoms (i.e., fever, cough, or shortness of breath) should notify their supervisor and stay home.
- Sick employees should follow CDC-recommended steps. Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers and state and local health departments.
- Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions.
- If an employee is confirmed to have COVID-19 infection, employers should inform fellow employees of their possible exposure to COVID-19 in the workplace but maintain confidentiality as required by the Americans with Disabilities Act. Fellow employees should then self-monitor for symptoms (i.e., fever, cough, or shortness of breath).
- Employees should not return to work until the criteria to end home isolation is met as instructed in consultation with healthcare providers and state and local health departments.

#### Children/Staff with COVID-19 who have home isolated can stop isolation with these conditions

- If a test will not be administered to determine if you are still contagious, children and staff can return to Honu Intervention, Inc. after these three things have happened:
  - No fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers) AND
  - other symptoms have improved (for example, when cough or shortness of breath have improved) AND
  - at least 7 days have passed since symptoms first appeared
- If a test is required to determine if person is still contagious, children or staff can return to Honu Intervention, Inc. after these three things have happened:
  - No fever (without the use medicine that reduces fevers) AND
  - other symptoms have improved (for example, when cough or shortness of breath have improved) AND
  - Received two negative tests in a row, 24 hours apart. Your doctor will follow CDC guidelines.
- Persons with laboratory-confirmed COVID-19 who have not had any symptoms may discontinue isolation when at least 14 days have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness provided they remain asymptomatic. For 3 days following discontinuation of isolation, these persons should continue to limit contact (stay 6 feet away from others) and limit potential of dispersal of respiratory secretions by wearing a covering for their nose and mouth whenever they are in settings where other people are present. In community settings, this covering may be a barrier mask, such as a bandana, scarf, or cloth mask. The covering does not refer to a medical mask or respirator.

#### Staff paid sick time and mental health

- If you're unable to work due to having or being exposed to COVID-19 (certified by a medical professional), you may use your accrued sick time.



- If you're unable to work due to having or being exposed to COVID-19 (certified by a medical professional), you can file a Disability Insurance (DI) claim. DI provides short-term benefit payments to eligible workers who have a full or partial loss of wages due to a non-work-related illness, injury, or pregnancy. Benefit amounts are approximately 60-70 percent of wages (depending on income) and range from \$50-\$1,300 a week.
- The Governor's Executive Order waives the one-week unpaid waiting period, so you can collect DI benefits for the first week you are out of work. If you are eligible, the EDD processes and issues payments within a few weeks of receiving a claim.

### Caregiving

- If you're unable to work because you are caring for an ill or quarantined family member with COVID-19 (certified by a medical professional), you can file a Paid Family Leave (PFL) claim. PFL provides up to six weeks of benefit payments to eligible workers who have a full or partial loss of wages because they need time off work to care for a seriously ill family member. Benefit amounts are approximately 60-70 percent of wages (depending on income) and range from \$50-\$1,300 a week. If you are eligible, the EDD processes and issues payments within a few weeks of receiving a claim.

### School Closures

- If your child's school is closed, and you have to miss work to be there for them, you may be eligible for Unemployment Insurance benefits. Eligibility considerations include if you have no other care options and if you are unable to continue working your normal hours remotely. File an Unemployment Insurance claim and our EDD representatives will decide if you are eligible.

### Reduced Work Hours

- If Honu Intervention, Inc. has reduced your hours or shut down operations due to COVID-19, you can file an Unemployment Insurance (UI) claim. UI provides partial wage replacement benefit payments to workers who lose their job or have their hours reduced, through no fault of their own. Workers who are temporarily unemployed due to COVID-19 and expected to return to work with their employer within a few weeks are not required to actively seek work each week. However, they must remain able and available and ready to work during their unemployment for each week of benefits claimed and meet all other eligibility criteria. Eligible individuals can receive benefits that range from \$40-\$450 per week.
- The Governor's Executive Order waives the one-week unpaid waiting period, so you can collect UI benefits for the first week you are out of work. If you are eligible, the EDD processes and issues payments within a few weeks of receiving a claim.

### If Honu Intervention, Inc. has a case of COVID-19

- Honu Intervention, Inc. will notify families and staff of the exposure
- Honu Intervention, Inc. will report the confirmed case to the local health department and follow their specific guidelines
- Honu Intervention, Inc. will report the confirmed case to the state Department of Public Health
- Determine the date of symptom onset for the child/staff member
- Determine if the child/staff member attended/worked at the program while symptomatic or during the 2 days before symptoms began
- Identify what days the child/staff member attended/worked during that time
- Determine who had close contact with the child/staff member at the program during those days.



- Exclude the children and staff members who are determined to have had close contact with the affected/child/staff member for 14 days after the last day they had contact with the affected/child/staff member
- Wait as long as practical before beginning cleaning and disinfection to minimize potential for exposure to respiratory droplets.
  - Open outside doors and windows to increase air circulation in the area.
  - If possible, wait up to 24 hours before beginning cleaning and disinfection. If 24 hours is not feasible, wait as long as possible
  - Clean and disinfect all areas used by the sick person, such as offices, bathrooms, common areas, shared electronic equipment (e.g., tablets, touch screens, keyboards, remote controls, etc.).
  - Continue routine cleaning and disinfection
    - When cleaning
      - Wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash.
      - Additional personal protective equipment (PPE) might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
      - Gloves and face masks should be removed carefully to avoid contamination of the wearer and the surrounding area.
      - Wash your hands often with soap and water for 20 seconds. Always wash immediately after removing gloves and after contact with a sick person.

#### Health Screening Of Children/Staff

All children and staff are required to be screened for any observable illness, including cough or respiratory distress, and to confirm temperature below 100 degrees

#### Child

- Perform hand hygiene
- Parent's will check child's temperature
- Check each child's temperature upon staff arrival. Currently, as of 4/27/2020, the [CDC](#) states that a fever is considered 100.4 degrees
- Thermometer must be disinfected before and after use of checking child's temperature
- Parents should wash their hands, neck, and anywhere touched by a child's secretions.
- Staff should change the child's clothes if secretions are on the child's clothes.
- Contaminated clothes should be placed in a plastic bag or washed in a washing machine.

#### Staff member

- Staff should expect to arrive at least 5-10 minutes early than their scheduled shift
- Staff should answer the questions on *In-Home Services During COVID-19 Questionnaire*

#### During the day- prevention of COVID-19

Our team is actively cleaning and sanitizing high touch places such as tablets and children's toys frequently throughout the day. If there are increased incidents in our community, certain spaces will be temporarily off-limits.

Handwashing instructions have been reviewed and discussed to increase frequency of staff handwashing. Clients will be encouraged to wash their hands upon arrival, before eating snacks, before leaving for the day and after sneezing or



coughing in them. Clients who have sensory challenges with handwashing will have modified handwashing routines which are individualized to them. If you have concerns about specific products used for handwashing, please reach out to your child's Program Manager ([Jeni Desai](#), [Dor Zhang](#), or [Desiree Luong](#)).

Each client's learning materials brought in by the interventionist will be wiped down before and after each session with antibacterial wipes. If your child has an allergy or sensitivity to antibacterial gel or cleaning products, please let their Program Manager know.

As fundamental as this information is, it bears repeating that to help prevent the spread of respiratory viruses, staff and clients should remember to:

- Cover your cough or sneeze
- Wash your hands frequently with soap and water for at least 20 seconds
- Use alcohol-based hand sanitizer
- Avoid touching your eyes, nose and mouth with unwashed hands
- See your doctor if you have a fever, cough, body aches and fatigue
- Stay home and limit contact with others if you are sick

#### Midday cleaning for Staff and Parents

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use disinfectant.
- Honu Intervention's recommended use of disinfectants are consistent with the United States Environmental Protection Agency. Here is a [list](#) of products that meet EPA's criteria for use against SARS-CoV-2, the virus that causes COVID-19. Follow the instructions on the label to ensure safe and effective use of the product.
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

#### Soft surface Cleaning for Staff and Parents

For soft surfaces such as carpeted floor, rugs, and drapes

- Clean the surface using soap and water or with cleaners appropriate for use on these surfaces.
- Launder items (if possible) according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely or
- Disinfect with an EPA-registered household disinfectant. These disinfectants meet EPA's criteria for use against COVID-19.

#### Electronics

For electronics, such as tablets, touch screens, keyboards, and remote controls

- Consider putting a wipeable cover on electronics.
- Follow manufacturer's instruction for cleaning and disinfecting.
- If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Dry surface thoroughly.

#### Laundry

For clothing, towels, linens and other items

- Launder items according to the manufacturer's instructions. Use the warmest appropriate water setting and dry items completely.
- Wear disposable gloves when handling dirty laundry from a person who is sick.
- Dirty laundry from a person who is sick can be washed with other people's items.
- Do not shake dirty laundry.
- Clean and disinfect clothes hampers according to guidance above for surfaces.



- Remove gloves, and wash hands right away.

### Clean and Sanitize Toys

- Toys that cannot be cleaned and sanitized should not be used.
- Toys that children have placed in their mouths or that are otherwise contaminated by body secretions or excretions should be set aside until they are cleaned by hand by a person wearing gloves. Clean with water and detergent, rinse, sanitize with an EPA-registered disinfectant, rinse again, and air-dry. You may also clean in a mechanical dishwasher.
- Be mindful of items more likely to be placed in a child's mouth, like play food, dishes, and utensils.
- Machine washable cloth toys are not to be used during COVID-19 or must be laundered as soon as a child finishes playing with it
- Do not share toys with other groups of infants or toddlers, unless they are washed and sanitized before being moved from one group to the other.
- Set aside toys that need to be cleaned. Place in a dish pan with soapy water or put in a separate container marked for "soiled toys." Keep dish pan and water out of reach from children to prevent risk of drowning. Washing with soapy water is the ideal method for cleaning. Try to have enough toys so that the toys can be rotated through cleanings.
- Children's books, like other paper-based materials such as mail or envelopes, are not considered a high risk for transmission and do not need additional cleaning or disinfection procedures.

### Washing, Feeding, or Holding a Child

It is important to comfort crying, sad, and/or anxious infants and toddlers, and they often need to be held. To the extent possible, when washing, feeding, or holding very young children.

- Staff can protect themselves by wearing an over-large button-down, long sleeved shirt and by wearing long hair up off the collar in a ponytail or other updo.
- Staff should wash their hands, neck, and anywhere touched by a child's secretions.
- Staff should change the child's clothes if secretions are on the child's clothes. They should change the button-down shirt, if there are secretions on it, and wash their hands again.
- Contaminated clothes should be placed in a plastic bag or washed in a washing machine.
- Infants, toddlers, and staff should have multiple changes of clothes on hand

### Group Size

Group size during the COVID-19 Pandemic is to limit no more than one child in session with a therapist, supervisor, and parent.

### Hand washing

All children, staff, and parents should engage in hand hygiene at the following times

- At the start of session
- Before and after preparing food or drinks
- Before and after eating or handling food, or feeding children
- Before and after administering medication or medical ointment (parents only)
- After diapering (parents only)
- After using the toilet or helping a child use the bathroom



- After coming in contact with bodily fluid
- After handling animals or cleaning up animal waste
- After playing outdoors or in sand
- After handling garbage
- After blowing one's nose, coughing, or sneezing
- After using the restroom
- Before coming in contact with any child
- After touching or cleaning surfaces that may be contaminated
- After using shared equipment like toys, computer keyboards, mouse, scissors, pens, and more.
- All staff and children must adhere to regular hand washing with soap and water for at least 20 seconds
  - Turn water on and wet hands, remove from water
  - Add soap to hands and create friction to make bubbles
  - Scrub for 20 seconds, sing Happy Birthday or ABC's
  - Rinse hands under running water
  - Dry hands with single use paper towels
  - Turn off faucet with paper towels

#### Alcohol based sanitizers

Use of an alcohol based hand sanitizer should only be practiced when soap and water method is not available. If a child needs to use alcohol based sanitizer, an adult/staff member must be physically present to observe and guide child in proper use.

#### Respiratory Hygiene

- All staff should coughs and sneezes with tissues or the corner of the elbow
- Encourage children when appropriate to cover coughs and sneezes with tissues or the corner of the elbow
- Dispose of soiled tissues immediately after use

#### Eliminating transmission points

- Reduce common touch points by opening internal doors where possible.
- Frequent cleaning of all touch points.
- Secure all secondary doors and access points to minimize incidental contact.
- Recommended to provide disposable wipes so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down.
- Staff should not share phones, desks, or other work tools and equipment, when possible. If shared, clean and disinfect equipment before and after use.
- Employees should clean their personal workspace at the beginning and the end of every shift.
- If a sick employee is suspected or confirmed to have COVID-19, follow the CDC cleaning and disinfection recommendations.

#### Meetings staff, managers, and continuing education

These in-person events and meetings that require close contact have been postponed during COVID-19. All meetings between staff members and continuing education have moved to teleconferencing.



### Essential functions and reliance that the community may need us for our services

- Honu Intervention, Inc. is prepared to change our business practice to maintain critical operations. This includes continuing tele-therapy.
- Honu Intervention, Inc. will identify alternate supply chains for critical goods and services. Some goods and services may be in higher demand or unavailable. If for some reason there is not adequate PPE for sessions, cleaning supplies, paper supplies, the director or her designee will postpone in-person sessions and continue with teletherapy until proper materials have arrived
  - Currently, the best defense to COVID-19 is hand washing therefore, using gloves all day everyday could become the false security therefore gloved hands will be reserve for the following times
    - Universal Precautions
    - Diaper changing
    - Garbage removal

### Family/Staff Communication Plan

- Communication is important for all Honu Intervention, Inc. staff and families. Regular communication will continue through email by the Program Director, phone calls or texting from the therapist(s), as well as face to face communication.

### Determine how Honu Intervention, Inc. will operate if absenteeism spikes amongst staff

While assuring that same staff person is to remain with the same children, it is understandable that absenteeism may increase in employees, those who stay home to care for sick family members, and those who must stay home to watch their children if dismissed from [childcare programs and K-12 schools](#).

- Honu Intervention, Inc. will plan to monitor and respond to absenteeism at the workplace to provide consistency for families and children
- Implement plans to continue your essential business functions in case you experience higher than usual absenteeism.
- Prepare to institute flexible workplace and leave policies.
- Cross-train staff to perform essential functions so the workplace can operate even if key employees are absent.

If you have any additional questions or require further clarification, please, do not hesitate to contact the Executive Director:

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