

SJ & Associates
Reopening Plan for Office Based - Related Services

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Our first priority is the health and safety of our students and staff. Throughout the pandemic we have been guided by local, state and federal agencies including the New York State Department of Health (NYSDOH), the New York State Education Department (NYSED), and the Centers for Disease and Control and Prevention (CDC). Below are the guidelines we have put in place to help ensure a safe environment for all.

Important Information about how COVID-19 Spreads (source, NYSDOH 06/18/20 Memorandum)

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

- Between people who are in close contact with one another (within 6 feet).
- Through respiratory droplets produced when an infected person coughs or sneezes.
- Respiratory droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs
- It may be possible that a person can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes, however, this is not thought to be the main way the virus spreads.
- People are thought to be most contagious when they are most symptomatic.
- Spread of the virus is possible 48 hours before people show symptoms; some people with COVID-19 may not show any symptoms.

Everyday Health Habits

1. Wash your hands often, with soap and water, for at least 20 seconds each time:
 - Before eating
 - Before handling food
 - Before putting on facemask and gloves
 - After sneezing, coughing, or nose blowing
 - After using the restroom
 - After touching and or cleaning surfaces that may be contaminated
 - After using shared equipment like computer keyboards and mice
 - Carry with you, and use hand sanitizer (at least 60% alcohol based) if soap and water are not available.
2. Cover coughs and sneezes with tissues or the corner of your elbow and dispose of soiled tissues immediately.

Prior to Opening

1. All surfaces, including but not limited to, floors, doors, walls, desks, closets, etc. will have been thoroughly cleaned with CDC approved products.
2. All non-essential areas, such as the waiting room, will have been blocked off.
3. All visitors to the office will be met outside of the office to have their temperature checked and be screened for virus symptoms. If cleared, visitors may then enter the building wearing a mask.

4. Staff and parents will be required to sign a one-time Attestation form. This form will attest that each staff member and parent will conduct a daily screening (self-screening for staff and parental screening of children) prior to arriving for a session. The screening verifies that the visitor:
 - has a temperature below 100.0 degrees Fahrenheit
 - has not recently traveled to states on the NYS Quarantine State list
 - does not have any other COVID-19 symptoms
 - has not had contact within the last 14 days with someone who has COVID-19 or is under investigation for COVID-19 (quarantine or isolation)
 - does not have a household member who is ill with a respiratory illness

Health and Safety Protocols for Opening

Face Coverings

All adults must wear an acceptable face covering when in the office. Face coverings may be removed during breaks outside of the building when appropriate social distance is able to be maintained (6 feet or greater). Face coverings will be provided by SJA for any person who needs one. SJA staff has been trained in the proper use and cleaning of face masks.

While face coverings are strongly encouraged, it is recognized that there are specific instances where wearing a cloth face covering is not feasible. As per the NYSED, face coverings should not be placed on students where such covering would impair their physical or mental health, or where such covering would present a challenge, distraction, or obstruction to education services and instruction. We will not require our students to wear face coverings; however, it is up to the parent/guardian's discretion whether they wish for their child to wear a face covering. If the parents wish for their child to wear a face covering, they must supply one. Parents of students with special needs and/or medically fragile students should work with their health care provider to make appropriate decisions for their child.

Additional Personal Protective Equipment (PPE)

Face shields will be available for all staff members, should they desire to wear one. Face shields must be used with a face mask. Training will be provided to staff members on the proper use of a face shield.

Opening Procedures

1. The building door will be locked, the waiting room will be closed, and the bathroom will be closed to the public.
2. When the parent arrives for their appointment, they will call the provider, who will meet them at their car in the parking lot. Only the student will be allowed access into the building.
3. The masked provider will take the student's temperature with a non-contact thermometer and ask the parents the following (responses will be kept in a COVID-19 visitor log): **Since your last visit here, have you had any of the following symptoms that is not attributable to another condition:**
 - Cough
 - Shortness of breath or difficulty breathing
 - Or, at least two of the following symptoms:
 - Fever
 - Chills
 - Repeated shaking with chills

- Muscle pain
 - Headache
 - Sore Throat
 - Vomiting
 - Diarrhea
 - New loss of taste or smell
4. Prior to entering the treatment room, the student will wash their hands or use hand sanitizer. Parents can buy the child hats with a clear shield or a face shield and they will be encouraged to wear it. However, if the child is not comfortable, they will not be mandated to wear them during the session.
 5. Windows will remain open when possible to allow for the flow of air.
 6. Individual supplies will be purchased and prepared for each student at the discretion of their provider. Those supplies will be kept in a bag labeled with the students' name, wiped down after each use, and stored onsite.
 7. Students will not be allowed to bring in personal items.
 8. At the end of the session, the student will be brought to the parking lot to their parents.
 9. Schedules will be set for ample time between each session so that all contact surfaces may be wiped down.
 10. Therapy rooms and restrooms will be cleaned regularly following CDC and NYSDOH guidance. High touch surfaces will be cleaned frequently throughout the day and a cleaning log will be utilized and maintained within the office.

Office Closure in the Event of COVID-19 Exposure

1. In the event there is a case of COVID-19, the office will close for two weeks and all parents will be notified.
2. Windows will be open for 24 hours and the office will be thoroughly cleaned with a CDC-approved disinfectant, including, but not limited to, walls, floors, desks, chairs, etc.
3. Virtual sessions will be offered during this time frame or make up sessions may be scheduled for after the two-week closure.

Communication

The reopening plan and any subsequent changes that need to be made to the plan will be provided to parents in writing and verbally. This plan is posted on SJA website (www.sjandassociates.org). Translation will be provided for those families whose preferred language is other than English.

SJA will collaborate with the Committee on Preschool Special Education (CPSE) Chairpersons and appropriate administrators at the NYSDOH to ensure an understanding of the provision of Special Education services, consistent with the recommendations on the student's Individualized Education Program (IEP).

Any questions or concerns regarding this plan should be directed to Angela Mertens, Operations Director/Partner. She may be reached at 845-827-6227 x101 or sjassociates.angela@gmail.com.