



Building Skills through Therapeutic Play

Covid 19 Hygiene, Cleaning, and Sanitization Procedures (updated 1-5-2022)

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 beginning in clinic visits. 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.

- Patients and families will provide their own masks, so that they may be wearing the masks upon arrival to the clinic.
- KN95 masks will be available for patients and families, when required, if they do not have access to these masks when they are required by the clinic.
- 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 change a mask.

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 –**
 - use provided hand sanitizer upon entrance to clinic 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 – use provided hand sanitizer following each treatment session
- **additional handwashing requirements –**
 - 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 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. Additionally, families may remain in their cars until they are into the clinic.

- 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 socially distanced or wait in their vehicles, while notifying staff of their arrival via text message to check in phone number previously provided by Boston Sensory Solutions team.
- Clinic assistant will walk to outside waiting area to meet patient/ family, where they will all stand 6 feet apart during the following:
 - Staff will ensure all individuals (children and adults) have and are wearing appropriate masks correctly.
- Staff, patient, and family member will clean hands, using hands free sanitizing station upon entry into clinic space.
- Therapist will walk patient and family directly to designated treatment space, with door already open. There is no waiting room in use.
- Shoes and outerwear will be removed immediately upon entry into treatment room and left in individualized clothing baskets hanging on back of door.

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/ outerwear inside treatment room.
- Patient and family member will exit treatment room and immediately exit clinic space/ office building, pausing only to sanitize hands if desired.

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.

Equipment

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

- All equipment will be sprayed with Microban-24 prior to the day's sessions beginning. All equipment that cannot be sprayed will be sanitized between each patient's use.
- 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 out of reach for the duration of the session; it will then be sanitized by the clinic assistant before being used again.
- 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
- One adult family member is required to join the session.
- 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- removed 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 items may be placed on shelves in the common areas. Items on these shelves are available only for retrieval by therapist.

Equipment that is not to be used at this time will be stored off site.

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, party favor type blow toys
- reusable cups/ plates/ utensils
- chewy snacks
- shared bins of beans, rice, and tactile modalities; play doh, putty, and theraband may be marked by the date used and quarantined for 72hours before being used again
- 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 fabric covers (ie- 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 laundry receptacle in Cleaning Corners.

Completed by – Clinic assistant or therapist (in absence of clinic assistant) 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 clinic assistant working 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.
 - Spray each treatment room and all of its contents with Microban-24 at the end of each day's session allowing the sanitizer to dry on all equipment for use the next day.
 - 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.

Cleaning Supplies and Uses

- Microban-24 for all surfaces in treatment rooms, as well as equipment that can be sprayed; SaniDate for additional cleaning; Microban24 for all cloth surfaces that cannot be laundered (ie- fabric chairs, ropes); /uvc cleaning pouch for small game pieces/ cards that cannot withstand liquid cleaning
- 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 material

Office Space- Staff Guidelines

Use of space

- Patients/ families do not enter office space; staff only.
- Doors remain closed for privacy/ safety, creating socially distanced, individual workspaces for each staff member.
- Waiting room will remain closed
- Front office will remain closed
- 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 or individual office 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.