

Holdsambeck Behavioral Health

Operating Procedures Effective December 14 2020

As The State of California has continued to experience high rates of COVID-19 infections, we want to thank all of you for continuing to do your part in reducing risk to our clients and your coworkers. The State has issued regional stay at home orders affecting all counties in which we operate. We are committed to continually updating our operating procedures to provide a safe employment environment for you and the families we serve. We need your help to reduce the risk of exposure to COVID-19. **As you are reviewing these work requirements please keep in mind the choices you make outside of work are just as important.** All staff are expected to follow state and federal health guidance. Our guidelines are developed in accordance with the CDC, California Department of Public Health, OSHA, and local health departments. Should an infection occur, in addition to our protocols, we will defer to the specific medical guidance provided by medical professionals for each person. It is expected that you are timely and honest in reporting your health status and potential exposures to Human Resources and your Clinical Director. We encourage quick honest communication about your health and potential exposure relevant to COVID-19 so we can do our best to keep everyone safe. Self-reporting is encouraged and will not result in any form of retaliation. Your personal medical information will be protected following federal guidance. In the event we are obligated to inform local health officials of a possible outbreak, every effort to protect your personal information will be made.

1. Safety Measures

- a. Self-Screen daily before you begin work. Do not report to work if you have any of the symptoms listed below.
 - i. Symptoms: Fever of 100.4 or higher, congestion, shortness of breath or difficulty breathing, sore throat, fatigue, muscle or body aches, headache, sudden loss of taste or smell, cough, nausea or vomiting, diarrhea.
 - ii. It is recommended that you check your temperature regularly as this is a leading indicator of a COVID-19 infection.
 - iii. Families you serve have the right to take your temperature using a non-touch forehead scanning thermometer only, prior to entering their home. Do not allow any family we serve to take your temperature using an invasive thermometer in your mouth, ears, or nose.
- b. PPE is available in all areas. Contact your director for access to soap, hand sanitizer, face masks, face shields, and gloves.
- c. To keep you and the families we serve safe, wear facemasks correctly (over nose and mouth) during all sessions.
 - i. [Facemasks](#) must cover your mouth and nose completely.
 - ii. Face Shields do not replace the need for a face mask but can be used with a facemask or when you need to remove your facemasks for a clinical program for short intervals.

- d. All sessions must start and end with a staff and client [handwashing procedure](#).
 - i. Handwashing will occur as needed throughout the session; a minimum of once per hour is recommended.
 - e. Staff training/staff meetings are provided online/remote through your work-issued Google Meets platform.
 - i. Any in-person training must be approved by your clinical director
 - f. Staff social events are not permitted at this time.
2. Clinical Operating Procedures
- a. New Assessments, Protocol Modification, and Caregiver Training will be provided in hybrid telehealth/ In-person formats with heavy reliance on telehealth whenever reasonable.
 - i. In-person services are provided in instances where telehealth is not clinically effective.
 - b. Community outings are currently not permitted without approval in writing from the main office. Please email requests to your Clinical Director.
 - i. Determinations will be based on the clinical indications and safety of our staff and clients
 - c. Reinforcer/Toys may be stored in a secure location in the family home to allow staff to access them during session. If this is not possible, you may store reinforcers/toys in a marked bag indicating which client the items are for, to eliminate the possibility of mixing them with other materials.
 - d. If there is access to private outdoor areas, we encourage the implementation of outdoor sessions when weather permits.
 - e. The CDC continues to recommend utilizing open windows, fans, or any other options available to increase ventilation and open air flow.
 - f. Child Care/School Policy: As clients resume participation in childcare and/or in-person school, we will continue to provide services in the clinically appropriate setting.
 - i. For sites other than the home, the family must provide the site-specific COVID-19 protocol and any policies for the facility in which they ask us to work.
 - g. Supervisors are responsible for confirming homes are safe workplaces for our staff:
 - i. Confirm by assessing all areas in which our staff are asked to work are clean.
 - ii. Confirm an established bathroom and handwashing area is provided and sufficient prior to starting services.
3. Field Screening Procedures
- a. You are required to ask pre-session screening questions before you enter the home. Answers should be documented each day, via office notes, and are not to be recurred.
 - i. In the last 48 hours, has anyone in the house been experiencing symptoms of, or diagnosed with COVID-19, or any other illness?

1. Symptoms: Fever of 100.4 or higher, congestion, shortness of breath or difficulty breathing, sore throat, fatigue, muscle or body aches, headache, sudden loss of taste or smell, cough, nausea or vomiting, diarrhea.
 2. **NOTE as of 12/14/2020- QUESTIONS HAVE CHANGED FROM PREFERRED 'YES' to PREFERRED 'NO'.**
 - ii. In the last 14 days, has anyone in the house been exposed to anyone with COVID-19 or COVID-19 like symptoms?
 1. Exposure is defined as being closer than 6ft of someone diagnosed with COVID-19 for 15 minutes cumulatively, or longer.
 2. **NOTE as of 12/14/2020- QUESTIONS HAVE CHANGED FROM PREFERRED 'YES' to PREFERRED 'NO'.**
 - b. Staff are not permitted to work unless they are able to answer these questions with **"No"** *It is recommended to take your temperature daily*
 - i. In the last 48 hours, have you or anyone in your house experienced symptoms of, or diagnosed with COVID-19, or any other illness?
 1. Symptoms: Fever of 100.4 or higher, congestion, shortness of breath or difficulty breathing, sore throat, fatigue, muscle or body aches, headache, sudden loss of taste or smell, cough, nausea or vomiting, diarrhea.
 2. **NOTE as of 12/14/2020- QUESTIONS HAVE CHANGED FROM PREFERRED 'YES' to PREFERRED 'NO'.**
 - ii. In the last 14 days, have you been exposed to anyone with COVID-19 or COVID-19 like symptoms?
 1. Exposure is defined as being closer than 6ft of someone diagnosed with COVID-19 for 15 minutes cumulatively, or longer.
 2. **NOTE as of 12/14/2020- QUESTIONS HAVE CHANGED FROM PREFERRED 'YES' to PREFERRED 'NO'.**
 - c. If you are not able to work, notify your Clinical Director and HR to receive guidance on your next steps..
4. Scheduling Procedures
 - a. In-Home services
 - i. Each BI/RBT will not see more than 3 clients.
 - ii. Multiple staff will only be scheduled when a case requires 2:1 staffing or is being served 30+ hours per week. If 2 staff are assigned to any case, they will share the same additional cases they see.
 - iii. New staff assigned to a case may train with current staff assigned if clinically indicated.
 - iv. Protocol Modification and Caregiver Training will be provided via telehealth unless it is approved by your Clinical Director to be in person.
 - b. Clinic services:

- i. Each RBT/BI will not see more than 2 clients, in the clinic setting only.
- ii. The BCBA assigned to the clinic will supervise all clinic clients, with social distancing and safety protocols in place.
- iii. No social skills groups or open-area services are permitted.
- iv. All screening and site protocols must be followed at all times
- v. Visitors are not allowed into the clinic unless approved by the Clinical Director

5. Office Sites

- a. Staff are required to work at designated work stations that are a minimum of 6ft apart.
- b. [Health Screening](#) must be completed daily, face masks are required.
- c. Face Masks must be worn on premises except:
 - i. When alone in a private office with the door closed.
 - ii. Eating/drinking, please maintain a 6ft social distance while eating or drinking. If possible, eat outside.
- d. All community items must be cleaned after use:
 - i. Copier, materials
 - ii. Kitchen area
- e. No more than 1 staff member may be in a work/community area at any time.
- f. Follow [site-specific](#) guidelines

6. Travel Policies

- a. [The State of California](#) and the [CDC](#) continue to recommend eliminating all travel unless it is essential for your employment or health and safety.
- b. Anyone entering California from another state will be required to quarantine for 14 days.

7. COVID-19 Symptoms

- a. Most Common Symptoms of Covid-19:
 - i. Fever (100.4 or higher) or chills
 - ii. Cough
 - iii. Shortness of breath or difficulty breathing
 - iv. Fatigue
 - v. Muscle or body Aches
 - vi. Headache
 - vii. New/Sudden loss of taste or smell
 - viii. Sore Throat
 - ix. Congestion or runny nose
 - x. Nausea or vomiting
 - xi. Diarrhea
- b. If you are symptomatic you are not eligible to work. Contact your Clinical Director and Human Resources to determine next steps.

8. COVID-19 Exposure:

- a. Exposure is defined as being closer than 6ft of someone diagnosed with COVID-19 for 15 minutes cumulatively, or longer.

- i. A person diagnosed with COVID-19 may be contagious up to 2 days before symptom onset and may continue to be contagious until the end of their isolation/quarantine period. Exposure may occur at any time during this time frame.
- 9. COVID-19 Protocols:
 - a. Exposure:
 - i. All in-person work stops immediately for 14 days from the date of last exposure.
 - ii. Human Resources will assist you in accessing benefits that may be available.
- 10. COVID-19 Positive Symptomatic: Staff who are symptomatic may return to work when:
 - i. Mild to Moderate Illness:
 - 1. At least 10-days have passed *since symptoms first appeared* **AND**
 - 2. At least 24-hours have passed *since last* fever without the use of fever-reducing medications
AND
 - 3. Symptoms have improved *If you would not work with a client with the symptoms you have under normal circumstances, you may not return to work*

Or

 - 4. Medical Clearance is obtained in writing from a licensed medical provider
 - a. If a licensed medical provider excludes you from work longer than 10-days, you will not be able to return until you are cleared by a licensed medical provider in writing.
 - ii. Severe to Critical Illness:
 - 1. At least 10-days and up to 20-days have passed *since symptoms first appeared*.
AND
 - 2. At least 24-hours have passed *since last* fever without the use of fever-reducing medications
AND
 - 3. Symptoms have improved *If you would not work with a client with the symptoms you have under normal circumstances, you may not return to work*
 - 4. Consider consultation with infection control experts
 - iii. Asymptomatic: Staff who test positive and never developed symptoms may return to work after 10-days have passed from the date of the test.
- b. In all scenarios, affected clients/staff will be alerted if they were exposed to someone with COVID-19.

- i. All staff will be assisted by HR in accessing testing, Worker's Compensation, or any other available benefits.
- ii. Work will not resume until all individuals meet clearance guidelines, with written documentation sent to HR.
- iii. HR will communicate directly with all staff and Clinical Directors.

11. COVID Benefits Available:

- a. Exposed at work:
 - i. You are required to quarantine for 14 days
 - ii. If your position does not allow for telehealth, you may apply for temporary unemployment benefits at <https://edd.ca.gov/unemployment/>
 - iii. You must communicate to HR with any changes in your status including if you become symptomatic during your quarantine time. HR will assist you in any other benefits that may be available.
- b. Exposed outside of work:
 - i. You may apply for State Disability Insurance. To learn more, visit:
 - 1. The [California Department of Public Health](#) regarding benefits available. OR
 - 2. The [State Disability Site](#)

12. Frequently asked questions regarding Exposure:

- a. I went to a family home and there was someone who has symptoms in another part of the home while I was there. Was this Exposure?
 - i. Because the person was further than 6ft away from you, this scenario does **NOT** meet the definition of Exposure.
 - ii. Leave immediately and inform your clinical director. The family violated our pre-check questions if they did not inform you prior to entry.
 - iii. Sessions will not continue until everyone in the household is symptom free **OR** the person(s) with symptoms provide written medical clearance.
- b. I went to a family home and was later informed someone in another part of the home had or developed symptoms. Was this Exposure?
 - i. Because the person was further than 6ft away from you, this scenario does **NOT** meet the definition of Exposure.
 - ii. Sessions will not continue until everyone in the household is symptom free **OR** the person(s) with symptoms provide written medical clearance.
- c. I went to a family home and was later informed someone in another part of the home has been diagnosed with COVID-19. Was this Exposure?
 - i. Because the person was further than 6ft away from you, this scenario does **NOT** meet the definition of Exposure.
 - ii. Sessions will not continue until everyone in the household is symptom free **OR** the person(s) with symptoms provide written medical clearance.
- d. I went to a family home and was later informed someone who was 6ft or closer to me for 15min cumulatively, or longer, later developed symptoms of COVID-19. Was this Exposure?

- i. Because the person with symptoms has not been diagnosed with COVID-19, this scenario does **NOT** meet the definition of Exposure.
 - ii. Sessions will not continue until everyone in the household is symptom free **OR** the person(s) with symptoms provide written medical clearance.
- e. I went to a family home and was later informed someone who was 6ft or closer to me for 15min cumulatively, or longer, has been diagnosed with COVID-19. Was this Exposure?
 - i. **This scenario meets the definition of Exposure.**
 - ii. Sessions will not continue until all individuals diagnosed with COVID-19 meet medical clearance as defined in section 9 above for COVID-19 protocols.
 - iii. Because you have been exposed, you are no longer able to work. Please see section 9 above for COVID-19 protocols.

Holdsambeck Behavioral Health

Operating Procedures Effective December 14 2020

ABA Services

As The State of California has continued to experience high rates of COVID-19 infections, we want to thank all of you for continuing to do your part in reducing risk. As guidelines and closures fluctuate during the holiday season, we ask that you inform us in advance if you will be participating in non-essential group gatherings so that we may place our services on hold for the minimum quarantine period to keep our staff members, and other families they serve, safe.

Your home is our workplace. Please consider your role in keeping everyone safe when making decisions regarding personal safety and risk of exposure for you and your family, as these decisions also affect the safety of our clinical team members, their households, and other clients we serve. The State of California still recommends limiting exposure by wearing face masks completely covering the nose and mouth, adhering to social distancing guidelines, and limiting travel to your immediate community for essentials.

As a general rule, we defer to the CDC and local government for guidance on our operating procedures. If, at any time, local authorities in your area order behavior that is more restrictive than our procedures, please follow their guidance and inform our main office of the discrepancy. If you have any questions or concerns please do not hesitate to reach out to your case supervisor or our [client services team](mailto:clientservices@holdsambeck.com), clientservices@holdsambeck.com.

1. Safety Measures

- a. Self-Screen daily before shifts start. Cancel shifts if anyone in the household has any symptom listed below:
 - i. Symptoms: Fever of 100.4 or higher, congestion, shortness of breath or difficulty breathing, sore throat, fatigue, muscle or body aches, headache, sudden loss of taste or smell, cough, nausea or vomiting, diarrhea.
 - ii. It is recommended that you check the temperatures of everyone in your home as this is a leading indicator of a COVID-19 infection.
- b. You have the right to take our staff's temperature, using a non-touch forehead scanning thermometer only, prior to them entering your home. We do not allow any thermometers that require touch or inserting the thermometer into the mouth, ears, or nose.
- c. Staff are expected to properly wear a facemask, covering their nose and mouth throughout the duration of the session.

- i. Face shields may be used with a facemask, or in place of a facemask, if the client needs to see the staff members mouth for clinical reasons.
 - d. It is expected that all sessions start and end with staff and client handwashing procedures.
 - 2. Field Screening Procedures:
 - a. Staff are required to ask pre-screening questions before they enter your home. It is your responsibility to answer these questions honestly.
 - i. In the last 48 hours, has anyone in the house experienced symptoms of, or diagnosed with COVID-19, or any other illness?
 - 1. Symptoms: Fever of 100.4 or higher, congestion, shortness of breath or difficulty breathing, sore throat, fatigue, muscle or body aches, headache, sudden loss of taste or smell, cough, nausea or vomiting, diarrhea.
 - ii. In the last 14 days, has anyone in the house been exposed to anyone diagnosed with COVID-19 or COVID-19-like symptoms? Exposure is defined as being closer than 6ft of someone diagnosed with COVID-19 for 15 minutes cumulatively, or longer.
 - b. If either question is answered with a “Yes”, the session will not take place. Your supervisor will inform you when services may resume based on federal and state guidance.
 - c. Staff are not permitted to work unless they also meet the health screening guidelines.
 - 3. Clinical Operating Procedures:
 - a. Our team of supervisors will provide support via telehealth whenever possible to limit the number of people entering your home.
 - b. Reinforcer/Toys may be stored in a secure location in your home to allow staff to access them during session. If this is not possible, you may speak with your supervisor for other options.
 - c. If there is access to private outdoor areas, we encourage the implementation of outdoor sessions when weather permits.
 - d. The CDC continues to recommend utilizing open windows, fans, or any other options available to increase ventilation and open air flow.
 - e. Community outings are currently not permitted without prior approval.
 - f. Child Care/School Policy: Participation in childcare and/or in-person school is approved.
 - i. For services to be provided in sites other than your home, you must provide the site-specific COVID-19 protocol and policies for review.
 - 4. Scheduling Procedures:
 - a. In-Home services
 - i. Each BI/RBT will not see more than 3 clients.
 - ii. Multiple staff will only be scheduled when a case requires 2:1 staffing or is being served 30+ hours per week. If 2 staff are assigned to any case, they will share the same additional cases to minimize exposure risks.

- iii. New staff assigned to a case may train with current staff assigned if clinically indicated
 - iv. Protocol Modification and Caregiver Training will be provided via telehealth in most situations. Your supervisors will work with you to determine if this meets the needs of your child.
 - b. Clinic services:
 - i. Each RBT/BI will not see more than 2 clients in the clinic setting.
 - ii. The BCBA assigned to the clinic will supervise all clinic clients, with social distancing and safety protocols in place.
 - iii. No social skills groups or open-area services are permitted.
 - iv. All screening and site protocols must be followed at all times.
 - v. Visitors are not allowed into the clinic.
- 5. Travel Policies
 - a. [The State of California](#) and the [CDC](#) continue to recommend eliminating all travel unless it is essential for your employment or health and safety.
 - b. Anyone entering California from another state will be required to quarantine for 14 days.
- 6. COVID-19 Symptoms
 - a. Most Common Symptoms of Covid-19:
 - i. Fever (100.4 or higher) or chills
 - ii. Cough
 - iii. Shortness of breath or difficulty breathing
 - iv. Fatigue
 - v. Muscle or body Aches
 - vi. Headache
 - vii. New/Sudden loss of taste or smell
 - viii. Sore Throat
 - ix. Congestion or runny nose
 - x. Nausea or vomiting
 - xi. Diarrhea
 - b. If anyone in the house is experiencing symptoms, all in-person work will stop and the protocols described in section 8 below will be followed.
- 7. COVID-19 Exposure:
 - a. Exposure is defined as being closer than 6ft of someone diagnosed with COVID-19 for 15 minutes cumulatively, or longer.
 - i. A person diagnosed with COVID-19 may be contagious up to 2 days before symptom onset and may continue to be contagious until the end of their isolation/quarantine period. Exposure may occur at any time during this time frame.
 - b. All families will be informed if anyone in their family has been exposed by a member of the HBH team serving them. You will not be given any personal medical information. You will be notified of the last date of exposure.
- 8. COVID-19 Exposure Protocols:

- a. Exposure: Staff or Family member
 - i. All in-person work is stopped immediately
 - b. Sessions resume when:
 - i. Client or family exposed:
 - 1. When person exposed meets CDC guidelines to suspend safety precautions by either:
 - a. Waiting 10 days, if no symptoms develop, services may resume
 - b. Getting a test no less than 5 days from last exposure, results are negative, and no symptoms by day 7. Services could resume on day 8.
 - ii. Staff exposed:
 - 1. Staff will be cleared to return to work by either:
 - a. Receiving medical clearance
 - b. Meeting [CDC guidelines for healthcare workers](#) to return to work.
9. Confirmed Cases of COVID-19:
- a. Client or family member positive:
 - i. Sessions will resume when the person affected meets clearance guidelines and our client meets exposure guidelines to return.
 - b. Staff member positive:
 - i. Staff will return to work when guidelines are met or they received medical clearance.
10. Guidelines to resume:
- a. [Mild to Moderate Illness](#):
 - i. At least 10-days have passed *since symptoms first appeared* **AND**
 - ii. At least 24-hours have passed *since last* fever without the use of fever-reducing medications **AND**
 - iii. Symptoms have improved *If you would not work with a client with the symptoms you have under normal circumstances, you may not return to work*

Or

 - iv. Medical Clearance is obtained in writing from a licensed medical provider
 - 1. If a licensed medical provider excludes you from work longer than 10-days, you will not be able to return until you are cleared by a licensed medical provider in writing.
- b. [Severe to Critical Illness](#):
 - i. At least 10-days and up to 20-days have passed *since symptoms first appeared*. **AND**
 - ii. At least 24-hours have passed *since last* fever without the use of fever-reducing medications **AND**

- iii. Symptoms have improved *If you would not work with a client with the symptoms you have under normal circumstances, you may not return to work* **AND**
- iv. We will consider consultation with infection control experts.
- c. Asymptomatic: Clients/Families who test positive and never develop symptoms may have sessions resume after 10-days have passed from the negative test.

Holdsambeck Behavioral Health

Procedimientos operativos a partir de diciembre de 2020

Servicios ABA

Como el Estado de California ha continuado experimentando altas tasas de infecciones por COVID-19, queremos agradecerles a todos por seguir haciendo su parte en la reducción del riesgo. Como las pautas y los cierres fluctúan durante la temporada de vacaciones, le pedimos que nos informe con anticipación si participará en reuniones de grupo no esenciales para que podamos poner nuestros servicios en espera durante el período mínimo de cuarentena para mantener seguros a nuestros miembros del personal, y otras familias a las que sirven.

Su hogar es nuestro lugar de trabajo. Por favor, tenga en cuenta su papel en mantener a todos seguros al tomar decisiones sobre la seguridad personal y el riesgo de exposición para usted y su familia, ya que estas decisiones también afectan la seguridad de los miembros de nuestro equipo clínico, sus hogares y otros clientes a los que servimos. El estado de California todavía recomienda limitar la exposición usando máscaras faciales que cubren completamente la nariz y la boca, adhiriéndose a las pautas de distanciamiento social y limitando los viajes a su comunidad inmediata para lo esencial.

Como regla general, aplazamos a los CDC y al gobierno local para obtener orientación sobre nuestros procedimientos operativos. Si, en cualquier momento, las autoridades locales en su área ordenan un comportamiento que es más restrictivo que nuestros procedimientos, por favor siga sus instrucciones e informe a nuestra oficina principal de la discrepancia. Si tiene alguna pregunta o inquietud, no dude en ponerse en contacto con su supervisor de caso o nuestro equipo de servicios al cliente, clientservices@holdsambeck.com.

1. Medidas de seguridad

- a. Autoevaluación todos los días antes de que comiencen los turnos. Cancele los turnos si alguien en el hogar tiene algún síntoma que se enumera a continuación:
 - I. Síntomas: Fiebre de 100.4 o superior, congestión, falta de aire o dificultad para respirar, dolor de garganta, fatiga, dolores musculares o corporales, dolor de cabeza, pérdida repentina de sabor u olor, tos, náuseas o vómitos, diarrea.
 - II. Se recomienda que compruebe las temperaturas de todos en su hogar, ya que este es un indicador líder de una infección COVID-19.
- b. Usted tiene el derecho de tomar la temperatura de nuestro personal, utilizando un termómetro de escaneo de frente no táctil solamente, antes de

que entren en su casa. No permitimos termómetros que requieran tacto o inserten el termómetro en la boca, las orejas o la nariz.

- c. Se espera que el personal use correctamente una máscara facial, cubriéndose la nariz y la boca durante toda la sesión.

- III. Los protectores faciales se pueden utilizar con una máscara facial, o en lugar de una máscara facial, por si el cliente necesita ver a los miembros del personal boca por razones clínicas.

- d. Se espera que todas las sesiones comiencen y terminen con los procedimientos de lavado de manos del personal y del cliente.

2. Procedimientos de detección de campo:

- e. El personal debe hacer preguntas previas a la selección antes de que entren en su casa. Es su responsabilidad responder a estas preguntas honestamente.

- IV. En las últimas 48 horas, ¿alguien en la casa ha experimentado síntomas o diagnosticados con COVID-19, o cualquier otra enfermedad?

- 1. Síntomas: Fiebre de 100.4 o superior, congestión, falta de aire o dificultad para respirar, dolor de garganta, fatiga, dolores musculares o corporales, dolor de cabeza, pérdida repentina de sabor u olfato, tos, náuseas o vómitos, diarrea.

- V. En los últimos 14 días, ¿alguien en la casa ha estado expuesto a alguien diagnosticado con síntomas similares a COVID-19 o COVID-19? La exposición se define como estar más cerca de 6 pies de alguien diagnosticado con COVID-19 durante 15 minutos acumulativamente, o más.

- f. Si cualquiera de las dos preguntas se responde con un "Sí", la sesión no tendrá lugar. Su supervisor le informará cuando los servicios puedan reanudarse de acuerdo con la orientación federal y estatal.

- g. El personal no puede trabajar a menos que también cumpla con las pautas de análisis de salud.

3. Procedimientos de funcionamiento clínicos:

- h. Nuestro equipo de supervisores brindará apoyo a través de telesalud siempre que sea posible para limitar el número de personas que ingresan a su casa.

- i. El reforzador/juguetes se puede almacenar en un lugar seguro de su hogar para permitir que el personal acceda a ellos durante la sesión. Si esto no es posible, puede hablar con su supervisor para otras opciones.

- j. Si hay acceso a áreas privadas al aire libre, fomentamos la implementación de sesiones al aire libre cuando el clima lo permita.

- k. Los CDC continúan recomendando utilizar ventanas abiertas, ventiladores o cualquier otra opción disponible para aumentar la ventilación y el flujo al aire libre.

- I. Actualmente, las salidas a la comunidad no están permitidas sin aprobación previa.
- m. Política de Cuidado Infantil/Escuela: Se aprueba la participación en el cuidado de niños y/o en la escuela en persona.
 - VI. Para que los servicios se proporcionen en sitios que no sean su hogar, debe proporcionar el protocolo COVID-19 específico del sitio y las políticas para su revisión.
- 4. Procedimientos de programación:
 - n. Servicios en el hogar
 - VII. Cada BI/RBT no verá más de 3 clientes.
 - VIII. El personal múltiple solo se programará cuando un caso requiera personal de 2:1 o se esté atendiendo más de 30 horas por semana. Si se asignan 2 empleados a cualquier caso, compartirán los mismos casos adicionales para minimizar los riesgos de exposición.
 - IX. El nuevo personal asignado a un caso puede capacitarse con el personal actual asignado si está
 - X. La modificación del protocolo y la capacitación del cuidador se proporcionarán a través de la telesalud en la mayoría de las situaciones. Sus supervisores trabajarán con usted para determinar si esto satisface las necesidades de su hijo.
 - b. Servicios clínicos:
 - I. Cada RBT/BI no verá más de 2 clientes en el entorno de la clínica.
 - II. El BCBA asignado a la clínica supervisará a todos los clientes de la clínica, con protocolos de distanciamiento social y seguridad en su lugar.
 - III. No se permiten grupos de habilidades sociales ni servicios de área abierta.
 - IV. Todos los protocolos de cribado y sitio deben seguirse en todo momento.
 - V. No se permite la entrada de visitantes a la clínica.
- 5. Políticas de viaje
 - a. [El Estado de California](#) y los [CDC](#) continúan recomendando eliminar todos los viajes a menos que sea esencial para su empleo o salud y seguridad.
 - b. Cualquier persona que ingrese a California desde otro estado deberá ponerse en cuarentena durante 14 días antes de que se reanude la reanudación de las sesiones.
- 6. Síntomas COVID-19
 - a. Síntomas más comunes de Covid-19:
 - i. Fiebre (100,4 o superior) o escalofríos
 - ii. Tos
 - iii. Falta de aire o dificultad para respirar
 - iv. Fatiga

- v. Dolores musculares o corporales
 - vi. jaqueca
 - vii. Pérdida nueva/repentina de sabor u olor
 - viii. Dolor de garganta
 - ix. Congestión o secreción nasal
 - x. Náuseas o vómitos
 - xi. Diarrea
- b. Si alguien en la casa está experimentando síntomas, todo el trabajo en persona se detendrá y se seguirán los protocolos descritos en la sección 8 a continuación.
7. COVID-19 Exposición:
- a. La exposición se define como estar más cerca de 6 pies de alguien diagnosticado con COVID-19 durante 15 minutos acumulativamente, o más.
 - i. Una persona diagnosticada con COVID-19 puede ser contagiosa hasta 2 días antes de la aparición de los síntomas y puede seguir siendo contagiosa hasta el final de su período de aislamiento/cuarentena. La exposición puede ocurrir en cualquier momento durante este período de tiempo.
 - b. Todas las familias serán informadas si alguien de su familia ha sido expuesto por un miembro del equipo de HBH que los atiende. No se le dará ninguna información médica personal. Se le notificará la última fecha de exposición.
8. Protocolos de exposición COVID-19:
- a. Exposición: Personal o miembro de la familia
 - i. Todo el trabajo en persona se detiene inmediatamente durante 14 días a partir de la fecha de la última exposición.
 - b. Las sesiones se reanudan cuando:
 - i. Cliente o familia expuestos:
 - 1. Cuando la persona expuesta cumple con las pautas de los CDC para suspender las precauciones de seguridad:
 - a. Esperando 10 días, si no se presentan síntomas, los servicios pueden reanudarse
 - b. Hacerse una prueba no menos de 5 días después de la última exposición, los resultados son negativos y ningún síntoma para el día 7. Los servicios podrían reanudarse el día 8.
 - ii. Personal expuesto:
 - 1. El personal será autorizado para volver al trabajo por:
 - a. Recibir autorización médica
 - b. Cumplir con las pautas de los CDC para que [los trabajadores de la salud](#) vuelvan al trabajo.
9. Casos confirmados de COVID-19:
- a. Cliente o familiar positivo:

- i. Las sesiones se reanudarán cuando la persona afectada cumpla con las pautas de autorización y nuestro cliente cumpla con las pautas de exposición para regresar.
 - b. Miembro del personal positivo:
 - i. El personal volverá al trabajo cuando se cumplan las directrices o reciban autorización médica.
- 10. Directrices para reanudar:
 - a. Enfermedad leve a moderada:
 - i. Han pasado al menos 10 días *desde que aparecieron los síntomas* por primera vez **Y**
 - ii. Han pasado al menos 24 horas *desde la última* fiebre sin el uso de medicamentos para reducir la fiebre **Y**
 - iii. Los síntomas han mejorado *Si no trabajaría con un cliente con los síntomas que tiene en circunstancias normales, es posible que no vuelva al trabajo*
O
 - iv. La autorización médica se obtiene por escrito de un proveedor médico con licencia
 - 1. Si un proveedor médico con licencia lo excluye del trabajo por más de 10 días, no podrá regresar hasta que un proveedor médico con licencia lo autorelva por escrito.
 - b. Enfermedad grave a crítica:
 - i. Han pasado al menos 10 días y hasta 20 días *desde que aparecieron los síntomas por primera vez.* **Y**
 - ii. Han pasado al menos 24 horas *desde la última* fiebre sin el uso de medicamentos para reducir la fiebre **Y**
 - iii. Los síntomas han mejorado *Si no trabajaría con un cliente con los síntomas que tiene en circunstancias normales, es posible que no vuelva al trabajo* **Y**
 - iv. Consideraremos la consulta con expertos en control de infecciones.
 - c. Asintomática: Los clientes/familias que dan positivo y nunca desarrollan síntomas pueden tener sesiones que se reanudan después de que hayan pasado 10 días de la prueba negativa.