



To our valued families,

We are excited to transition into our **Phase II re-opening** beginning on September 8th, 2020. All B.E.S.T. employees will receive a protective kit that will be used during in-home sessions. Please refer to the list of guidelines below that will be implemented in order to ensure we are taking precautions to enhance health and safety during this transition time. By receiving in-person ABA services through B.E.S.T., you are agreeing to adhere to the following guidelines and you acknowledge that there is an inherent risk involved in which you agree that you will not hold B.E.S.T. accountable for any harm that may come from receiving in-person services during the COVID-19 pandemic.

Phase II Protocols

General Guidelines

- All employees will provide all in-person services, unless otherwise approved.
- BCBA's will be able to deliver supplemental telehealth services with approval from directors.
- Employees and families must provide B.E.S.T. with **accurate** information regarding the status of all members of your household being exposed to someone with COVID-19 or displaying symptoms of COVID-19.
- Employees will be required to wear face coverings throughout the entire session (mask or face shield).
- Employees and families must assess for symptoms prior to each session using the flowchart below.
- Extensive hand washing and cleaning protocols continue to be required (see below).
- Social distance (of at least 6ft) with employees in the home **if possible**.
- Refrain from any physical contact with employees including but not limited to hand shakes, high fives, etc. . If your child requires physical prompting for certain programs (i.e. toothbrushing), the BCBA may train you to provide the prompting.

Hand Washing and Cleaning Protocol:

- Upon arriving at the home and/or office, both employees and clients must wash their hands with soap and water.
- Hand washing should occur after sneezing, coughing, blowing nose, or consuming food/drink.



- Employees will provide regular sanitization of high touch areas, such as workstations, equipment, screens, etc. that are property of B.E.S.T.
- Families agree to regularly sanitize high touch areas (doorknobs, handles etc.) within their home.
- Materials that are property of B.E.S.T. and utilized within the session will be cleaned by employees using disinfecting wipes at the beginning and end of each session.
- Other materials that are not property of B.E.S.T but utilized within the session should be disinfected by the parent/guardian.
- Toys with porous surfaces (stuffed animals) and/or items that cannot be disinfected (slime), should be handled by the client to prevent staff members from having to handle the items. Toys that encourage mouthing, such as play food and utensils, should not be accessible. Technology, such as an iPad, should not be shared between the client and the employee.

When to cancel sessions:

Please reference the inserted flowchart to determine if the session needs to be cancelled and for how long (this includes all household members present). **If an employee shows up to session and the session must be cancelled due to a household member meeting cancellation criteria, you will be charged a \$40 missed appointment fee.**

When can sessions be resumed:

Please reference the flowchart to determine when sessions can resume.