



## HEALTH & SAFETY POLICY

### HEALTH GUIDELINES

To ensure the health and safety of all our team members, children and families, we must follow the guidelines of the Center for Disease Control issued by the Health Department. These policies apply to everyone in the house at the time of service, not just the child:

- Fever free without the use of fever reducing medicines for 24 hours. Normal temperatures are 98.6 oral; 99.6 rectal; and 97.6 axillary.
- No vomiting and/or diarrhea for 24 hours (bowel movement and food intake should be back to normal)
- No colored drainage from any body part (this includes eyes, ears, nose, and sores). If the child/employee has been on antibiotics for 48 hours and still has colored drainage, they may resume services.
- No rashes of any sort unless seen by a doctor and the doctor has written a note stating that the rash is not contagious.

***If your child is too sick to go to school, they are too sick for a session that day. Please call your child's therapist to reschedule the session as soon as possible. Telehealth sessions are available.***

### INCLEMENT WEATHER

In the event of inclement weather, the Executive Director will decide on program closures. If sessions are cancelled due to inclement weather, a make-up session will be attempted. In addition, therapists and teachers will take actions to protect themselves from harm in the event of severe weather. This includes, but is not limited to: rescheduling therapy sessions, seeking shelter at the office, seeking shelter at a family's home or the child's school or daycare. Team members will ensure that they are away from doors and windows during severe weather. In addition, team members will shield the children as much as possible from any falling debris, breaking glass, etc.

### IN THE EVENT OF AN EMERGENCY

- Life saving techniques will be administered as needed by trained/certified staff members.
- A designated employee will call 911 immediately to summon an ambulance and medical assistance.
- A designated employee will contact the child's guardians and/or emergency number on file for that family. Emergency contacts will be maintained for every child and family at the Pediatric Learning Center.
- If the parent/guardian must be transported by medical personnel, the child will be cared for by the employee until another family member arrives. If the child or sibling must be transported by medical personnel, an employee may accompany the child and the parent/guardian as needed.
- A designated employee will document the incident within 24 hours. Documentation will be maintained in the child's chart and a copy will be provided to the family and the Executive Director.

### Injuries

All team members receive CPR and First Aid certification. In the event of a minor injury, team members will provide first aid if necessary. For an injury requiring additional treatment beyond minor first aid, parents or emergency contacts will be contacted.



## **MEDICATION ADMINISTRATION**

The Pediatric Learning Center, Inc. does not prescribe or provide medications for any child. If your child has medication that is given on an as-needed basis, such as breathing treatments or an EpiPen, specific information must be on file for their medication needs. We are unable to give over-the-counter medication.

## **NON-SMOKING POLICY**

Due to state health laws regulating smoking, as well as fire and safety considerations, all Pediatric Learning Center programs and locations are smoke and drug free. For visits in the home, we ask that you refrain from smoking during your child's scheduled session.

## **COVID-19 POLICIES**

The Pediatric Learning Center will follow the Shelby County Health Department's safety measures to ensure continued safety during the COVID 19 pandemic. In order to provide predictability and structure for our students, families, and staff, Pediatric Learning Center, Inc. will be implementing the following procedures and protocols to guide our programming and team during this time:

Our priorities include:

1. The health and safety of the families we serve and our team
2. Providing continuity of care in all our programs and services

To properly protect and combat such a threat as a pandemic, we are designating Levels of Emergency Protocols. These levels will be activated by the Executive Director and the Board of Directors. Each Level of Emergency Protocol will become more stringent as the threat increases in magnitude. Start dates and end dates for each level will be clearly stated. End dates may be altered as necessary relative to the community situation and local ordinances.

**Level 1:** Normal Operations

**Level 2:** On Alert with Additional Safety Procedures in Place

**Level 3:** High Alert Safety Cautions

Levels of Emergency Protocols

### **LEVEL 1: NORMAL OPERATIONS**

1. Therapists, parent/guardians, teachers and children must wash hands with soap and water or hand sanitizer before each session.
2. Therapists and teachers are responsible for cleaning and sanitizing all materials and surfaces before and after use.
3. All team members and families will follow the Health and Safety Guidelines:
  - o Fever free without the use of fever reducing medicines for 24 hours. Normal temperatures are 98.6 oral; 99.6 rectal; and 97.6 axillary.
  - o No vomiting and/or diarrhea for 24 hours (bowel movement and food intake should be back to normal)



- o No colored drainage from any body part (this includes eyes, ears, nose and sores). If the child/employee has been on antibiotics for 48 hours and still has colored drainage, they may resume services.
- o No rashes of any sort unless seen by a doctor and the doctor has written a note stating that the rash is not contagious.
- o If your child is too sick to go to school, they are more than likely too sick for a therapy session that day. Please call your child's therapist to reschedule the session as soon as possible.

### **LEVEL 2: On Alert with Additional Safety Procedures in Place**

1. All of the above Level 1 protocols are in place.
2. Masks must be worn by all adults. If a face shield is worn, a mask must also be worn.
3. Children over 3 are encouraged to wear masks if they can tolerate it.
4. Social distancing will be maintained as much as possible.
5. Some equipment and toys will be "off limits" (playdough, sensory bins, etc).
6. Any staff member with medical issues impacting their ability to provide in-person services must speak with their direct supervisor and provide a medical note from their health care provider prior to returning to work. If they are unable to provide in-person sessions, accommodation will be made to provide telehealth sessions.
7. Health screening questions will be completed prior to services being delivered.
8. Hours of operation and schedules may be adjusted to reduce the number of individuals allowed in the office.
9. Volunteers will not be permitted to enter the buildings at this time.
10. Telehealth services will be available using our HIPAA and FERPA compliant platform. All telehealth and virtual sessions must be documented in writing.

### **LEVEL 3: High Alert Safety Cautions**

Under certain circumstances it may be necessary to close the office, specific programs, or all in-person services. Program closures will be announced via email and/or direct contact (phone, text, etc). Approximate re-opening dates will be provided by the Executive Director and Board of Directors as soon as possible. In the event of a program closure, services will transition to a telehealth / virtual learning platform.

When our COVID-19 policies are updated, they will be emailed to each family and posted on our website and social media sites.

*Updated: December 8, 2022*