



We teach the mind to think,
the hands to work,
the heart to love!

- **COVID-19 Protocol.** If a family member who lives in your household and/or your child is positive for COVID-19, or has come into contact with someone with COVID-19, your child will have to quarantine for 14 days and they will not be able to return to Stepping Forward until a negative COVID-19 PCR test result is provided for the child and/or family member who was positive or exposed.
- **What counts as close contact.** Any of the following: A member of your household was within 6 feet of someone who has COVID-19 for a total of 15 minutes or more. A family member you live with or visit is positive for COVID-19. Your child had a playdate with a child who has COVID-19 and/or a member of their household has COVID-19. A member of your household provided care to someone who is sick with COVID-19. A member of your household had direct physical contact (hugged or kissed) or shared eating or drinking utensils with someone with COVID-19.

Someone with COVID-19 sneezed, coughed, or somehow got respiratory droplets on a member of your household.

- **Stay home and monitor your health.** Stay home for 14 days after your last contact with a person who has COVID-19. Watch for fever (100.4° F), cough, shortness of breath, or other symptoms of COVID-19. If possible, stay away from others, especially people who are at higher risk for getting very sick from COVID-19.
- **CDC Travel Guidance.** As states and countries lift their restrictions, please pay close attention to CDC guidance around travel to specific regions. If you travel to these regions, you will need to follow CDC guidance for quarantining yourself and your family, we will continue services via virtual visits until the appropriate time has passed.
- **Employee Health Checks.** All our staff will be required to pass daily temperature checks and health scans before entering SFCC.
- **Health Screenings and Temperature Checks.** Staff will be taking everyone's temperature before entering SFCC. We will need to confirm your child is well before our staff brings them into SFCC. Thermometers are available for on-site temperature checks. Staff will monitor participants health throughout the day.
- **Protective Equipment.** All staff will be required to wear masks. Gloves will be worn when handling shared items. Individual supply containers will have participants' names.
- **Wearing Masks.** Participants are requested to wear a mask. To encourage the use of mask wearing, it will be part of our behavior modification goals.
- **Social Distancing.** We will continue to practice social distancing as much as possible to reduce risk. Participants and staff will continue to keep distance from other participants and staff from other areas to minimize potential exposure.
- **Handwashing and Sanitizing.** Everyone who enters our centers will need to wash their hands. We will continue to integrate continuous handwashing into the curriculum. Hand sanitizer will be available throughout the center.
- **Restricted Program Access.** Program areas will be reserved for counselors and participants.

- **Drop-off and Pickup.** Parents will drop off in designated area where participant's temperature will be taken by staff. Parents will wait in the car until given the all-clear to then leave. We ask parents to call the center upon arrival for late arrival and early pickups. Staff will bring participants in from and out to the car. Parents will wait in the car in a parking spot until given the all-clear to then leave. Participants will be given a daily progress summary; parents, please look for it since it will contain important treatment goal information.
- **Personal Items.** During this time, personal items, toys, and backpacks should be kept at home until further notice. If a participant needs to bring a change of clothes or particular items we request, place them in a clear plastic bag with the participant's name on it.
- **Restroom Policy.** SFCC will use this time as an opportunity to reinforce healthy habits and monitor proper handwashing. After each client uses the restroom, staff will clean the toilet handle, sink, light switch, and door handle. Automated soap dispensers and paper towel dispensers will be used. We will teach participants to use a tissue when handling the toilet.
- **Group Room Cleanliness.** Tables, chairs, equipment, and other high-touch surfaces will be regularly disinfected and rotated throughout the day. We will pause the use of all materials that are difficult to clean, such as clays, molding gels, etc. including art and other therapeutic supplies.
- **Modifications to Manners Matter.** We have modified the snack time practices to reduce the spread of germs. Participants will still eat together but will not be serving themselves. We will ensure adequate spacing. SFCC will follow CDC and COVID-19 food handling guidelines. Participants will practice proper hand washing before manners matter. Staff will immediately clean and disinfect trays, chairs, and tables after each sitting. We will use paper goods and disposable plastic utensils.
- **Sick Space.** Our centers have dedicated rooms where providers can care for participants, if they become ill. This space allows participants to be separated from others until a family member can come to pick them up.
- **Outdoor Activities.** Outdoor structures and equipment will be utilized by one group at a time, with an increase in time between activity to allow for cleaning.
- **Field Trips.** There may be private field trips for small groups up to 10. All other field trips are canceled.