



**starBRiGHT**  
APPLIED BEHAVIOR ANALYST PLLC

StarBright Applied Behavior Analyst  
118 River Road Suite 14, Harriman, NY  
Phone: 845-863-5208

Dear Families,

In response to the spread of the novel coronavirus that causes COVID-19 infections, several governmental bodies issued emergency orders or regulations designed to protect the public and slow the spread of the disease. In order to keep our clients and staff safe while “flattening the curve”, on March 18, 2020, StarBright ABA made the decision to temporarily close its doors. As the threat of COVID -19 appears to be on the decline along with the “NY Forward Reopening” plan put in place by the Governor of NY we are systematically planning for our re-open. StarBright ABA will continue to heed guidance from all governing bodies as we move forward in this Pandemic.

Below are the guidelines we have put in place to maintain a clean and safe environment for all.

### **Physical Distancing.**

- ❖ Ensure 6 ft distance between staff and/or clients, unless safety or core function of the work activity requires a shorter distance. Any time staff and/or clients/parents are less than 6 ft apart from one another acceptable face coverings must be worn.
- ❖ Tightly confined spaces will be occupied by only one individual at a time, unless all occupants are wearing face coverings. If occupied by more than one person, will keep occupancy under 50% of maximum capacity.
- ❖ Social distancing markers using tape or signs that denote 6 ft of spacing will be posted in commonly used and other applicable areas on the office (reception area, health screening area, kitchen area, breakroom, etc)
- ❖ Limit in-person gatherings as much as possible. Essential in-person gatherings (meetings) will be held in open, well-ventilated spaces with appropriate social distancing among participants.
- ❖ Any client that can, will wear a face covering.
- ❖ All employees will wear face coverings.
- ❖ All parents will wear face covering during drop off and pickup times.
- ❖ Deliveries will be left at the front door and brought into the office by an employee only. No delivery personnel are permitted in StarBright offices.

- ❖ Only StarBright clients are permitted through the front door. Parents and/or siblings are not permitted past this point.
- ❖ Landlord/maintenance personnel are only permitted with proper PPE and under guidance of a StarBright employee.

### Drop-off and Pick-up Procedures

- During pickup, dropoff, and client meal times all employees are REQUIRED to wear face coverings.
- Parents will text \_\_\_\_\_ from the car upon arrival. Your therapist will text you back letting you know when it is okay to bring your child to the door. Parents are then asked to send your child into alcove to have a health screening performed. Parents will please remain outside by the front door and therapists will remain inside the second door. Once your child has been health screened parents may return to their vehicle.
- During pickup, parents will text from their vehicle that they have arrived at the parking lot. The therapist will text you back when you are able to come to the front door for pickup. Only one family at a time will be at the front door during pickups. StarBright will refrain from having multiple client families at the door at the same time during pickup. Therapists will give short comments about the therapy session lasting no longer than 1-2 minutes. If there was an incident of concern, the therapist will call you at a later time to discuss.
- Drop off and pick-up times for clients will be staggered to allow for only one client to be dropped off or pickup up at any given time.
- If a family misses their drop off or pick up time it will result in a longer wait period. If a family is late for either drop off or pick up more than 2 times per month StarBright will use it's discretion to shorten session lengths or session frequency.

### Meals and Snacks

- Hand washing before and after meals are REQUIRED
- Parents must pack daily lunches/snacks. All lunches must be in disposable bags with disposable utensils. Parents please do not send lunches/snacks that require heating.
- Client meals will eaten in treatment rooms with therapist
- All surfaces will be disinfected before and after meals.
- All lunches/snacks will be disposed of at the end of the session. Therapists will not return food items to the parents.
- Please no reusable water bottles till further notice.

## **Protective Equipment.**

- ❖ Employees will use supplied disposable face coverings and gloves. Face coverings are supplied to the employee at no cost to the employee.
- ❖ Face shields (if required) will be sanitized after each client session.
- ❖ Clients over 2 years of age are encouraged to wear face coverings
- ❖ All staff are REQUIRED to wear face coverings at all times
- ❖ Parents MUST wear face coverings at drop off and pick up times.
- ❖ Parents are required to supply at least one mask per session worth of protective face coverings. Reusable face coverings will be returned at the end of the week for washing.
  - Parents are welcome to supply a full week on face coverings every Monday.

## Contaminated Clothing

- ❖ Clothes contaminated with body fluids or secretions should be placed in a plastic bag. Families will be required to provide changes of clothes for the child in a quantity sufficient to last a designated time period. Staff members are encouraged to wear layers in the event their clothing becomes soiled, so they can remove the outer/top layer. Alternatively, staff members are required to have a change of clothes available in the office at all times.

## Toys

- ❖ Proper disinfection of toys must occur between clients and at the end of the day. Toys with porous surfaces, such as stuffed animals and dolls with clothing, will be removed from the center. Toys that encourage mouthing, such as play food and utensils, will not be accessible. Items that cannot be disinfected, such as playdough, kinetic sand and slime have been removed from the center. Toys that cannot be readily disinfected will be removed (costumes, toys with metal parts). Technology, such as a communication device will be disinfected thoroughly before and after its use.

## **Hygiene and Cleaning.**

- ❖ Starbright will provide and maintain hand hygiene stations for personnel and clients, including handwashing with soap, water, and paper towels, or an alcohol-based hand sanitizer containing 60% or more alcohol for areas when handwashing is not feasible.
  - Proper hand hygiene materials and/or sanitizing products will be located at the health screening station. Additionally each therapy room will have hand sanitizer supplied. Each room that contains a sink will have a supply of antibacterial soap. Extra PPE (masks and gloves) are located in the art room. Finally, StarBright will promote good hand hygiene by posting New York state hand washing posters at each sink location.

### Coughing and sneezing

- ❖ Clients and staff should avoid touching their eyes, nose, and mouth and will use a tissue to cover their mouths and noses when coughing or sneezing. Tissues will be discarded immediately in nearby receptacles that do not hinder social distancing, and hands will be washed after the tissue is discarded. The trash receptacles will be emptied and a new liner replaced after each therapy session and at the end of each business day.
- ❖ StarBright will conduct regular cleaning and disinfection at least every shift, daily, or more frequently as needed, and frequent cleaning and disinfection of shared objects (e.g. tools, machinery) and surfaces, as well as high transit areas, such as restrooms and common areas, must be completed.
  - StarBright will implement the following procedures to ensure regular cleaning and disinfection of worksites and any shared objects or materials, using products that are identified as effective against COVID-19:
    - The office cleaning checklist will be conducted at the end of each day.
    - The sanitation accountability checklist will be completed and documented after each session
    - The bathrooms will be sanitized after each use with COVID approved wipes and/or disinfectant sprays. This includes all touchable surfaces (door knobs, toilet knobs, light switches, and sink basins)
    - Breakroom table will be sanitized after each use with COVID approved wipes and/or disinfectant sprays.
    - Kitchen will be sanitized after each use with COVID approved wipes and/or disinfectant sprays.
    - Movement room will be sanitized after each use with COVID approved wipes and/or disinfectant sprays.
    - Admin room will be sanitized after each use with COVID approved wipes and/or disinfectant sprays.
    - Art Room will be sanitized after each use with COVID approved wipes and/or disinfectant sprays.
    - Reception Area will be will be sanitized after each use and/or as needed with COVID approved wipes and/or disinfectant sprays.

### **Illnesses:**

New York State requires daily health screenings of both the client and employees. StarBright's health screenings will consist of taking temperatures and asking a series of questions (See attached Health Screening Questionnaire). Individuals who respond yes to having diarrhea, vomiting, or present with a fever of 100.4 or higher are not permitted to enter the center and cannot return until after they have been symptom free for 72 hours without the aid of fever-reducing medication (i.e., acetaminophen). State guidance cautions providers to be

attentive to emerging symptoms throughout the day and to retake temperatures if children or staff appear flushed or exhibit other signs of illness.

- ❖ StarBright will implement mandatory health screening assessment (e.g. questionnaire, temperature check) before employees begin work each day and for essential visitors, asking about (1) COVID-19 symptoms in past 14 days, (2) positive COVID-19 test in past 14 days, and/or (3) close contact with confirmed or suspected COVID-19 case in past 14 days. (4) travel outside the United States in the last 14 days. Assessment responses must be reviewed every day and such review must be documented.
  - PPE will be required for all parties carrying out the screening practices. StarBright will provide gloves and masks. These items must be worn at all times.
  - See attached Health Screening form to review the questions that you will be asked when you arrive at StarBright.
- ❖ Clients and StarBright employees who respond yes to having traveled outside the United States must self quarantine for 14 days upon returning to the United States StarBright REQUIRES all clients and employees to self quarantine for a minimum of 14 days. Clients and staff will not be permitted into StarBright locations during that time.
- ❖ If an employee tests positive for COVID-19, StarBright must immediately notify state and local health departments and cooperate with contact tracing efforts, including notification of potential contacts, such as workers or visitors who had close contact with the individual, while maintaining confidentiality required by state and federal law and regulations.
  - In the case of an employee testing positive for COVID-19, StarBright will perform the following cleaning procedures to the applicable contaminated areas:
    - StarBright will close the office for a 24 hour period and will disinfect the entire office with products identified as effective against COVID-19.
    - If an immediate family member of a client has been diagnosed or come in close contact with COVID-19, you must immediately notify StarBright.

We at StarBright ABA are committed to maintaining a safe environment where children can flourish. This requires open communication and teamwork. We will continue to follow the guidelines of New York State and the CDC. Please feel free to contact me with any questions you may have.

Sincerely,

Alisa Lanzetta, Owner  
StarBright Applied Behavior Analyst

StarBright ABA agrees to recommence services in the clinic setting. However, this agreement does not guarantee services nor does it override any directives that may come from the CDC, the Governor of NY, or any other governing body. This agreement and the terms of this agreement may change at any time as this pandemic continues to evolve. In the event that we are no longer able to provide in person services, we will follow our tele-health policies and procedures.

By signing this agreement, you are acknowledging that you have read and understand the expectations for your child to continue receiving in person services from StarBright ABA. By signing this agreement, you acknowledge that there is inherent risk in continuing to receive services in a clinic setting while COVID-19 is still actively spreading. The implementation of the aforementioned precautions does not guarantee that there will not be a transmission of COVID-19 between your household and our staff. By signing this agreement, you acknowledge the above.

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Parent Signature

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Date

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Alisa Lanzetta, Owner StarBright ABA

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Date