



COVID UPDATE 2020  
09/15/2020

GTS takes the prevention of viruses and other transmitted diseases as a priority and is taking the following precautions to be proactive:

- Requiring masks of staff and clients
- Closing all waiting rooms
- Requiring Temperature and Symptom checks upon arrival/entering of any GTS location.
- Requiring handwashing/sanitizing upon entering facility as well as repeatedly throughout the day.
- Requires social distancing whenever feasibly possible
- Has enhanced cleaning and sanitizing procedures including cleaning after treatment sessions, cleaning after the use of supplies, deep cleaning each day, etc....
- Individuals who are sick or displaying symptoms must not work/participate in programs at GTS. The symptom checklist includes:
  - Have you had a cough or sore throat?
  - Have you had a fever or do you feel feverish?
  - Do you have shortness of breath?
  - Do you have a loss of taste or smell?
  - Have you been around anyone exhibiting these symptoms within the past 14 days?
  - Are you living with anyone who is sick or quarantined?
  - Have you been out of state in the last 14 days?

If staff or clients experience a symptom and it resolves in 24-48 hours, then they may return to work. If the symptoms continue, then the staff will be encouraged to contact their physician and a note will be required in order to return to work.

1. Mask Policy -

- a. Masks are to be worn at all times when inside. The only exceptions are when eating or drinking, or if the staff is in their own office.
- b. Face shields can only be used by Speech Therapists or as an accommodation. Full face shields must extend below the chin and around to ears.

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2. Staff traveling out of state - Due to staff being considered essential employees, staff will be asked to self-quarantine for 14 days if traveling outside of Maine. GTS staff must notify their Director in advance of leaving the state and whenever possible should provide at least a week notice of intention to leave the state to assist with client continuity of care and safety. Exceptions to this include:
  - a. Connecticut (Effective July 3, 2020)
  - b. New Hampshire (Effective June 26, 2020)
  - c. New Jersey (Effective July 3, 2020)
  - d. New York (Effective July 3, 2020)
  - e. Vermont (Effective June 26, 2020)

Any staff that leaves the State of Maine (other than to the exempted States) without notifying their GTS director may be subject to reprimand or termination due to putting client/coworker safety at risk

3. Staff/Client exposure to a positive case - If staff are directly exposed to a positive case of Covid, they will be required to remain home for 14 days or obtain a test. A doctor's note is required.
4. Any staff or clients who have a positive diagnosis of Covid - will need to remain home for 14 days and have a doctor's note in order to return.
5. Indirect Exposure - If an individual (staff or client) is indirectly exposed to someone who has tested positive (i.e. through a family, friend, etc...), GTS has the right to require up to a 14 day stay away from program. If exposed to a POTENTIAL case, GTS may request that the staff or client remain out of facilities until the results of a test are obtained.
6. In-Home Services - GTS staff will wear masks at all times in the home. GTS staff will complete a symptom screen with the family prior to entering the home. If anyone is displaying positive symptoms, anyone has tested positive, or if there has been an exposure within the home, then GTS staff will cancel the shift until confirmation that there is no COVID in the home.

Transporting Clients

# GTS | GALLANT THERAPY SERVICES

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- Transporting clients may occur with strict precautions taken and specific destinations in mind where social distancing can occur.
- All clients must have permission from parent/guardian/family and be aware that transporting is happening.
- All individuals in a vehicle must wear a mask/face covering that covers nose/mouth and complies with CDC guidelines.
- All individuals must wash hands/use hand sanitizer before getting in vehicle.
- Windows must be kept at least partially down to allow for air exchange.
- Staff are not to make any additional stops (i.e. getting gas, bank, fast food, etc...) and must follow a schedule/itinerary approved by the supervisor.
- At the conclusion of the ride, staff (and clients if possible) will be given time to wipe down the car.
- GTS will make all attempts to minimize exposure by trying to create "pods" and keeping peers in the same groups when possible.