



COVID UPDATE 2020

01/19/2021

In light of the pandemic, GTS has made and continues to make all efforts to keep health and safety a top priority. Outlined below, are precautions we are taking to help eliminate the spread of the COVID virus and other transmitted diseases:

- Requiring masks to be worn by all staff and clients
- Closing all waiting rooms
- Requiring temperature and symptom checks upon arrival at all GTS locations.
- Requiring hand washing of all clients and staff upon entering a GTS facility and encouraging frequent sanitization throughout the day.
- Requiring social distancing whenever feasibly possible
- Enhanced cleaning and sanitizing procedures including but not limited to, cleaning after treatment sessions, cleaning after the use of supplies, deep cleaning each facility and equipment day to day, etc....
- Using air purifiers at every GTS location
- GTS has obtained additional office space to allow for social distancing

To further prevent the spread of illness, individuals who are sick or who answer yes to any of the following questions listed below, must stay home until 48 hours after symptoms resolve.

- 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 any symptom of illness and it resolves within 48 hours, then they may return to work/program. If the symptoms continue past 48 hours, then the staff will be encouraged to contact their physician and a note will be required in order to return to work.



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Other:

1. Mask Policy -
 - a. Masks are to be worn at all times when inside. The only exceptions are when staff or clients are eating or drinking, or if the staff is in their own office. We recommend that when services are provided in a home, that staff and all individuals in the home wear masks.
 - b. Face shields can only be used by Speech Therapists or as an accommodation at this time. Full face shields must extend below the chin and around to the ears.

2. Staff traveling out of state - Due to staff being considered essential employees, staff will be asked to self-quarantine for 10 days if traveling outside of Maine. GTS staff must notify their Director in advance of leaving the state. We ask that whenever possible, staff provide at least a one week notice of intention to leave the state to assist with client continuity of care and safety. Exceptions to quarantine rule include the following states:
 - a. New Hampshire (Effective June 26, 2020)
 - b. Vermont (Effective June 26, 2020)
 - i. 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.

We also request that individuals receiving services notify us if they leave the state or if they come in direct contact with an individual who has tested positive for Covid-19.

3. Staff/client exposure to a positive case - If staff/clients are directly exposed to a positive case of Covid-19, they will be required to remain home for 10 days or obtain a test after 5 days from the date of exposure. A doctor's note is required to return.

4. 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 10 day quarantine away from the 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.

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5. Any staff or clients who have a positive diagnosis of Covid-19 will need to remain home for a minimum of 10 days, be symptom free for at least 2 days and have a doctor's note in order to return.

6. In-home Services - GTS staff will wear masks at all times in the home. GTS staff will complete a symptom checklist with the family prior to entering the home. If anyone is displaying positive symptoms, if anyone has tested positive, or if there has been an exposure within the home, then GTS staff will cancel all shifts until confirmation has been received that it is safe to return. there is no COVID in the home. *As mentioned previously, we are requesting that clients and families notify of GTS of any potential safety concerns.* This could include, but is not limited to: traveling out of state, exposure of family members, positive tests of family/friends, symptoms, etc..

Transporting Clients:

- Transporting clients may occur as long as strict precautions are taken and destinations are planned in advance with social distancing measures being followed.
- All clients must have permission from parent/guardian/family in order to be transported by GTS staff.
- All individuals in a vehicle must wear a mask/face covering that covers nose/mouth and complies with CDC guidelines. Windows must be kept at least partially down to allow for air exchange.
- All individuals must wash hands/use hand sanitizer before getting in vehicle.
- 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 sanitize the vehicle.
- GTS will make all attempts to minimize exposure by trying to create "pods" and keeping peers within that pod whenever possible.