



COVID-19 Mitigation Plan

May 2021



INTRODUCTION

Sprout's Vision and Mission

Vision

ALL children are valued and fully nurtured and give the same to the next generation.

Mission

Promoting the healthy development of children in partnership with families and community.

Core Values

Compassion

THIS MEANS: Acknowledge, accept, and appreciate others wholeheartedly

Connection

THIS MEANS: Cultivate safe, secure, and thoughtful relationships.

Collaboration

THIS MEANS: Grow strengths and skills to create positive impacts together.

Community

THIS MEANS: Welcome voices, embrace differences, and offer belonging for everyone



TABLE OF CONTENTS

SUMMARY	5
---------------	---

GUIDANCE

The CDC recommends the following safety actions:	6
--	---

HIGHLIGHTS OF ENHANCED HEALTH & SAFETY PROTOCOLS

FACILITY HEALTH & SAFETY PROTOCOLS

Facility Protocols	8
Main Facility.....	8
General Cleaning and Sanitizing Protocols	9
Staff Desks	9
Shared Work Areas	9
Shared Common Areas	9
PPE.....	9
Procedure for Positive COVID-19 in SPROUT Facility.....	10
Personal Protective Equipment (PPE) & Other Protective Measures	10

STAFF HEALTH SCREENING AND TRAINING

Staff Health Screenings	11
Staff Training.....	11

STAFF BEHAVIORS & PROTOCOLS

CLIENT BEHAVIORS & PROTOCOLS

PHASE A

Facility Protocols	14
Main Facility.....	14
Staff Protocols.....	14
Client/Public Protocols	14

PHASE B

Facility Protocols	15
Main Facility.....	15
Staff Protocols.....	15
Client Protocols	16
Client In-Person Services Request.....	16
Client In-Person Screening Assessment	16
Client In-Person Review	16
Direct Service in a SPROUT Family Room.....	16
Direct Service in an Outdoor Setting	17
Direct Service in a Public Setting	17
Public Protocols.....	17

PHASE C

Facility Protocols	18
Main Facility.....	18
Staff Protocols.....	18
Client Protocols	19
Direct Service in a SPROUT Treatment Room	19
Direct Service in an Outdoor Setting	19
Direct Service in a Public Setting	20
Direct Service in a Client Home	20
Public Protocols.....	20

ONGOING OPERATIONS

COVID-19 POSITIVE OR POTENTIAL POSITIVE PROTOCOLS

Staff with Potential or Known Exposure	21
Staff with Positive COVID-19 Test.....	22
Procedure for Facility Access	22

APPENDIX A

PHASES OF REOPENING.....

APPENDIX B

CLEANING CHECKLISTS.....

APPENDIX C

HEALTH SCREENINGS.....

APPENDIX D

IN-PERSON SERVICES.....



SUMMARY

At SPROUT, we are committed to the safety of our staff, clients, and the public. With COVID-19 officially listed as a global pandemic by the World Health Organization (WHO), and with so much yet to understand, we wanted to take a moment to let you know the extraordinary and proactive steps we are taking to ensure our team's safety. Through routine discussions among our staff team, guidance from the CDC, and Alaska DHSS, Sprout has developed a detailed plan for reopening that we believe will keep our staff, clients, and ultimately our community protected.

DISCLAIMER: This document reflects our best knowledge at the time of writing and will be continually updated to incorporate new learning as they surface from government officials, the CDC, Alaska DHSS, and local public health officials.

This Mitigation Plan is intended to provide information to staff and stakeholders about SPROUT's protocols to ensure the safest facilities and services possible. Through this plan, SPROUT aims to reduce the risk of transmission of COVID-19. SPROUT strongly encourages staff to take necessary precautions and follow all national and state recommendations during this time, even if they are not in a SPROUT facility.

Currently, this document focuses on implementing the following facility protocols:

- Reopening for staff, when appropriate
- Mandatory symptom screening for staff
- Strict social distancing for staff
- Increased safety & sanitization
- Personal Protective Equipment

SPROUT reserves the right to make decisions in the best interest of the facility, staff, and clients based on information available. This plan may be revised to address updated safety guidelines. In addition, SPROUT may follow procedures for making a different decision than what may be outlined in the plan based on current health and safety information.



GUIDANCE

Based on current health standards and guidance, SPROUT should not reopen facilities to the public unless the answer to each of these questions is yes:

- 1] Are Southern Kenai Peninsula communities no longer requiring significant mitigation?
- 2] Do we have protective measures for staff, clients and the public?

The CDC recommends the following safety actions

- Promoting healthy hygiene practices;
- Intensifying cleaning and disinfecting;
- Canceling non-essential travel;
- Social distancing and/or staggering meeting or office times;
- Restricting use of any shared items and spaces (no gatherings); and
- Training for all staff in above safety-actions.

The CDC recommends reopening after implementing safeguards for the ongoing monitoring of staff, including:

- Staff who are sick must stay home;
- Daily staff self-screenings;
- Monitoring staff with a positive COVID-19 test or exposure to COVID-19;
- Utilizing emergency communication channels for staff as needed; and
- Communicating with state and local health authorities as needed.



HIGHLIGHTS OF ENHANCED HEALTH & SAFETY PROTOCOLS

Strict Social Distancing



Controlled entries, capacity limits, scheduled office time, reconfiguration of shared office spaces and signage are some of the steps we will take to ensure social distancing.

Hand Sanitizer & Single-Use Sanitization Wipes



SPROUT will purchase adequate supply of hand-sanitizer and single-use sanitization wipes that will be available throughout SPROUT Facilities. All hand-sanitizers will meet CDC requirements for 60% or greater alcohol content. Staff, clients, contractors and the public will be encouraged to use sanitization products liberally and frequently.

Temperature and Symptoms Check



Prior to entry, all staff, clients, and contractors will be required to complete the appropriate screening protocol (phone screen, self-screen, or in-person health check). Any person with a temperature above 100.3°F will be denied entry to a SPROUT facility. Symptomatic staff, clients, and contractors will be instructed to stay home, even with mild symptoms. The public will be asked to self-screen prior to entry into a SPROUT facility.

Personal Protective Equipment



All staff will be required to wear face coverings in all areas of the facility, except when they are in a private office alone with their door closed. Other Personal Protective Equipment will be available for staff, clients, and contractors on an as needed or requested basis.

EPA Approved Disinfectant



SPROUT uses cleaning products that have been approved by the EPA as effective at killing viruses including SARS Associated Coronavirus (EPA REG NO. 47371-129-5741). These cleaning products will be abundantly available throughout the facility for staff use.

Expanded Disinfecting & Cleaning Procedures



When SPROUT reopens our facilities, cleaning protocols and professional cleaning services will occur routinely. Higher touch point areas will be disinfected more frequently.



FACILITY HEALTH & SAFETY PROTOCOLS

Facility health and safety protocols will be applied based on the Phases of Reopening.

Facility Protocols

SPROUT's facilities will have established cleaning protocols based on the Phases of Reopening (Appendix A). General facility health and safety protocols include:

- Hand washing or use of hand sanitizer is required upon entry into a SPROUT facility.
- Social distancing of 6 feet or more must be observed, and a mask must be worn at all times, except when an employee is in a private office alone.
- Facility capacity is established based on location and the Phases of Reopening.
- Shared spaces such as bathrooms, kitchen, entry area and common areas are limited to single use.
- Hand sanitizer will be available throughout the facility and additional handwashing is encouraged throughout time spent in a SPROUT facility.

Main Facility

SPROUT's main facility remains closed to the public and has limited access for identified staff in Phases A & B. Phase C will see limited opening to full opening. Details are available in each section of this plan.

- The front desk area will be limited to one employee at a time.
- When in common areas, two individuals may not be less than 6 feet apart. No passing in the hallway, front office, doorways, or any common area where 6 feet apart may not be achieved.



General Cleaning and Sanitizing Protocols

SPROUT is committed to maintaining the safest possible working environment for staff and clients. The following cleaning protocols must be followed during identified times of a pandemic. Staff are responsible for using an EPA approved disinfectant (see Appendix B) to sanitize areas after use.

Staff Desks

Individual work areas will be cleaned and disinfected by SPROUT cleaning staff weekly. In addition, staff will conduct a minimum daily cleaning of the following:

- Desk
- Keyboard and mouse
- Phone
- Door knobs
- Light switches
- Other identified high touch surfaces

Shared Work Areas

Shared work areas will be cleaned and disinfected by SPROUT cleaning staff weekly. Staff will wash or sanitize their hands prior to entry into a shared work area. Staff are responsible for sanitizing the following after use:

- Countertops
- Office machines and alarm system
- Doorknobs and drawer handles
- Office equipment or tools (i.e. stapler, scissors)
- Other identified high touch surfaces or shared work space

Shared Common Areas

Shared common areas will be cleaned and disinfected by SPROUT cleaning staff weekly. Staff will wash or sanitize their hands prior to entry into a shared common area. Staff will be provided with disinfectant to use on:

- Countertops
- Kitchen appliances
- Light switches
- Toilet seats
- Faucet handles
- Doorknobs and drawer handles

PPE

Staff will be responsible for laundering their cloth masks on regular basis.



Procedure for Positive COVID-19 in SPROUT

If a SPROUT staff member has a positive COVID-19 test and has accessed a SPROUT facility the following will occur:

- Staff who have worked in proximity of a SPROUT staff member who has tested positive or had a known exposure may be asked to self-isolate and work from home for a period of 14 days.
- The SPROUT facility the staff member worked in must be cleaned and disinfected prior to any SPROUT staff entering the building.
- SPROUT staff who may have been in contact with a staff member who has tested positive for COVID-19 will be notified of the potential exposure. The identity of the individual will not be released to anyone based on their report. However, all SPROUT staff will be notified if a staff member is COVID-19 positive.
- Those who are notified should be reminded that if they experience symptoms they should submit to testing and self-isolate until such time as they receive a negative test result or 14 days, whichever is sooner.

Personal Protective Equipment (PPE) & Other Protective

SPROUT will work to obtain Personal Protective Equipment (PPE) and will routinely monitor to ensure appropriate supplies are maintained. SPROUT's PPE inventory includes:

- Masks
- Disposable Gloves
- Face Shields

Other protective measures will be taken to minimize the risk of transmission, including:

- Social distancing
- Hand washing and sanitization stations

Additional PPE will be purchased on an as needed or identified basis by Sprout Family Services. PPE will be inventoried routinely to ensure appropriate supplies are available for staff and clients. Staff may request additional PPE through the Purchase Request Form and should notify their supervisor as soon as possible if supplies appear to be low.



STAFF HEALTH SCREENING AND TRAINING

Staff Health Screenings

- Staff will be required to complete a daily health screening (Appendix C) prior to entry into the SPROUT Facility. The screening tool will assess indicators of illness or exposure.
- If a staff member has an indication of illness or exposure, they will not be permitted in a Sprout facility. The staff member will be sent home to self-isolate, and if appropriate to submit to a COVID-19 test at a local testing facility.
- Staff will maintain this procedure until Phase C.
- SPROUT will maintain staff health information in accordance with SPROUT policies. This confidential information is only accessible by the Admin. Manager and the Executive Director.
- If staff has any symptoms or has a temperature over 100.3°F they will need approval from the Executive Director before accessing the building.
- If a staff person has traveled out of state, they are to follow all state of Alaska Health Mandates including those that require strict social distancing, even if the employee tested had a first negative COVID-19 test result.
- Staff members with out of town guests residing with them, will be required to follow the Alaska Health Mandate until their guest(s) receives a second negative test or quarantines for 14 days, whichever is sooner.

Staff Training

- All staff will be provided training on each Phase as it relates to their position at SPROUT.
- Staff will review the following videos:
 - Handwashing
 - Mask Donning/Doffing
 - Glove Removal



STAFF BEHAVIORS & PROTOCOLS

Staff authorized for facility access will agree to adhere to established workplace controls as follows:

- Staff will help ensure that all policies are followed among fellow staff, clients and the public, such as social distancing and wearing of personal protective equipment, when appropriate.
- Staff designated to work in a SPROUT facility will be required to wear face coverings to prevent the spread of germs.
- Staff working in a SPROUT facility will be expected to wash their hands regularly.
- Symptomatic staff members will be sent home immediately and procedures for positive COVID-19 in a SPROUT facility followed. The employee should then submit for COVID-19 testing and remain self-isolated until such time as there is a negative test result.
- No staff may enter a SPROUT facility within 72 hours of exhibiting a fever.
- Staff gatherings will be limited, and social distancing strictly enforced.
- Staff may not enter other staff offices, including the front desk area, without the express permission from the Executive Director.
- Staff are not permitted to use other staff desk phones, desks, equipment etc.
- Handwashing must occur frequently, including prior to and after using a shared space (i.e. kitchen or bathroom). Hand sanitizing may be used as an alternative, but hand washing is preferred.
- Staff are encouraged not to touch their faces.
- Prior to moving to a new Phase, staff will undergo a training to ensure compliance with the protocols and procedures.

Staff who identify a scenario that is outside of the guidance of this document must reach out to the Executive Director for approval. The Executive Director will discuss the situation with the staff member and a memo outlining the protocols for the activity will be provided.



CLIENT BEHAVIORS & PROTOCOLS

While SPROUT recognizes that it cannot fully control client behavior, the following protocols are established to encourage safe interactions with clients:

- Clients will be health screened prior to entry into a SPROUT Facility.
- If clients have any symptoms, have traveled, or have a temperature over 100.3°F, their visit will be rescheduled.
- Hand washing or use of hand sanitizer is required upon entry into a SPROUT Facility.
- PPE or other protective gear will be used by both the provider and the client (children under 6 are exempt) to mitigate risk of infection. Masks will be provided to clients if they do not have their own.
- Only one guardian is permitted in the building for a visit. Siblings are allowed if alternative arrangements are not possible.
- Additional handwashing is encouraged during the visit as appropriate.
- Family/clients are required to wash their hands prior to leaving a SPROUT Facility.

When special circumstances occur, staff may wish to deliver or pick up items from families. Staff will follow procedures for non-contact exchange in order to bring items to families or pick items up. Staff must adhere to the following protocols:

- Communicate and schedule with the parent in advance of the delivery or pick up.
- Arrange with SPROUT approved office staff for pick-up of items needed.
- Staff must wash their hands or hand sanitize prior to handling the items they are delivering.
- While delivering or picking up, staff must wear face coverings in the event that contact is made.
- At arranged day and time, bring item to the door and leave at the door. Communicate with parent via phone or text that the items are at their door. It may be necessary to place a number of items in a bin or on a clipboard. Instruct the parent to take the items out of the bin and leave the bin. If a clipboard is used the parent will return the clipboard documents to the door.
- The provider will take the bin or clipboard documents once the items have been retrieved.
- Staff will use hand sanitizer after touching the bin, clipboard or items returned by the family.
- The bin or clipboard items will be returned to SPROUT for sanitizing or processing.
- Staff will document in the Client File of delivery or pick-up.



PHASE A

As reported from Alaska DHSS or the CDC, community transmission is moderate to high and medical resources are inadequate or at risk of becoming inadequate. SPROUT has not secured an adequate supply PPE for staff, clients, and the public. SPROUT can start to prepare to appropriately begin the phases of reopening when a downward trajectory of influenza-like illnesses and COVID-19-like symptomatic cases are reported in the area.

Facility Protocols

All SPROUT facilities remain closed to staff and the public with few exceptions. Facilities will follow the guidelines established in the Facility Health & Safety Section of the plan.

Main Facility

SPROUT's main facility remains closed to the public and limited access for identified staff.

- Building capacity – SPROUT will limit building capacity to up to 1 authorized person per office.
- In common spaces social distancing, 6 feet or greater will be maintained at all times, and PPE will be worn at all times.
- SPROUT's main office will be cleaned by its cleaning staff weekly.

Staff Protocols

Except for designated individuals, all staff continue to telework. Staff authorized for facility access will agree to and adhere to established workplace controls outlined in Staff Behaviors & Protocols. Any staff non-authorized to work in the building need to make special arrangements with the Administrative Manager for building access.

Client/Public Protocols

All services are provided through phone, email or video conferencing services. No public access to the building is permitted during Phase A.



PHASE B

As reported from Alaska DHSS or the CDC, community transmission is minimal and medical resources are adequate. There is no evidence of a rebound in COVID-19 cases in the Kenai Peninsula Borough. SPROUT can continue its phased approach to reopening with a demonstrated downward trajectory and no rebound of influenza-like illnesses and COVID-19-like symptomatic cases reported in the area. SPROUT has secured and is able to maintain an appropriate supply of protection supplies including PPE and cleaning supplies in order to adhere to workplace controls. The Alaska Department of Health and Social Services in agreement with the Alaska Infant Learning Program have approved the SPROUT Mitigation Plan for in-person clinic and outdoor based services.

Facility Protocols

Main Facility

SPROUT's main facility remains closed to the public and has limited access for identified staff.

- Building capacity – SPROUT will limit building capacity to 1 person per office. In common spaces, social distancing 6 feet or greater will be maintained at all times, , and PPE should be worn at all times.
- SPROUT's main office will be cleaned by a professional cleaning staff once weekly.
- Staff will schedule office time at SPROUT.

Staff Protocols

Designated staff will be granted access to SPROUT facilities based on specific guidelines and schedules. All other staff will continue to telework or may opt to telework and access SPROUT facilities. Staff authorized for facility access will agree to adhere to established workplace controls outlined in Staff Behaviors & Protocols in addition to:

- SPROUT will work to maintain flexible worksites, work hours and physical distancing of 6 feet or more for all staff as appropriate. Staff will request facility work time through their supervisor and the Executive Director. Factors including those listed below will be used to help identify staff who may return to SPROUT.
 - Safety of performing job responsibilities while maintaining social distancing
 - Home Internet access or workspace concerns
 - Other areas as identified



As approved, some client services may occur in the SPROUT main facility or in an outdoor space. Services will also continue to be available through phone, email or video conferencing services.

Staff Request of In-Person Services Agreement

If a client and provider feel it is in the best interest of the client to receive in person evaluation or service, the provider will notify their supervisor. With supervisor approval the provider may complete a *Staff Request for in-person services* (Appendix D).

Client In-Person Review

The Executive Director will discuss the request with the staff supervisor. The provider will be notified of the outcome of the request.

Client In-Person Screening Service Agreement

A *Client In-Person Service Agreement* will be reviewed by the provider with the client or family representative. When the family agrees to all protocols, they can sign the document. Once completed, the provider will share the agreement with their supervisor and it will be stored as part of the client's case file.

Direct Service in a SPROUT Family Room

- Staff will wash hands directly prior to the client's arrival.
- Hand washing or use of hand sanitizer is required upon entry into the facility.
- PPE or other protective equipment will be used by both the provider and the client (children under the age of 6 are exempt) to mitigate risk of infection.
- One caregiver is permitted in the building for a visit. Siblings are allowed if alternative arrangements are not possible.
- Additional handwashing is encouraged during the visit as appropriate.
- Family/clients are required to wash their hands prior to leaving SPROUT.
- Staff are required to wash their hands at the conclusion of the visit.



Direct Service in an Outdoor Setting

- Outdoor setting must be accessible without going through a client home or other community building.
- Staff are required to use hand sanitizer when they arrive at the outdoor location.
- Family/clients are required to use hand sanitizer when they arrive at the outdoor location.
- PPE or other protective equipment will be used by both the provider and the client (children under the age of 6 are exempt) to mitigate risk of infection.
- Additional use of hand sanitizer is encouraged during the visit as appropriate.
- Staff are required to use hand sanitizer at the conclusion of the visit.
- Family/clients are required to use hand sanitizer at the conclusion of the visit.

Direct Service in a Public Setting

- SPROUT will not provide services in public settings during Phases A or B, unless a special request is made and granted by the Executive Director.

Public Protocols

Public access by appointment only. SPROUT Lending Library services remain suspended in Phase B, unless items are distributed without the expectation of being returned.

- Signage will be utilized in entry areas and the waiting area regarding COVID-19 mitigation procedures including hand sanitizing, hand washing, social distancing and limited contact.
- The public will be asked to use hand sanitizer when entering a SPROUT facility and mask use will be required.
- The public will be asked to self-assess symptoms and exposure prior to entry into the building.



PHASE C

As reported from Alaska DHSS or the CDC, community transmission is minimal and medical resources are adequate. There is no evidence of a rebound in COVID-19 cases in the Kenai Peninsula Borough. A vaccine and/or effective treatment for COVID-19 is widely available. SPROUT can continue its phased approach to full reopening with a demonstrated downward trajectory and no rebound of influenza-like illnesses and COVID-19-like symptomatic cases reported in the area. SPROUT has secured and is able to maintain an appropriate supply of protection supplies including PPE and cleaning supplies in order to adhere to workplace controls. The Alaska Department of Health and Social Services in agreement with the Alaska Infant Learning Program have approved the SPROUT Mitigation Plan for in-person clinic, outdoor, public based and in-home services.

Facility Protocols

Main Facility

SPROUT's main facility will be open to the public.

- Building capacity – SPROUT will allow all staff in the building based on office density or area of the facility.
- SPROUT's main office will be cleaned by a professional cleaning staff/service 2-3 times weekly.
- Staff will schedule office time at SPROUT.

Staff Protocols

Designated staff will be granted access to SPROUT facilities based on specific guidelines and schedules. All other staff will continue to telework or may opt to telework and access SPROUT facilities. Staff authorized for facility access will agree to adhere to established workplace controls outlined in Staff Behaviors & Protocols. Staff will use the Loan Closet Cleaning Checklist (Appendix C) to properly sanitize equipment before it is checked out and upon return.



Client services may be delivered in a client home, SPROUT facility, outdoor setting or community setting. Services will continue to be available through phone, email or video conferencing services. If families or clients exhibit symptoms of illness, they will be asked to cancel their appointment to reduce the risk of exposure. Telehealth services can be offered to families and clients who wish to hold their appointment during a possible illness.

Direct Service in a SPROUT Treatment Room

- Hand washing or use of hand sanitizer is required upon entry into the facility.
- PPE and protective equipment will be used by both the provider and the client (children are exempt) to mitigate risk of infection.
- Only one parent and no siblings permitted in the building for a visit.
- Additional handwashing is encouraged during the visit as appropriate.
- Family/clients are required to wash their hands prior to leaving SPROUT.
- Staff are required to wash their hands at the conclusion of the visit.

Direct Service in an Outdoor Setting

- Outdoor setting must be accessible without going through a client home or other community building.
- Staff are required to use hand sanitizer when they arrive at the outdoor location.
- Family/clients are required to use hand sanitizer when they arrive at the outdoor location.
- PPE and protective equipment will be used by both the provider and the client (children are not required) to mitigate risk of infection.
- Additional use of hand sanitizer is encouraged during the visit as appropriate.
- Family/clients are required to use hand sanitizer at the conclusion of the visit.
- Staff are required to use hand sanitizer at the conclusion of the visit.



Direct Service in a Public Setting

- Staff are required to use hand sanitizer when they arrive.
- Family/clients are required to use hand sanitizer when they arrive.
- PPE and protective equipment will be used by both the provider and the client (children under 6 are not required) to mitigate risk of infection.
- Additional use of hand sanitizer is encouraged during the visit as appropriate.
- Family/clients are required to use hand sanitizer at the conclusion of the visit.
- Staff are required to use hand sanitizer at the conclusion of the visit.
- Staff will sanitize the public area appropriately to help reduce the possible spread of infection.

Direct Service in a Client Home

- Staff are required to use hand sanitizer or wash their hands when they arrive at the client home.
- Family/clients are required to use hand sanitizer or wash their hands prior to services beginning.
- PPE and protective equipment may be used by both the provider and the client (children are not required) to mitigate risk of infection.
- Additional use of hand sanitizer or hand washing is encouraged during the visit as appropriate.
- Family/clients are asked to wash their hands or use hand sanitizer at the conclusion of the visit.
- Staff are required to use hand sanitizer or wash their hands at the conclusion of the visit.
- Family/clients are encouraged to sanitize appropriately to help reduce the possible spread of infection.

Public Protocols

Public access will be permitted. SPROUT Loan Closet services will resume.

- Signage will be utilized in entry areas and the waiting area regarding COVID-19 mitigation procedures including hand sanitizing, hand washing, social distancing and limited contact.
- The public will be asked to use hand sanitizer when entering a SPROUT facility and mask use will be suggested.
- The public will be asked to self-assess symptoms and exposure prior to entry into the building.
- All public visitors will remain behind the sneeze guard and in the waiting area.



ONGOING OPERATIONS

Once SPROUT has completed all Phases of Reopening, they will go into an Operations Phase that will be monitored based on current information from the CDC and State of Alaska DHSS. SPROUT will control operations under a color-coded method to ensure services for clients based on health and safety measures currently available.

SPROUT's Executive Director will make decisions based on the information available and may choose to operate at the most restrictive level based on community transmission, PPE supply and health capacity.



COVID-19 POSITIVE OR POTENTIAL POSITIVE PROTOCOLS

SPROUT will follow guidance from the Center for Disease Control (CDC), Alaska Department of Health and Social Services (DHSS), and the World Health Organization (WHO) regarding mitigation and infection related to a coronavirus pandemic. If staff have a potential or known exposure or a positive test SPROUT will isolate and contact trace those staff who may have been in contact with the exposed or COVID-19 positive staff member. SPROUT will seek guidance from Public Health to assist with contact tracing. SPROUT is not responsible for paying for or administering a COVID-19 test.

Staff with Potential or Known

If a SPROUT staff member has a potential or known exposure to COVID-19 they will be required to:

- Notify the Executive Director to establish the exposure and a plan for monitoring.
- Self-monitor daily for signs and symptoms of COVID-19 or other illness, especially if known exposure.
- Report symptoms of COVID-19 or a diagnosis of COVID-19 for themselves or someone they have been in contact with, to the Executive Director.
- Self-isolate for a period of 14 days
- Follow procedure for clearance to return to a SPROUT facility.



Staff with Positive COVID-19

If a SPROUT staff member has a positive COVID-19 test they will be required to:

- Notify the Executive Director to establish the exposure and a plan for monitoring.
- Quarantine for a minimum of 14 days and not be permitted to return to a SPROUT facility or have contact with clients for at least 7 days since symptoms appeared and 3 days after symptoms have resolved.
- A staff member who tests positive for COVID-19 may resume telework with approval from the SPROUT Executive Director once the staff has recovered if it is less than the minimum requirement above.
- Follow procedure for clearance to return to a SPROUT facility.

Procedure for Facility Access

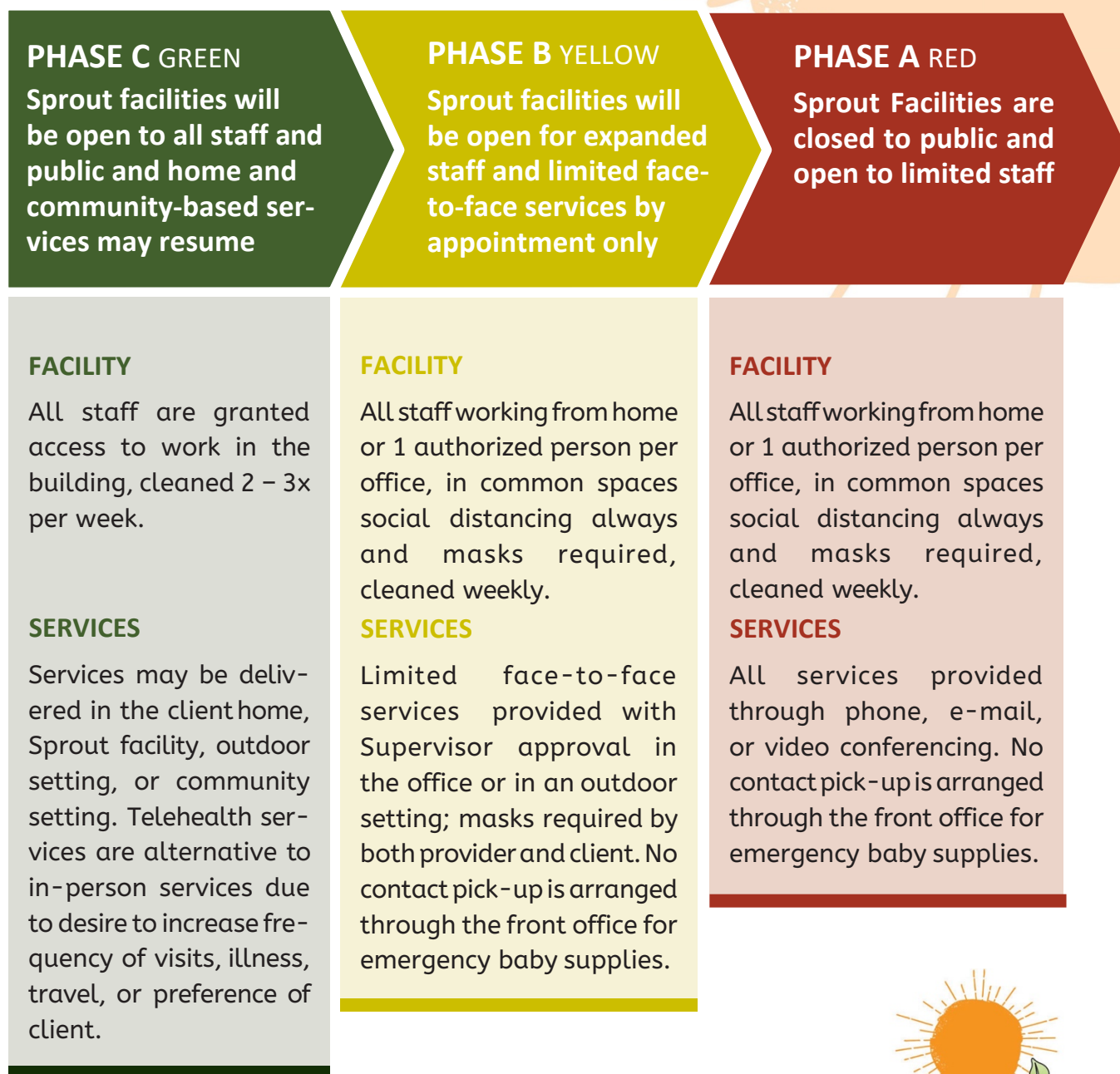
- Notify the Executive Director when staff member has been more than 7 days since symptoms appeared and 3 days after symptoms have resolved, after 14 days of quarantine.
- After positive COVID-19 test or exposure, clearance from the Public Health Nurse will be required.
- After approved for facility access, complete Staff Health Survey prior to entry into a SPROUT facility.
- A negative COVID-19 test does not preclude quarantine requirements.



APPENDIX A PHASES OF REOPENING

Sprout Phased Approach Summary to Resume Full Services

Phases will be implemented based off of information from CDC, DHSS, community transmission data, and ability to secure appropriate quantities of personal protection resources.



APPENDIX B CLEANING CHECKLISTS

Desk Space

Utilizing a disposable sanitizing wipe, staff will wipe down the following areas daily:

- Desk, including keyboard, mouse, and phone
- Doorknobs and light switches
- Other identified high touch surfaces

Shared Workspaces

Staff will wash or sanitize their hands prior to entry into a shared work area. Staff are responsible for sanitizing the following after use:

- Countertops and drawer handles
- Office machines and other equipment or tools (i.e. stapler, scissors)
- Other identified high touch surfaces

Kitchen and Bathroom

Staff will wash or sanitize their hands prior to entry into a shared common area. Staff will be provided with disinfectant to use on:

- Countertops
- Kitchen appliances
- Drawer handles and faucet handles
- Light switches
- Other identified high touch spaces

Conference Room

Staff will wash or sanitize their hands prior to entry into a conference room area. Staff will be provided with disinfectant to use on:

- Tables and chairs
- Phone
- Door handles and light switches
- Other identified high touch spaces

Treatment Room

Staff will wash or sanitize their hands prior to entry into a treatment room area. Staff will be provided with disinfectant to use on the following items/areas after client use:

- Door handles and light switches
- Toys (follow specific toy cleaning protocols per ACCA standard procedure)
- Floor and mats
- Other identified high touch surfaces

For areas that will not come into contact with a human mouth, the spray disinfectant can be applied and let sit for 10 minutes for sanitizing. For areas that will come into contact with a human mouth, SPROUT standard cleaning procedures requiring disinfecting and rinsing is required.

Lending Library

During Phases A and B, items in the Lending Library will be distributed (no-contact pick-up) to families as a donation – not as a loan to be returned. Items will be wiped down and sanitized before distribution.



APPENDIX C HEALTH SCREENINGS

Staff and Contractors

During Phases A and B, all staff and contractors will complete the following questionnaire prior to entering a SPROUT facility. Admin will ensure contractors or consultants answer questions by calling them before their expected time of arrival.

If staff/contractors answer yes to any symptoms in the past 24 hours, have traveled or have a temperature over 100.3°F, they may not enter the building without clearance from the Executive Director.

In the last 24 hours have you experienced:

<input type="checkbox"/> Aches and Pains	<input type="checkbox"/> Fatigue	<input type="checkbox"/> Runny or Stuffy Nose	<input type="checkbox"/> Sneezing
<input type="checkbox"/> Cough	<input type="checkbox"/> Fever	<input type="checkbox"/> Shortness of Breath	<input type="checkbox"/> Sore Throat
<input type="checkbox"/> Diarrhea	<input type="checkbox"/> Headaches		

☐ I have experienced no symptoms in the past 24-hours.

Is your temperature 100.3°F or higher? ☐ Yes ☐ No

In the past 14 days have you been in close contact with anyone who has exhibited any symptoms? ☐ Yes ☐ No

In the past 14 days have you been in contact with anyone who has tested positive for COVID-19? ☐ Yes ☐ No

In the past 14 days have you traveled outside of the Kenai Peninsula Borough? ☐ Yes ☐ No

If yes, did you travel: ☐ Yes, I traveled outside of Alaska
☐ Yes, I traveled outside the Kenai Peninsula Borough

If you answered yes to the travel question you may not enter the facility without being cleared by the Executive Director.



HEALTH SCREENINGS

Clients

During Phase B, clients will be screened within 6 hours prior (same day) to entry into a SPROUT facility or a visit from a SPROUT staff member.

Prior to entering a SPROUT facility or having a SPROUT staff member in your home (when allowed), clients must complete the following questionnaire within 6 hours prior to entry. If clients answer yes to any symptoms in the past 24 hours, have traveled or have a temperature over 100.3°F, visit must be rescheduled.

In the last 24 hours have you experienced:

<input type="checkbox"/> Aches and Pains	<input type="checkbox"/> Fatigue	<input type="checkbox"/> Runny or Stuffy Nose	<input type="checkbox"/> Sneezing
<input type="checkbox"/> Cough	<input type="checkbox"/> Fever	<input type="checkbox"/> Shortness of Breath	<input type="checkbox"/> Sore Throat
<input type="checkbox"/> Diarrhea	<input type="checkbox"/> Headaches		

☐ I have experienced no symptoms in the past 24-hours.

Is your temperature 100.3°F or higher? ☐ Yes ☐ No

In the past 14 days have you been in close contact with anyone who has exhibited any symptoms? ☐ Yes ☐ No

In the past 14 days have you been in contact with anyone who has tested positive for COVID-19? ☐ Yes ☐ No

In the past 14 days have you traveled outside of the Kenai Peninsula Borough? ☐ Yes ☐ No

If yes, did you travel: ☐ Yes, I traveled outside of Alaska
☐ Yes, I traveled outside the Kenai Peninsula Borough

If you answered yes to the travel question you may not enter the facility without being cleared by the Executive Director.



HEALTH SCREENINGS

Public

In general, there is no public access to SPROUT facilities during Phases A and B. If a visitor is approved for access by the Executive Director, the visitor will be asked to self-assess symptoms and exposure prior to entry into the building. Signage will be utilized in entry areas and the waiting area regarding COVID-19 mitigation procedures including hand sanitizing, hand washing, social distancing and limited contact.

During Phases A and B, signage will be posted on public entries to SPROUT facilities including the information below:

The SPROUT facilities are currently closed to the public.

If you are here for an approved visit, please continue reading. To do our part in preventing the spread of COVID-19 in our community and workplace, we are restricting access to this facility for anyone who may have recently been exposed to the virus. Please read this carefully.

By entering this facility, you are affirming and attesting that:

- a. You have not in the last 14 days had any known close contact with anyone who is either confirmed or suspected of being infected with COVID-19, including anyone who was experiencing or displaying any of the known symptoms of COVID-19 (which are listed in item (c) below); AND
- b. You have not in the last 14 days traveled to a restricted area that is considered to have high community transmission; AND
- c. You do not currently experience or display, and you have not in the last 14 days experienced or displayed, any of the following symptoms:
 - Elevated temperature or fever of 100.4 F or higher,
 - Cough,
 - Shortness of breath and/or difficulty breathing,
 - Loss of smell and/or taste,
 - Fatigue, or
 - Persistent headaches.

If you answered YES to any of the above statements, you may NOT enter this facility.



CLIENT CONTACT ASSESSMENT

Assessing Questionnaire Responses

Staff

If staff answer yes to any symptoms in the past 24-hours, have traveled or have a temperature over 100.3°F the employee's supervisor or Executive Director must review the symptoms or travel with staff prior to permitting entry.

If symptoms are related to allergies (symptoms that an individual has previously had with allergies) the staff member may be permitted. All other symptoms will be evaluated to ensure there is not a concern with COVID symptoms.

If there is a concern for COVID symptoms, staff will be immediately asked to complete a COVID-19 test and may not enter the building until their results have come back negative.

Clients

If clients answer yes to any symptoms in the past 24-hours, have traveled or have a temperature over 100.3°F, visit must be rescheduled.

Sprout will make every effort to provide equitable access to all clients. In some cases, a hybrid method of service delivery may need to be used. The Client Assessment Protocol can be used to help identify the most appropriate way to provide equitable access to clients while maintaining a safe environment.

Public

If a member of the public answers yes to any of the identified questions they will not be permitted to enter the facility.



APPENDIX D IN-PERSON SERVICES

Release and Indemnity Agreement Related to COVID-19

In general, there is no public access to SPROUT facilities during Phases A and B. If a visitor is approved for access by the Executive Director, the visitor will be asked to self-assess symptoms and exposure prior to entry into the building. Signage will be utilized in entry areas and the waiting area regarding COVID-19 mitigation procedures including hand sanitizing, hand washing, social distancing and limited contact. The novel coronavirus (“COVID-19”) has been classified by the World Health Organization as a global pandemic and has spread across the nation and state. COVID-19 is a new disease and little is known about its long-term effects on those infected, how it is spread or contracted, and there is currently no treatment or cure. COVID-19 is highly contagious and spreads easily from person to person. The Undersigned acknowledges that COVID-19 infection can cause a wide range of signs and symptoms, ranging from no symptoms at all to fever, cough, gastrointestinal distress, respiratory distress, debilitating injury, organ failure, and death.

Decisions to conduct in-person services are determined on a family-by-family basis in line with the SPROUT FAMILY SERVICES (“Sprout”) Mitigation Plan. In-person services may be terminated as circumstances change by the State of Alaska, the family, or Sprout.

Safety Protocols for In-Person Visits

- **SCREENING:** All Sprout staff and Families must complete the Health and Precautions screenings no more than 6 hours prior to the visit.
- **DISTANCING:** Social distancing of 6 feet will be maintained as much as possible
- **MASKS:** Face masks will be worn by all adults and may be worn by children over 2 years of age (the CDC advises that children 2 years and under do not wear masks).
- **VISITORS:** Visits will be limited to the child being served and a single caregiver. Exceptions may be made for additional children to be present if the caregiver has no other options or the visits are taking place outdoors. Consultants or additional Sprout staff may attend via secure Zoom or phone.
- **TRACKING:** Sprout staff are required to notate who was present at each visit in the event it is requested for contact tracing by public health.
- **TRACKING:** Immediate notification of all adults who were present is required if Sprout staff or a household member test positive for Covid-19 after an in-person visit.



- **SANITIZING:** All participants must wash hands with soap and water or use a hand sanitizing solution before and after every in-person visit. Caregivers will support their child in washing hands or using sanitizer.
- **SANITIZING:** Only REQUIRED equipment will be taken to the in-person visit and will either remain with the family or be disinfected immediately at the end of the visit.
- **VISIT CANCELATIONS:** In-person services will be cancelled if either Sprout staff or a household member are sick and/or quarantined.
- **VISIT CANCELATIONS:** Sprout staff or the family have the right to terminate the visit at any time and for any reason.
- I will ask questions if I need clarification on any of the safety protocols. I know that there are options for my child to receive services via telehealth. I want my child to participate in in-person Sprout services.
- I have carefully read and understand the above and I am fully and personally responsible for my Child's safety and actions before, during, and after in-person visits and I recognize that my Child and family may in any case be at risk of contracting COVID-19.
- With full knowledge of the risks involved, by checking this box and executing this release for myself and on behalf of my child, I release, indemnify, waive, discharge and hold harmless Sprout, its board, officers, contractors, employees, representatives, and successors from any and all liabilities, claims, demands, actions, and causes of action whatsoever, directly or indirectly, arising out of or associated with any loss, damage, injury, or death that may be sustained by me, my family, or my Child related to COVID-19 while and after Child's engaging in the in-person visits.

The Undersigned parent or guardian further releases any claim or cause of action that they may personally have as parent or legal guardian resulting from any injury or death to the minor.

Child's Name: _____

Parent/Guardian Signature: _____

Phone: Home _____ Cell _____

Date: ____/____/____



REQUEST FOR IN-PERSON VISIT

Child's Name: _____ Date _____

Provider Name: _____

Reason Child needs to be seen in person:

- ☐ Child with a hearing/vision impairment or screening need
- ☐ Child needing Manual Therapy Assessment/Interventions
- ☐ Child Medically Fragile
- ☐ Child needing Feeding Assessment/Interventions
- ☐ Recent changes in swallowing dysfunction and growth patterns
- ☐ Fitting or monitoring adaptive equipment
- ☐ Engagement with families for whom the exchange of information is otherwise not possible
- ☐ Engagement with families to initiate services and build relationships for those hard to reach
- ☐ Other (please explain): _____

Proposed location: ☐ Outside ☐ Clinic ☐ In home ☐ Childcare outside

Proposed duration: ☐ Ongoing ☐ Hybrid with Telehealth ☐ _____

Plan Details:

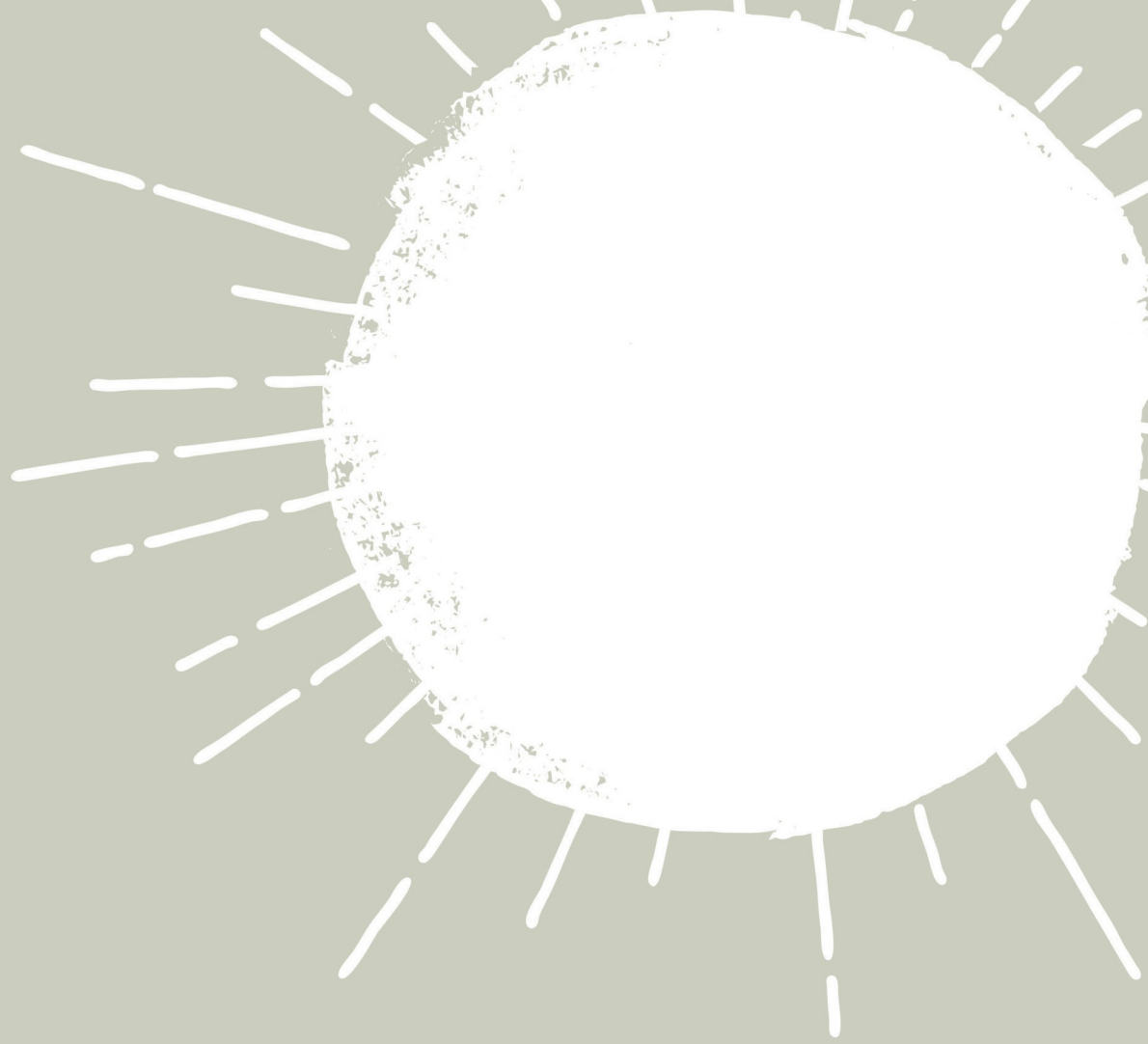
I understand that I may choose to see this child/family via telehealth instead of in-person visits or at any time even after we have started in-person visits. I understand that seeing them in person means an increased risk that I get or transmit the COVID-19. I want to participate in in-person delivery of services with this child/family.

Provider Signature: _____ Date _____

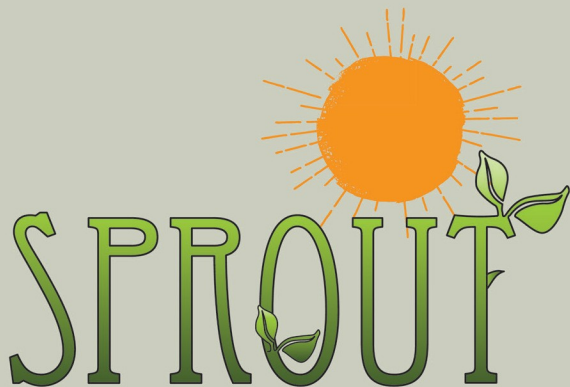
Approved by ELP Manager: _____ Date _____

Approved by Executive Director: _____ Date _____





Growing Up with Sprout Lasts a Lifetime!



3691 Ben Walters Lane, #4
Homer, AK 99603



1.907.235.6044
1.877.235.2229



1.907.235.2644



office@sproutalaska.org



www.sproutalaska.org



facebook.com/SproutAlaska