

## WCP Safety Precautions in Effect During the COVID-19 Public Health Crisis

WCP is taking the following safety precautions to protect our staff and clients, as well as the broader community, and to help slow the spread of COVID-19.

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- General Safety Precautions
  - No more than 6 people will be permitted in the building at any given time, including staff, clients, and family members. No parents, guardians, or siblings will be permitted to stay in the building when clients are present (unless asked to by the clinician and agreed to by the parents, under specific circumstances). There is no waiting room during the public health crisis.
  - No physical contact between persons who are not of the same household is permitted at any time, and social distancing of a minimum of 6 feet is required at all times.
  - Clients will be asked to track their symptoms daily starting 7 days prior to their initial appointment, and during any intervening days between appointments. Should the child have a temperature at or above 100° F during that time, parents or guardians must inform the clinician so that alternate arrangements can be made (i.e., telehealth or rescheduling for a future time). Each child's temperature will also be taken upon entry to the building.
  - All payments for services will be made through electronic invoicing, with no exchange of checks or credit cards in the office. All initial paperwork will also be provided electronically in advance of services.
  - Offices will be cleaned and sanitized by WCP staff between each client. The whole building will be thoroughly cleaned by professional cleaners weekly.
  - Each therapy/evaluation office has been retrofitted with a floor-to-ceiling, wall-to-wall glass partition. The Denver Dept. of Public Health and Environment (DDPHE) has notified WCP, in writing, that the glass partition effectively splits each singular office into two distinct offices, allowing for each person to be safe without wearing a face mask. As such, a person on each side of the glass wall can follow the City of Denver Face Covering Order statute:

*Per the city's Face Covering Order 4.C.i: "When a person is in a personal office (a single room) where others outside of that person's household are not present as long as the public does not regularly visit the room, but that individual must put on a Face Covering when coworkers are working within six feet, when being visited by a client/customer, and anywhere members of the public or other coworkers are regularly present." Per the DDPHE written notice to WCP: "If a clear wall is placed up to make two different rooms ... the individuals in the two rooms would not be required to wear a face covering while in the single rooms."*

- Building Entry
  - Upon entry to the building, WCP staff, clients, and parents/guardians will be required to wear masks, until they reach their enclosed office space, at which time they can remove the mask safely.
  - Start times of clients will be staggered to allow for social distancing. Clinicians will arrive before clients to sanitize and set up the space.

- A hand sanitizer station has been placed at the building entry point, and clients and parents/guardians will be required to use it before proceeding to their assigned office. Color coded footsteps will guide the parent and child to their destination.
- Each child's temperature will be taken using a touchless thermometer by the clinician upon entry (though a few minutes in a cool area may be required to allow for an accurate reading).
- Office Spaces
  - The child's and clinician's spaces are each fitted with a comfortable chair in one place, and a desk and office chair in another, to allow for flexibility in seating depending on the service (e.g., evaluation, therapy).
  - Each side will be sanitized by the clinician using disinfectant wipes and/or sprays prior to each child's appointment.
  - Each side will have its own trash can, tissue box, alcohol-based hand sanitizer, disposable pens and pencils, disinfectant wipes, disposable face mask (in case the child does not have their own), and factory sealed bottles of water. For evaluations specifically, each child and clinician will also have a disinfected laptop, iPad, and the relevant set of paper booklets on the desk.
  - The child may be asked to utilize other assessment tools (e.g., toys, laminated papers, etc.) during therapy or evaluation. If so, those items will be sanitized prior to and after the child uses them.
  - WCP will not provide clients with snacks, though they are welcome to bring their own.
  - Each side has been fitted with appropriate HVAC systems for heat and cooling (i.e., either a vent from the main HVAC system, or a portable A/C unit and space heater).
  - Each side, as well as the space outside the restroom, has been fitted with its own Coway AP-1512HH Air Purifier with True HEPA. The True HEPA filter is designed to capture 99.97% of airborne allergens and contaminants as small as 0.03 microns in size. According to the National Institute of Health, coronavirus particles are approximately .125 microns in size. While airborne transmission of the coronavirus is not yet fully understood, WCP has taken this extra precaution.
  - In addition to the 5 Coway HEPA air purifiers, the building's HVAC system has been fitted with a Reme Halo Whole-Home In-Duct UV Air Purifier, which is reported to kill up to 99% of bacteria, mold, and viruses.
  - Each office space has been fitted with a high-quality sound system that will allow ease of verbal communication across the glass partition. Conversation will be able to be held at normal and natural volumes and tones.
- Restroom
  - When a clinician or client must use the restroom, the clinicians will communicate via text message to ensure the space in and around the restroom is clear of people. The person will be required to wear a mask to the restroom. After using the restroom, the person will be required to first open the door, and then wash their hands for no less than 20 seconds with soap and warm water. It will be recommended they also use hand sanitizer upon return to their enclosed office space.
  - The bathroom has been fitted with touchless fixtures, including the toilet, sink faucet, soap dispenser, and trash can. The paper towels are single use and thus a person only needs to use the untouched top towel.
  - After each bathroom use, a clinician will sanitize the primary surfaces within the restroom before another person uses the restroom.