



**AMERICAN THERAPY
ADMINISTRATORS OF FLORIDA**

Strategies for Your Practice During COVID-19





Employers

Employers must **educate** their employees on policies and regulations regarding universal precautions, hand hygiene, and disinfection protocols in the work area

An employee will be **designated** to handle COVID-19-related situations

Sick day policies should be **flexible** for those employees who need to stay at home to care for a family member

An **alternative work plan** will be established in case of a high volume of employee absenteeism

Implement **social distancing** -- maintaining 6 ft between one another by allowing:

- Flexible worksites;
- Staggered shifts.

The staff should **stay at home** if they:

- Are experiencing symptoms related to COVID-19;
- Have been in close (direct) contact with someone who is suspected to have, or was diagnosed with COVID-19;
- Have traveled recently;
- Are not feeling well for any other reason.

Promote **healthy habits**, such as covering mouth while coughing or sneezing

The employer must provide each employee with their **own personal protective** Equipment (PPE): Mask, Gown, Medical Coat, Gloves, Shoe Covers, Cap, Eye & or Face protection

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Scheduling appointments

Make appointments over **phone** or **email** instead of in person

Schedule patients so that **they don't coincide** in the waiting room

Schedule patients with enough time to **disinfect the area for at least 5 minutes.**

To avoid **over crowding**, have the patient **wait outside** the waiting area

If possible, **have the patient wait in their car** and call them inside when ready

Include **other office instructions** along with their appointment reminders

Ask the patient:

Have you recently been in contact with someone diagnosed with COVID-19?

Ask the patient:

Have you had a fever, cough, myalgia or any symptom related to COVID-19?

Ask the patient:

Have you had a fever in the past 14 days? Are they "at risk population"?

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When a patient arrives to the appointment

Patients should wear a **mask at all times** (surgical if possible)

If possible, patients **should not be accompanied** by someone else to their appointment

Patients **should not visibly appear** to have any COVID-19 symptoms

If a patient tested positive for COVID-19, they must be **without any symptoms** for at least 21 days or have a negative PCR test

Take the **patients temperature** at the entrance and patient will not be seen if their temperature **exceeds 99.5°F**

A patient should not be treated if they have been in **contact with someone positive** to COVID-19

Prior to the session, the **patient** will be guided to the bathroom to **wash their hands** or be provided with hand sanitizer

Remind the patient to **avoid touching** door handles and other objects in the hallways

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Waiting room

One pen per employee;
disinfect after each use

Clean telephones or
digital signature pad
before and **after each
patient use**

Informative poster
indicating to maintain at
least 6 feet away from
reception desk/area and
to help maintain universal
precautions

Disinfect phones,
keyboards, mouse pads,
and other work space
supplies **after each use**

Relocate seats with
the appropriate safety
distance (6 feet)

Remove all **unessential
decoration**

Limit capacity as much
as possible and if unable
to maintain appropriate
distance, waiting should
be done **outside or in the
car**

Only keep **essential
supplies** in reception
area

**Eliminate use of water
fountain**

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Bathroom / treatment room

Utilize soap and paper towels

Printed and visible log with **cleaning and disinfecting times**

Use a **disinfectant spray** or bleach on objects that may have been touched and **let it sit for 10 minutes**

Have an informative poster on how to perform **correct hand hygiene**

Remove all unessential decoration

Group sessions will not be held — only provide one on one patient care in order to reduce risk of infection

Attempt to have all materials accessible; **use a cart for materials** instead of storing materials in drawers

Avoid unnecessary contact between equipment and patient

Disinfect all equipment **before and after** every use

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During the appointment

The **patient must avoid touching any objects** during the appointment

The **patient must wear the mask** at all time

No towels should be used for treatment

Gloves must be worn at all times

Disinfect the examination table **before and after treatment** with disposable material (cavi-wipes, paper towel, alcohol, etc)

Pay attention to the **examination table's face** support. If possible, the patient should be covered with their own clothes

Take **special precautions** with techniques that requires a direct contact with the patient

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After appointment & at the end of day

Dispose of the gloves
in front of the patient and
wash your hands

Have the patient **pay**
electronically

Accompany the patient
and **open the exit door**
for them

Disinfect all door
handles, light switches,
examination table and
anything else that was
touched

After performing previous
step, **disinfect your**
hands again

Remove personal
protective equipment
(PPE) **correctly**

Use gloves to remove
the trash bags

Scrub the floor using
bleach and other
disinfectants

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Recommendations for Home Care

Verify you have all the essential equipment:

PPE (gown, mask, gloves), protective barrier paper, hand-wash solution, paper towel, disinfectant products, **small trash bag**, and work bag.

Maintain a distance of at least 6 feet between you and the patient, family members, and pets. If possible, **recommend family members and pets to stay in a different room** during the session.

Conduct the visit in a **well-ventilated space**

Before entering the home, **bring all the necessary equipment with you.**

Avoid going back and forth to your car.

Wear a **face mask** at all times.

Apply hand sanitizer to your hands for **20-30 seconds.**

Put a **protective barrier** and place your equipment on it, including the disinfectant products (hand sanitizer, soap, alcohol swab, and disinfectant wipes).

After session, **disinfect the equipment** and put them inside a bag

Wash your hands with soap and water and leave the home and remove your mask

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