



March 17, 2020

Behavioral Framework Employees,

I am writing today to provide an update on Coronavirus (COVID-19) and our response to it. I am monitoring news reports and government updates several times a day as well as regularly speaking to our partners and industry peers at other providers throughout the United States. We are collectively working on strategies to maintain some level of therapy for those that need it while minimizing the risk of infection.

This company, and I personally, care deeply about each of you, our clients, and everyone's families. The work you are doing is meaningful and important, especially now. We will work together to get through this. While this letter outlines what we are doing now, please know we are working around the clock behind the scenes to stay abreast of the situation and make changes as appropriate.

I am keenly aware of the concerns both our employees and families have in this uncertain time. We are all doing our best to provide therapy to those families that choose to continue in a responsible, ethical, safe manner. One-to-one therapy in a private setting is in line with the latest State and Federal guidelines regarding social distancing and avoiding groups of people. Many school and clinic based providers throughout the country are moving to home-based services. If you are uncomfortable continuing to work you should contact your supervisor or reach out to me directly.

Starting tomorrow, March 17 we are implementing new policies to safeguard the health of our employees and the community we serve.

Daily Safety Checklist: In conjunction with an industry workgroup, we have developed a checklist of 5 criteria that must be used daily before attending session. **If you answer YES to any of the questions below you must contact your supervisor and cancel session.**

1. **Travel:** In the past two weeks, have you or anyone in your home traveled to an area currently known to have community spread of COVID-19? (China, Europe, California, Washington State, New York)? *Note: this list may change over time.*
2. **Exposure:** In the past two weeks, have you or anyone in your home come into contact with someone who has a confirmed COVID-19 diagnosis?
3. **Fever:** Take your temperature and the temperature of those in your home. Are any of them over 100°?
4. **Respiratory:** Have you or anyone in your home had any symptoms of lower respiratory illness such as cough, shortness of breath, or difficulty breathing?
5. **Other:** Do you have any other reason to believe that you or anyone in your home might be at an increased risk for COVID-19?

BCBA-Rendered Services: In an effort to promote social distancing and reduce the number of people in a home at any given time, all BCBA-rendered services (assessments, supervision, parent training) will be delivered remotely until at least 3/28. We will reevaluate at that time and provide further guidance. Supervisors should regularly check in with clients who have paused services to check on progress and provide parent training as requested.

Emphasize Handwashing and Hygiene: All employees and clients should wash their hands with soap and warm water for at least 20-seconds before starting session and after any contact with any bodily fluids. Employees are also encouraged to run hand washing protocols at regular intervals throughout session.





Sanitize Environment and Materials: Employees should take a moment before session and at regular intervals to sanitize the work area and any frequently used materials. If you need help obtaining supplies please contact your supervisor.

In addition to these steps we are also implementing some general rules regarding illness and cancellations.

- All employees are directed to not come into work if they are feeling or displaying any symptoms, and to seek medical treatment as needed.
- All employees are directed to do a quick visual screening upon first seeing the child to ensure no symptoms are immediately present (warm temperature, coughing, shortness of breath, etc.). If you have concerns you should cancel the session and contact your supervisor.
- All parents and employees must communicate with each other prior to the start of each session to confirm that they have no symptoms or unusually high probability of exposure (see above).
- Parents or providers may cancel sessions without penalty if they have any doubts or concerns.

What should I do if I feel sick, or someone in my household is ill? Employees who have symptoms of acute respiratory illness (e.g. fever, cough, shortness of breath) are to stay home and not come to work until they are seen and cleared by a licensed medical professional. These same conditions apply if you live with or have close personal contact with someone with these symptoms.

What should I do if I am diagnosed with COVID-19?

Immediately suspend all work activities, self-quarantine, notify the office and follow the instructions of the medical professionals and local health authorities.

What if I have had contact with someone diagnosed with COVID-19?

Immediately suspend all work activities, self-quarantine, notify the office and follow the instructions of the medical professionals and local health authorities.

What should I be doing to ensure client safety if I am conducting services?

Any employee experiencing fever, a cough, or shortness of breath should cancel in-home appointments until cleared by a licensed medical professional. If you are unsure please err on the side of caution and stay home.

We will continue to monitor the situation and provide updates as appropriate. Thank you all for your commitment to the health and safety of our employees, clients, and families. Together we will work diligently to ensure we are taking the appropriate action to limit the spread of the virus while continuing to provide the services our community relies on.

If you have any questions please don't hesitate to contact me directly.

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