



In an effort to keep our staff and guests safe, all Child Mind Institute offices are following state and local guidelines as well as Centers for Disease Control and Prevention (CDC) recommendations for COVID-19 safety. Below are specific measures the Child Mind Institute has taken, and policies and procedures that all Child Mind Institute staff and guests are expected to follow, to minimize risk for all those who enter the offices.

### Clearance for Office Entry

All individuals must complete a mandatory health screening before reporting to the office. To facilitate and standardize health screenings, the Child Mind Institute is using an automated HIPAA-compliant platform called Cleared4Work. Cleared4Work determines if a person is “cleared” to report to the office.

Each morning that a person is scheduled to report to the office, they receive a text message with a link to a brief Cleared4Work questionnaire about COVID-19-related symptoms, including a daily temperature check. Based on the person’s responses and temperature information, Cleared4Work assigns them a green, orange or red pass with a barcode.

#### Staff Office Entry

All employees must receive permission from their manager and alert Human Resources as soon as possible in advance of reporting to the office. Each morning an employee is scheduled to report to the office, they must complete the Cleared4Work health screening.

- Employees who receive an **orange or red pass, do not report to the office** and contact their supervisor and HR for further instruction.
- Employees who receive a **green pass, report to the office.**

#### Guest Office Entry

Unscheduled guests are not permitted to enter the office. Scheduled guests must complete the Cleared4Work health screening for both parent and child on the morning of any scheduled appointment.

- Guests who receive an **orange or red pass, do not report to the office.** Call us at 646-625-4245 to discuss appointment options.
- Guests who receive a **green pass, report to the office for their scheduled appointment.**

### Social Distancing Measures

- Maintain a physical distance of 6 feet or more from others.
- Anyone unable to maintain a physical distance of 6 feet must wear a face covering. Everyone must be prepared to wear a face covering if another person unexpectedly comes within 6 feet.
- Face coverings are provided to all staff and guests.
- Plexiglass is installed at desks facing waiting spaces and open hallways.
- Floors and hallways are marked one-way to promote social distancing.
- Waiting space furniture is rearranged to ensure 6-foot spacing.
- Signage is posted reminding staff and guests to maintain social distancing.
- Some spaces are blocked off to ensure they are not used.

## Limits on Guests

- A maximum of one person may accompany a child to any appointment. Exceptions are considered on a case by case basis.
- Other than scheduled clinical or research appointments, guests are **NOT** permitted.
- Appointments are staggered to minimize crowds in waiting areas.

## Cleaning

- Sanitation stations are available throughout the office for convenience. Surfaces and touchpoints are wiped frequently and at least after each appointment.
- All touchpoints are sanitized nightly in addition to regular cleaning throughout the day. Touchpoint disinfecting includes doorknobs, copy machines, pantry appliances, cabinets, door handles, keyboards, mice and chair arms.
- Whenever possible, commonly used hard surfaces are treated with NanoSeptic products which continuously work to sanitize these surfaces.
- Whenever possible, upholstery is covered with plastic and non-upholstered seating is provided.
- All waiting space toys and books have been removed. Clinicians and researchers are asked to minimize the toys available in individual offices.
- There is a strict clean desk policy – all non-essential items are stored in cabinets or drawers, not on desk surfaces.

## Water Supply

- Child Mind Institute buildings follow all local guidelines for water safety including treatment and regular sample testing.

## Air Flow

- All HVAC filters have been replaced and upgraded to the highest possible level.
- Air filters are in use in clinical and research offices.
- Whenever possible, windows and doors are kept open.

## Communications

- If Human Resources becomes aware of any employee or guest who has been in the office who has tested positive for COVID-19, guests and employees who may have been in contact with that individual will be notified, but that individual's identity will not be disclosed.