8/27/20

Dear Parents.

This is a written document of Covid Safe Occupational Motor Room Therapy Room Procedures and physical practices.

I reconfigured my space to only have one treatment motor room for sessions with a laminate floor. I would not be able to thoroughly clean more than this room between sessions to meet CDC guidelines. Presently cleaning takes 1 to 1.5 hours between sessions. I do not have any cleaning services, OT student volunteers or Clerical support to help with cleaning. I am the sole proprietor of this Pediatric Occupational Therapy Business.

Between sessions the following is cleaned before another client can enter;

* 1. Mats, chairs, balls, door switches, door handles and any other toy/swing that may be used in another session. with CDC approved cleaner.

I strip the room down to the bare minimum equipment needed for each child’s session/safety that supports their goals and sensory processing needs.

All soft cloth surfaced toys have been removed.

If your child has a cloth toy in their play box for the day, it will only be used by them during their time as OT client. The toy would have been completely disinfected and additionally 2nd cleaned by UV light prior to you child playing with the toy.

 If a cloth based toy such as a weight vest, pressure vest, etc. is assessed to help your child, resources will be given to parent for home use purchase. OT will thoroughly clean and disinfect the assessed support equipment before returning it into rotation for assessment.

* 1. The Floor is cleaned with a bleach formula sprayed on to the Swifter Wet Jet Floor wipes every two feet during mopping.
	2. Each client has his/her own marked tactile boxes, putty, play dough, slime, kinetic sand, small boxes as OT deemed needed to support goals Theses boxes and materials are never shared by another client. These materials will be used over multiple sessions. The child’s name is on the boxes and stored in additional bag if your child has a lot of individual toy needs.
	3. Larger fine motor, visual motor, visual perceptual toys, are disinfected after each session. I felt it would be more appropriate to stage a plastic box of these type of toys for your child’s individual use to support reflect scope of practice in goal areas. I do not reuse any of these toys for the rest of that day. The toys are disinfected when your child leaves and allowed to sit for at least 24 hours before reuse.
	4. Walls are wiped down with the appropriate disinfectant if anyone sneezes, coughs and or smears bodily fluids in the room. Usually, walls are UV light wand cleaned after all mats and larger equipment have been disinfected.
	5. The room is sprayed with Lysol or Purefy Pro. OT is moving towards using Pruefy Pro when available. If Lysol Disinfectant Spray was used, the room is aired before the next session. Fans circulate air and an air purifier is on during your child’s sessions. The fans and air purifier are on during the whole day I am at work. There is no central AC in this building.
	6. The rooms that are currently marked, “Not Available for Session” are locked. No client or parent will be allowed in these spaces at any time.

 OT set up room according to CDC, AOTA, OTAC ,CBOT, Sonoma County and City of Petaluma safety guidelines that were recommendations when opening up.

Occupational Therapy has always been an essential service under COVID-19 guidelines.

 I wear a jacket or additional shirt during screening/sessions over my clothes. Each outer jacket/shirt for screening/session is only used once per client daily. I change my clothes and masks between clients after cleaning.

See your Terms and Condition Copy for bathroom guidelines.

 Messages can be left at my office or cell phone number Monday through Friday or email addresses. I return all communications are returned as soon as possible. If you call and get the message center, please leave a message. I am usually in with a client, cleaning, charting or returning a call/text.

All cancellations please text to cell phone number.

Warm Regards,

Diane Orsini-Tarkman, OTR/L

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ot.dianePetaluma@gmail.com is my general business email.

You can send messages by accessing my website also which forwards them to my business mailbox. Both emails are checked Monday thru Friday.