



Resource Guide

3/26/2020 - Below is a list of updated links that families and staff may find helpful during the COVID-19 pandemic and "Stay Home" order. We will continue to update!

Self-Care and Mental Health

[Calm Blog and App - Free resources for mental health](#)

[Insight Timer App for sleep, anxiety, and stress](#)

[Stop, Breath & Think website and app](#)

Academic Resources

[BrainPop- make any room a classroom](#)

[Storyline Online- read aloud books on video](#)

[A growing list of educational curriculum/ activities available online](#)

[Khan Academy](#)

[Other Goose](#)

[LA Public Library](#)

[Scholastic Learn at Home](#)

[Vooks- Children's streaming books](#)

[Scratch Jr- coding for 5-7 year olds](#)

[Scratch - coding for 8-16 year olds](#)

[Google Arts & Culture](#)

Ideas to Keep Kids Busy

[House Party- video conferencing and games](#)

[Daily Lunch Doodles with Author/ Artist Mo Willems](#)

[Parade- Things to do with kids during quarantine](#)

[Hello Wonderful- arts and crafts for kids](#)

[Busy Toddler- activity resource](#)

[Kiddie Science online learning](#)

[GoNoodle- movement and mindfulness for kids](#)

[California Science Center- Stuck at home science](#)

[Wired- How to entertain your children during quarantine](#)

[Cosmic Kids Yoga](#)

[The Laurie Berkner Band on Youtube - music for preschoolers](#)

Live Cams or Streaming for "Field Trips"

[Monterey Bay Aquarium](#)

[San Diego Zoo](#)

[Access Mars](#)

[Smithsonian National Zoo](#)

[The Metropolitan Opera- streaming nightly](#)

Resources for Adults

[Scribd- online reading, audiobooks](#)

[Autism & Coronavirus- how to manage the daily routine](#)

[NPR: A comic exploring the new coronavirus](#)

[Visual Strategies to help kids with autism understand coronavirus](#)

[Ideas for family discussions](#)

Ideas for Meals and Grocery Shopping

[InstaCart](#)

[DoorDash](#)

[Postmates](#)

[GrubHub](#)

[UberEats](#)

[Sprouts](#)

Who to follow on Instagram

- @Finemotorbootcamp
- @Toy_ideas
- @homeschoolingideas
- @abatherapyteachingideas
- @othergoose
- @recycleandplay

- @busytoddler
- @instepps

March 19, 2020 10:00pm

Earlier this evening, Governor Newsom issued an executive order for the state of California, instructing all California residents to stay in their homes and limit all movement outside of their homes to what is absolutely necessary. The U.S. Department of Homeland Security, Cybersecurity & Infrastructure Agency (CISA) has developed a list of Essential Critical Infrastructure Workers who are exempt from this order. This includes: first responders, health care workers, markets, banks, and others. In STEPPS is categorized as an essential business that falls under the definition of “critical infrastructure” as outlined by the CISA.

In an effort to ensure that we are fulfilling our responsibilities we sought legal guidance and it is confirmed that our work falls under this definition. We wanted to reach out to all of you in this time of uncertainty to let you know that we are here and are available to work with your children and family. We are continuing to take the necessary precautions previously outlined (hand washing, disinfecting, discounting use of communal toys, etc.). Our staff have been notified that effective immediately we will also be implementing the following and we ask for your cooperation:

- When possible, Supervisors and Case Managers will provide supervision and parent consultation via Telehealth to limit the number of people entering your home. Your supervisor will be in touch with these details and consents.
- Only one parent should be present at the session and he or she must be 6 feet away.
- For families where we are working with multiple children, scheduling will be asking to stagger the sessions if possible. If this is not possible, we will ask families to ensure therapist-child pairs are in separate rooms.
- If a therapist arrives to your home and guests are present who do not live in the home, session will be discontinued and canceled.
- Pre-screening at the start of every session (your therapist will ask you some basic questions prior to entering your home)

We ask that you continue to do the following:

- Provide soap and paper towels for staff and children to wash hands at the start and end of sessions and every hour throughout session.
- disinfect toys and surfaces in your home before, during, and after sessions.
- Notify In STEPPS immediately if you, your child, or anyone in your household is experiencing flu symptoms, cough, or fever.
- Notify your doctor and In STEPPS immediately if you have recently traveled to anywhere with widespread or ongoing community spread of COVID-10.
- Notify your doctor and In STEPPS if you develop symptoms and/or have been in close contact with a person known or suspected to have COVID-19.

We are prepared to continue to provide services, pending staff availability. We completely understand and support any decisions you make for your family. We just want to let you know that we are here to support you regardless. Please don't hesitate to reach out with any questions or concerns.

Below are links for your reference regarding the state orders:

- California Executive Order:
 - <https://covid19.ca.gov/img/N-33-20.pdf>
- Critical Workers defined:
 - <https://www.cisa.gov/sites/default/files/publications/CISA-Guidance-on-Essential-Critical-Infrastructure-Workers-1-20-508c.pdf>

March 19, 2020

We know that many of you are home right now entertaining kids, navigating online education, and keeping up with work. We are working hard to support your ABA needs as well as gathering resources to provide your family with tools and products the help during this time.

For frequent daily updates and resources please follow us:

Instagram @instepps and @insteppsacademy

Facebook www.facebook.com/instepps

March 18, 2020

For general information about COVID-19, please call the OC Health Care Agency's (HCA) Health Referral Line at (800) 564-8448, visit <http://www.ochealthinfo.com/novelcoronavirus>, or follow the HCA on Facebook (@ochealthinfo) and Twitter (@ochealth).

March 17, 2020 Update

You may have seen that there is a new ordinance by the order of the local OC health officer. We have reviewed this order and our services are excluded from this order. Please do not be alarmed as this is NOT a shelter in place notice.

<http://www.ochealthinfo.com/civicax/filebank/blobdload.aspx?BlobID=114362>

We are continually ensuring that we can provide our best and safest services to your families and children. Our clinic remains open for your children's services. Please note that in an effort to reduce the number of people in our clinics all regular admin staff is now working from home.

Effective tomorrow we ask you to change the way you are dropping off and picking up your child for clinic services. When you arrive at the curb in front of our building please call the front desk (949-474-1493). Our receptionist will then alert your therapist and she will come outside to retrieve your child. For pick up you will also pull up and call and we will bring the child to you after he or she has washed his/her hands.

Please be assured we are doing everything in our power to continue to provide services. As we are deemed an essential service this will remain the case for the foreseeable future even if a "shelter in place" order is given. In addition, please note that we have added a page to our website where updates can also be found. This policy change will also be posted on the site. We are also compiling resources for all our families and these will be posted on our website.

Finally, many of our payors are now allowing telehealth for some or all of our services. Our BCBA's and in some cases non credentialed staff are allowed to connect with you via any medium at this time, including face time or Facebook Messenger apps. If you need any help at all or just some support in this difficult time, please reach out to your team. We want you to know we are here for you no matter what. We will get through this together.

March 16, 2020 Update

Another update from your friends at In STEPPS! We are diligently working to be able to continue to provide services to your family while following all guidelines provided by the CDC and government at this time. Our team is in constant contact with funding sources and high level executives in the ABA industry across the country and the consensus has been that continuing to provide one on one services in home and in clinic with social distancing is the best option. We are constantly researching the latest news and guidance and attending webinars and will continue to actively reach out to make sure all our information is up to date.

As you can imagine, our scheduling department is overloaded with calls and emails at this time. In an effort to streamline communication, remain in compliance with current health regulations, and to continue to provide services, we are sending out consent and information forms to all associated with In STEPPS, including staff. Please take a moment to fill out this documents so we are able to quickly evaluate where the need for services is and what our capacity is at this time.

Consent to receive or temporarily suspend services & In STEPPS ABA Services Client Information:
https://forms.office.com/Pages/ResponsePage.aspx?id=AtV_2lhMikGwXVg7oEtjUeijdBLXXwtFmbqliaiAnwVUQTk4RUjXTVpPOEY2VzhDUDIRUFUyQU55SS4u

Thank you for your support, patience, and flexibility. We will continue to keep you updated as we learn new information.

Friday March 13, 2020 Update

We wanted to reach out and touch base about the COVID-19 situation and let you know of current and updated policies we will be implementing in the coming days/weeks. I realize that the current situation can feel uncertain and that we are encountering rapid developments and changes in the recommendations by the CDC and our local governments. We want you to know that we are monitoring the situation closely, conferring with funding sources and trade organizations, as well as other local providers to ensure we are doing everything to help keep everyone safe and healthy. Our goal with this notice is not to alarm you, but to continue to work together as a team to stay calm and navigate this situation while also supporting our staff and families to best of our abilities.

At this time we are implementing, or continuing to implement, the following practices. Please review closely as certain things may impact your child's services:

- We continue to implement cleaning and disinfectant procedures multiple times per day in our office, clinic, and in homes.
- We are practicing social distancing as much as possible and are asking that parents or visitors do not enter the clinical side of our building.
- We will continue to have clinic sessions. **However**, group sessions at our clinic will now solely be 1:1 sessions in an effort to implement social distancing and reduce close contact interactions and physical contact. We will cease group activities for the time being. If your child has a clinic session, staff will keep children separated with plenty of personal space. If you prefer in home sessions instead of clinic sessions, please notify scheduling immediately.
- Therapists are **NOT** to take any of their own toys into sessions in an effort to reduce the spread of germs for in home sessions. Therapists will be utilize toys in home. Please help us by keeping toys clean and disinfected.
- Therapists must wash their hands when they arrive for session and when they leave using the CDC handwashing guidelines provided to them.
- Many funding sources and insurance companies are permitting and increasing telehealth options to ensure clients continue to receive much needed services. As a result, supervisors may be utilizing telehealth more frequently as we attempt to spread our resources across the many needs of each team at this time. Additionally, our supervisors have been instructed to reach out to their colleagues to offer support so you may see different supervisors monitoring your child's program and supporting staff. Telehealth services will not occur without your prior consent.
- We understand that schools have already or will likely close in the coming days. Our staff is prepared to provide home sessions or clinic sessions when available and as needed to the best of our capacity. Please contact scheduling to arrange additional sessions.
- **We ask that you email OCscheduling@instepps.com immediately with the following information to help us streamline a plan of action for your child's services as the current situation continues to evolve. We are keeping this information documented in your file:**
 - Location preference for services (home, clinic, community, etc.)
 - Sub preferences (yes, no, current team only)
 - Additional sessions requested (include start date, time, and location)
 - Any risk factors in your home such as at-risk individuals (immune compromised, elderly, chronic medical conditions, etc.)
 - Have you recently traveled to any area affected by COVID-19?

Please cancel your child's sessions immediately if they or anyone in your household has the following symptoms: fever, cough, or shortness of breath.

Thank you and please let us know if you have any questions.

March 10, 2020 Update

Amid ongoing concerns about the Coronavirus (COVID-19), In STEPPS is closely monitoring the latest reports from the Centers for Disease Control (CDC) and has taken a number of precautionary measures for the health and safety of our clients and staff. We understand this may be a source of concern for our clients and would like to provide you with some additional insight and information. Please carefully review the following information. It is also attached as a PDF to this email.

Symptoms of COVID-19 (may appear 2-14 days after exposure):

- Cough

- Fever
- Shortness of breath

What we are doing

- We have created cleaning and disinfectant checklists located in all In STEPPS clinics. Our office staff is ensuring that common areas are being cleaned and sanitized on a regular basis. This includes frequently touched surfaces such as door-knobs and hard surfaces. Our therapists and clinic team have been instructed to wipe down all toys after sessions.
- We have tissues, hand sanitizer, and disinfectant wipes available throughout office and clinics
- We are requiring all staff to wash their hands frequently and following the CDC guidelines. We have posted hand washing instructions in our kitchen and all restrooms.
- We have adjusted our current policies to accommodate flexible work options as much as possible, including telecommute options for administrative staff and telehealth options for our BCBA's. We are also implementing policies to temporarily reduce or eliminate in-person gatherings such as team meetings.
- We have implemented a stricter sick policy for all staff and clients. Our staff will not come to work if they are not 100% healthy and must notify our team immediately if they display any concerning symptoms. Please expect cancellations due to illness as we are practicing an abundance of caution when staff notifies us that they are not feeling well.
- We will be visually screening all clients entering our clinic. Parents will be required to complete a Clinic Health Check form stating that their child is symptom free prior to drop off or access to the clinic. Any child displaying symptoms of illness will be sent home. Children must be fever free **WITHOUT** the use of fever-reducing medication (such as Tylenol or Motrin) for at least 24 hours.
- If our staff arrives at your home and anyone in your household is exhibiting any sign of flu symptoms, cough or fever, they will notify their supervisor immediately and end session.
- Therapists will be targeting handwashing and covering cough/sneeze with clients as a new skill or for ongoing maintenance.

What we ask from you

- Wash your hands (and your child's hands) often with soap and water for at least 20 seconds, especially after blowing your nose, coughing, or sneezing; going to the bathroom; and before eating or preparing food.
- Avoid touching your eyes, nose, and mouth with unwashed hands. Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Avoid contact with people who are sick
- Stay home if you are sick and keep your children home if they are sick. **If your child was unable to attend school due to illness, please cancel their ABA session.**
- Notify In STEPPS immediately if you, your child, or **anyone** in your household is experiencing flu symptoms, cough, or fever. Sessions will be canceled until your household is healthy. In STEPPS reserves the right to cancel any sessions due to symptoms of illness.
- Notify your doctor and In STEPPS immediately if you have recently traveled to anywhere with widespread or ongoing community spread of COVID-10.
- Notify your doctor and In STEPPS if you develop symptoms and/or have been in close contact with a person known or suspected to have COVID-19.

We appreciate your cooperation with our organization as we navigate the next several days and weeks. We understand that cancellations can be frustrating, however please keep in mind that we are

taking these extra measures to ensure we protect everyone at In STEPPS. The health and safety of our families, clients, and staff is our number one priority. Thank you for your support and understanding. Please notify your Regional Director if you have any questions or concerns.

For more information and ongoing updates regarding COVID-19, please check <https://www.cdc.gov/coronavirus/2019-ncov/index.html>