



New Protocols and Safety Precautions in Effect During the COVID-19 Pandemic

Effective July 1, 2020, the following safety precautions and protocols will be implemented at the Knoxville Music Therapy office to protect the clients and families utilizing in-person music therapy services, and help slow the spread of the COVID-19 virus. These protocols and precautions are based on current CDC guidelines for healthcare service providers. (<https://www.cdc.gov/coronavirus/2019-ncov/hcp/infection-control-recommendations.html>)

During this time of pandemic, current research, CDC guidelines, and local and city government recommendations and requirements may change quickly. I am committed to staying informed of current research trends, recommendations, and information about public health guidelines, as well as current best practice guidelines from the American Music Therapy Association and the Certification Board for Music Therapists. Updates to this protocol list will be made available as soon as possible when changes are deemed necessary by the above organizations and government entities.

General Precautions:

1. **Session Availability:**

- **Telehealth Sessions** are now available for booking for all existing and new KMT clients. Currently, Telehealth sessions will be offered on Fridays. If you would like to take advantage of this alternative session platform, please let me know. All clients / families wishing to utilize Telehealth sessions (either in whole or in part) must fill out the Telehealth Consent Form, Telehealth Checklist, Home Setting Preparation Survey, and optional Multimedia Release form prior to scheduling telehealth sessions.
- **In-Person Sessions** will be continued to be offered on Wednesdays and Saturdays. The services listed in the Simplybook.me online program have been modified to reflect this scheduling change, and each in-person appointment booking now has a 30-minute buffer added, to allow the ventilation system to clear the air in the office. All clients/families wishing to continue, restart, or alternate with Telehealth sessions must read and sign the Informed Consent for In-Person Services During COVID-19 Public Health Crisis form.

2. **Exposure Events:**

- I ask that you **alert me if you or someone in your home or close-contact circle is showing symptoms of COVID-19, or if you or they have had close contact with a potentially infected individual.** If you or someone close to you becomes infected, we will move sessions to the Telehealth format for a minimum of 2 weeks (14 days) or longer as needed for your particular family and situation.

- **I will notify all KMT families and clients immediately if I or a member of my immediate family tests positive for COVID-19.** All in-person sessions will be moved to Telehealth sessions at that time, for a period of at least 2 weeks (for secondary exposure or asymptomatic positive testing), or until further notice if I test positive and/or am otherwise unable to function due to symptoms of COVID-19.
- **Optional Quarantine:** If at any time you are concerned about exposure risks for yourself or your child with regard to attending music therapy sessions, all clients may opt in for Telehealth sessions at any time regardless of exposure events. Please make sure you have completed all Telehealth forms prior to scheduling Telehealth sessions.
- **If you are not able to utilize regular Telehealth sessions as an option for in-person sessions for yourself or your child for any reason after a direct exposure/positive COVID-19 testing event occurs,** we will cease all in-person sessions for a minimum of 10 -14 days, or until you or I are cleared from quarantine by medical personnel.

New Procedures for all In-Person Sessions:

3. Screening & Temperature Checks:

- Prior to coming to a session, all clients, attending family members, and support staff must answer COVID exposure screening questions, either in person or online via this survey link: <https://forms.gle/Riqi4naJ9rN1ktfU6>. If you are unable to access this survey online prior to our session, limited paper copies will be available.
- Prior to coming to a session, ***I am requesting that you take your (and your child's) temperature before coming to each appointment.*** If it is elevated (100°F or more), or if you have other symptoms of the coronavirus, please call me immediately and we will cancel the appointment or reschedule the session using telehealth. There is no cancellation fee for canceling or rescheduling for this reason.
- If you are not able to take your (and your child's) temperature prior to arriving for our session please let me know. **I have a no-touch thermometer available to use** for this purpose. **If you or your child have a temperature above 100° F, we will need to cancel the session and reschedule a telehealth session.** Currently I will not be collecting individual data on any temperature readings you report to me or that we take on site, however I will be keeping a tally of the number of cancelled sessions due to illness/high temperature for any CDC, Knox County Health Department, or grant funding reporting and compliance requests.

4. Arrival, Waiting Areas, Attendance:

- I ask that all clients (and/or guardians) **text me when you arrive in the parking lot** for your session, and **wait in your car or outside in the courtyard** until I come out to indicate that is clear to enter the office.

- **Only one adult per child/dependent** client will be allowed into the music room for sessions.
- Upon entering the KMT office, **please immediately wash your hands or use hand sanitizer**. Conventional and non-chemical sanitizers are available in the waiting room.
- Office seating in the waiting room and in the music room continues to be arranged for appropriate physical distancing, in compliance with CDC guidelines. However, **any additional family members or staff must wait outside** in the courtyard, or in a vehicle during a session.
- Please leave all non-essential personal items (purse, backpack, food, drinks, etc.) in your car during in-person sessions. **Any cell phones or personal digital devices must be cleaned with either an alcohol pad or disinfecting wipe before being brought into the music room**. Disinfecting wipes and alcohol pads are available for this purpose. Additionally, there is a plastic lined container in the waiting area for personal items that cannot be sanitized and cleaned if you prefer not to clean them.

Personal Protection Equipment (PPE) and Precautions:

5. **Face Masks:** Current research indicates that the primary method of transmission of the COVID-19 virus is via lingering aerosols and particles spread through speech, close contact, in under-ventilated areas. (<https://www.sciencedaily.com/releases/2020/06/200612172200.htm>)
 - Therefore, to mitigate and prevent the spread of the virus, **any and all adults and children over 5 years old attending sessions must wear a face mask or other covering before, during, and after our sessions while in any areas of the KMT office**. Younger children may wear a face covering if they are able to tolerate it without distress. As supplies become available, there will be limited adult size disposable masks available for clients and guardians. However, **it is the responsibility of each client/family to supply a mask for yourself (and your child) for sessions**.
 - Please refer to the CDC guidelines for instructions on how to properly wear, take on, and take off face masks / facial coverings. (<https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>)
6. **Music Therapist PPE:** For all KMT in-person sessions, I wear either a reusable 3-layer fabric mask with a 4th filtration layer (blue shop towel) for every session, or a disposable medical mask. **If you have a preference of the type of mask I wear for your child's session, please let me know ASAP.**
 - I change out my mask to a new clean one for each session (for both reusable and disposable masks).
 - The reusable 3-layer fabric masks are washed, sanitized, and maintained regularly. Masks will be replaced at the first sign of damage.

- If therapeutically warranted, I have a double layer fabric mask with a clear plastic window to allow visual access to my mouth for speech/ singing modeling.
 - I will wear a **face shield** for additional protection during sessions if safe physical distancing cannot be maintained during sessions (e.g. with clients who are not developmentally capable of understanding and complying with physical distancing).
7. **Physical Distancing:** I will maintain safe physical distancing whenever possible before, during, and after sessions. I will continue to minimize physical touch during greetings and sessions without compromising the quality of our music therapy services. If our music therapy interventions and activities necessitate limited physical touch (e.g. Hand-over-hand [HOH] prompting) for our current treatment plan goals, I will continue to use hand sanitizer frequently prior to and following those activities.
8. **Personal Hygiene Protocols:**
- I will use hand sanitizer throughout our sessions as needed, and thoroughly wash my hands before and after each session.
 - A “no touch” sensor-based automatic soap dispenser is available in the restroom to minimize surface touching. Natural soaps are utilized (no parabens, phthalates, triclosan, etc.), and dispenser surfaces are wiped down after every session.
 - An ample supply of facial tissues, and both alcohol-based and natural and hand-sanitizers (for anyone with chemical sensitivities) are available in the waiting room and music room. Alcohol pads are available for sanitizing personal devices utilized in our session.
 - Trash receptacles are easily accessed in each room, and trash is disposed of on a regular basis.

In-Office Sanitation Protocols:

9. **All high touch surfaces** such as door handles, light switches, benches, etc., **are thoroughly disinfected after each session.** The rest of the common areas are cleaned and disinfected at the end of each day.
10. **All instruments, pens and writing utensils, and any other objects utilized during sessions will be thoroughly sanitized after each session.**
11. Instruments available in the music room will continue to be limited to only materials that meet medical sanitization standards of infection control protocol. Color scarves, stuffed animals, sensory blanket, weighted bean bags, and plush floor pad will not be available until further notice. The oversized yoga mat will be available for floor work interventions, as it is able to be sanitized after each use. All clients are welcomed to bring personal yoga mats, pads, blankets or other soft/plush items for use during our sessions if our treatment goals require use of them.
12. The Fountain City Office Park maintenance manager, at my request, has replaced the HVAC filter with a Honeywell Premium filter bearing a FPR (Filter Protection Rating) of 10 out of 10

and a MERV rating of 13. This level of filter is rated effective against the following contaminants: dust/lint, airborne dust mite debris, pollen, pet dander, mold spores, bacteria, **microscopic allergens, virus carriers**, odor, and most smoke and smog particles. The HVAC unit for the KMT office space is a dedicated unit, and does not share any ventilation or ducts with any adjoining offices in the building.

- Maintenance staff of Fountain City Office park have also agreed to notify me whenever access to the KMT office space is needed for routine maintenance purposes (i.e. changing HVAC filters, water/plumbing checks, etc.) All high touch areas will be cleaned following maintenance staff access, as well as any additional areas utilized for maintenance purposes.

13. **A deep disinfecting and thorough cleaning of the waiting room, bathroom, and music room** (particularly soft surfaces) **with the use of a steam cleaner machine will occur on a monthly basis** (or more often if warranted). This machine produces a steam temperature of 212° Fahrenheit, which is well beyond the recommended 175°F temperature needed to kill the vast majority of fungi, bacteria, and viruses.