

Fick Educational Services, LLC  
Reopening Amidst COVID-19  
Plans and Precautions



**FICK**  
EDUCATIONAL  
SERVICES, LLC

## What is FES Doing to Maintain the Safety of our Staff and Clients During COVID-19?

- First and foremost, we are educating our staff on the signs and symptoms of COVID-19 and maintaining that all possibly ill staff or clients stay out of the office.
- Take temperatures of all staff, clients, and other persons upon entrance to our office.
- Provide a mandatory questionnaire for staff and clients to fill out upon arrival at the office.
- Continue with virtual services for those that desire online learning.
- Practice social distancing.
- Require that masks be worn by staff, clients, and other persons at all times while in our office.
- Install proper signage throughout office and physical barriers between workspaces.
- Install high-efficiency air filters – we have a Hepa Purification System with UV light.
- Require frequent and thorough washing of hands according to CDC Guidelines.
  - Hands will be washed with soap and water for at least 20 seconds after each session and especially after sneezing, coughing, blowing one's nose, or touching one's facemask.
- Provide hand sanitizer stations equipped with hand sanitizer that contains at least 60% alcohol.
- Routinely clean and disinfect\* all workspaces and materials. In addition to the regular cleaning and disinfecting practices that our staff participate in, we will also begin cleaning and disinfecting the following materials between each session:
  - Tables/desks
  - Chairs
  - Doorknobs
  - Light switches

- Countertops
- Phones
- Keyboards
- Laptops
- Faucets and sinks
- Writing materials
- Increase the daily cleaning and disinfecting practices that occur nightly within our office.
- Require staff to supply their own writing materials.
- Implore that clients bring their own writing materials to limit the amount of shared materials within the office.
  - If a client is unable to provide their own writing materials, any materials that they use will be disinfected after use.
- Reduce the amount of seating available within our waiting room.
- Maintain that all communications between staff and clients are easily understandable for adults and children alike.
- Provide staff and clients with resources for stress management, as high levels of stress result in the immune system's reduced ability to fight off antigens.
- Implement job rotation and staggered session times to reduce the amount of people in the office at one time.

\*The disinfectants we have available at our office are EPA-approved disinfectants against COVID-19.