

January 7, 2021

Dear Parents and Caregivers,

As cases of COVID-19 have dramatically spiked in Louisiana, I want to reassure you that Touchstone is continuing to monitor and adhere to all local and federal health and safety practice guidelines.

**Our number one priority is the well-being of our clients and our staff.**

To continue to provide a continuum of care, the following procedures are in place for the safety of all:

1. Each client receiving services at a Touchstone center will continue receiving two (2) daily **temperature checks** – one in the A.M. prior to the start of services and a second temperature check after lunch, both of which will be logged. A temperature over 100.0 will require the parent to pick up the client from Touchstone within 30 minutes of being notified.
2. **If a client exhibits COVID-19 or flu like symptoms**, the parent will be required to pick the client up within 30 minutes, and the client will not be able to return to the center until cleared by a physician. Written documentation must be given to the center prior to return.
3. Whether receiving center-based or home-based services it is important that all parents communicate with us if your child has been exposed to someone who has had flu or COVID-19 symptoms. Additionally, if your child has come into contact with someone who has traveled out of the country or even within the United States via air-travel, please communicate that to our center, as well. **Open communication is necessary to ensure the safety of all staff and clients.**
4. We are sanitizing and cleaning all our facilities daily. All staff members are required to wear gloves, protective eyewear and face shields when working with clients.
5. All Touchstone staff are required to get daily temperature checks and are also required to disclose if they have come into contact with anyone with COVID-19 symptoms or diagnosis.
6. Clients receiving services in a center will work in a designated, clearly marked spaces separated from other work areas by at least 7 feet. Clients will not congregate in common areas.
7. At this time, parent/caregiver group sessions may be conducted provided social distancing is in effect, all participants wear masks and pass the Symptom Check. In-person group sessions are at the discretion of the site supervisor.
8. Drop-off and pick-up times may be staggered to reduce contact between clients. **More information will be sent to you directly by Touchstone center staff when/if this is put in place.** Due to unexpected circumstances, client schedules may change with little notice.
9. Clients will be asked to sign a “**Consent to Receive In-person ABA Services during the COVID-19 Pandemic.**” A copy of the consent is included in this document. If you have not already returned a signed consent, please contact Angie Lanoux at (985) 446-6833 so that we may arrange to review with you.
10. All sites currently have a general “**No Visitor**” policy, although some parent/caregiver group sessions may occur (see #8.)

ABA practitioners are considered “essential workers” and are eligible for a COVID-19 vaccine during the current Phase 1 vaccine availability schedule. I have sent location and vaccine appointment scheduling information to all of Touchstone’s staff.

**I want to emphasize that it is vitally important to the well-being of your child, other children in the care of Touchstone and the staff that you immediately inform us if your child has been exposed to anyone with COVID-19 or any immediate family members are experiencing symptoms.**

Please contact us directly if you have any questions or concerns. We want to extend our gratitude to you for working with us during these challenging times to help provide meaningful services for your family. We want you to be comfortable and confident that your loved one is getting the highest quality ABA under the safest conditions.

Wishing you the best in the new year,  
Dr. Grant Gautreaux

### THIS MONTH’S FAMILY MEETINGS

Houma/Thibodaux 1/20 Group Meetings at 9:30am, 12:30pm, & 5:30pm

New Orleans 1/14 Group Meeting at 12:30pm

Baton Rouge School-aged clients 1/28 at 12:00, Baton Rouge Preschool clients 1/28 at 1:00pm – in person

Hammond 1/12 Group Meeting at 10:00am

Lafayette 1/27 Group Meeting at 10:00am

Group meetings this month, except for BR pre-school, are currently being held online. You will receive an email with a link to join the meetings.

**Join Us!** If you are unable to attend your monthly meetings, please contact Angie Lanoux at: [alanoux@tc-aba.com](mailto:alanoux@tc-aba.com) to set up individual meetings