

Maryland Return to In-person Car Seat Inspections Plan

KISS In-Person Car Seat Appointment Considerations

The following resuming operations plan is to be used by the Kids in Safety Seats (KISS) program staff to prepare for and resume field operations that were postponed due to the COVID-19 emergency. KISS staff will gradually begin incorporating in-person car seat checks to their scheduled workload when the following have been resolved and in place.

Additionally, this document will also be used as a template for volunteer organizations and Child Passenger Safety Technicians interested in resuming in-person car seat events throughout the State.

The goal of this plan is risk reduction. Car Seat appointments are conducted inside a caregiver vehicle, with CPS Technician (CPST) Volunteers sitting directly next to the caregiver, typically for 45-60 minutes per car seat. To shorten the appointment time, caregivers must complete a video appointment prior to scheduling an in-person appointment. Topics to be discussed during the video appointment are:

- Crash and recall history
- Seat selection
- Harnessing/adjusting for growth
- Installation basics
- Next steps/best practice

Personal Protective Equipment (PPE):

- Facemask
- Eye Protection
- Disposable Isolation Gowns
- Shoe booties

Supplies:

- Lysol or other disinfectant spray that will not damage vehicle seat
- Hand sanitizer

- Paper towels
- Disposable gloves
- Magnetic Signs
- Trash Bags
- Tablets
- LATCH Manual
- Clipboards
- Pens
- Dolls (if needed)

Standard Precautions

Inspection site has the ability to:

- Host event indoors
- Provide hand washing area with soap and paper towels
- Offer two lanes – alternating the use of each lane every hour
- Keep bay doors open
- Dispose of waste safely

The Event Coordinator will:

Prior to event date, advise Volunteers:

- To conduct a health self-assessment questionnaire and advise the Event Coordinator if unable to participate in the event (to be provided in the email).
- Advise there will be a COVID CPS Technician Acknowledgement to sign.
- To arrive on time to attend the Team Pre-event meeting.
- To bring a separate set of inspection clothes and shoes to wear during the event and to launder those clothes immediately upon returning home.
- To secure hair away from the face.
- To wear a face mask/covering at all times (mask must completely cover mouth and nose. Masks can be provided at the event).
- To wear light clothing, as gowns will be provided and may make it difficult to tolerate warmer temperatures.
- To practice hand hygiene (prior to donning mask, between every appointment, and end of the event).
- To avoid touching eyes, nose, and mouth.
- To practice respiratory hygiene, cough etiquette, and hand hygiene throughout the duration of the event.
- To maintain physical distancing with other caregivers, Technicians and Senior Checkers outside your assigned station.
- To immediately take a shower, upon returning home

Prior to the event date, advise Caregivers:

- To allot 15 minutes to disinfect the vehicle before the inspection time - Late arrivals may result in canceled appointments and no drive-ups will be accepted.
- To thoroughly read “Seat Check Information Sheet” before arriving to the event as it explains what the caregiver should expect upon arrival and during the appointment. The sheet will inform caregivers of the following:
 - Completion of the health self-assessment questions (symptoms prior to and day of the event at check-in).
 - Only one vehicle and one caregiver per family will be allowed to attend the appointment.
 - Children may not be present.
 - Appropriate face mask/covering required (mask must completely cover mouth and nose).
 - Advise there will be a COVID Caregiver Acknowledgement to sign
 - Measures to ensure their safety (hand hygiene practice, eye protection, disinfecting rear vehicle seats).
 - Procedures prior to inspection
 - ask caregiver to exit the vehicle prior to the appointment so volunteers may use disinfectant spray on back vehicle seats and head restraint. (Insert spray name and explain it is recommended by dealerships for its ability to dry clear, spotless, it will not damage cloth or leather vehicle seats).
 - If breathing issues among caregivers, please advise the Volunteer as to whether cleaning solutions may affect them.
 - Process to report back to KISS (contact info will be in letter) if s/he develops COVID-19 symptoms within two weeks after the appointment.

Day of event:

- Keep vehicles at least six feet apart to keep caregivers separated; spaces will be boxed in with cones.
- Limit each event to a max of 10 people per site.
 - Assign roles of team
 - One CPST per one caregiver
 - One assigned Senior Checker per CPST
 - One check-in person per event
 - Conduct pre-event meeting to:
 - Remind CPSTs that NO drive-ups will be accepted.
 - Have Volunteer/staff complete self-assessment, record info on sign-in sheet.
 - Review appropriate and recommended PPE and how it is donned.
 - Assign stations and Senior Checker.

- Practice hand hygiene between each caregiver appointment.
- Advise Volunteers speak to their designated Senior Checker if they develop any concerns or need a break.
- Review the standard precautions for PPE use in hot vehicle environments. Advise the assigned Senior Checker if feeling uncomfortable.

Standard Operating Procedure (SOP):

- Post signage advising caregiver to not enter the event bay if they are sick or symptomatic.
- Designated Check-in Volunteer member will don PPE, greet and check-in the caregiver.
- Check-in Volunteer will ensure PPE compliance, go through verbal symptoms check, have caregiver sanitize hands and provide caregiver a tablet to being complete Digital Check Form and COVID-19 Acknowledgment.
 - Provide spare PPE for the caregiver with insufficient or missing PPE
- Request caregivers open the windows, add bag over car seat(s), and step out of the vehicle for disinfecting spray.
- Gently mist head restraint, vehicle seat, webbing, buckles and floor with QAT solution and allow to dry 10 minutes while caregiver completes the inspection form and their COVID Acknowledgement.
- Direct caregiver to keep the tablet with them, enter the designated inspection station, turn off vehicle's engine, keep windows and doors opened at all times
- CPST greets caregiver and begins installation inspection process, requests senior checking when complete. Other components have already been addressed during video call.
- After double checking the inspection, the Senior Checker:
 - Directs the caregiver out of the event bay.
 - Wipes down the tablet and returns it to the check-in table.
 - Ensures all resources on the Tech Table are wiped down between appointments.
- CPST and Senior Checker doff PPE, dispose of used PPE in trash bag and conducts appropriate hand hygiene practice between appointments.

Interim Guidance Feedback, Review, and Updates

- Make notes for the process and experience of car seat events to share monthly with KISS of reviews of procedures and PPE usage.
- The information that Event Coordinators shares with KISS will be discussed and any modification to this protocol will be made as needed.