

In Person Assessment Protocol

1. Service provider will call and schedule an appointment with the parent of the student to be assessed (specific location, date and time). Caregiver should be told that there will be a brief questionnaire, temperature checks and masks are required before gaining entrance. A 6 foot social distance should be maintained between the service provider and student/ caregivers.
2. Service provider will meet student and caregiver at the front of the agreed on location/site.
3. All parties will have temperature checked (caregiver, student and service provider).
4. Service provider will complete the brief questionnaire with the caregiver.
5. Service provider will apply hand sanitizer to student.
6. If student and care provider complete the questionnaire and have no elevated temperature or symptoms they will be walked to the assessment area with the service provider. Caregiver will need to wait outside of the school building. Service provider may want to take a phone number to make contact after assessments are completed.
7. Assessments will be conducted using face shields for both parties or masks if they do not impede with the service provider being able to hear the student answers. Portable guard will be used in between service provider and student as another layer of protection. If a student is unable to wear a mask or a shield or exempt the assessment can continue using social distancing and staff use of a face shield or mask and sneeze guard.
8. The service provider may want to consider conducting the assessment outside (weather permitting). Should outside not be an option a conference room or larger room (other than office space) should be used.
9. After assessments student will put back on their mask, remove the face shield and will be walked out of the site by the service provider back into their caregivers custody, at the previous drop off location/site.
10. When possible the area/room that was being utilized should be left vacant for a period of time before reentering although there are no CDC guidelines indicating appropriate length of time. Service provider will spray down area and any tools, manipulatives, items that were used during the assessment following the disinfectants directions.
11. Time in physical contact with caregivers should be limited in person and any follow up conversations should be held virtually or by phone.

*** The above protocols are for 1:1 assessment purposes and will change when students are allowed back at sites for direct instruction. Changes to the protocol may change as conditions change.**