

### **EI Process for Limited In Person Instruction /Therapy Appointments**

- During the scheduling phone call, the service coordinator will inform the parent that only one person can accompany the child to the appointment, masks will be required and that an EI staff member will meet them in the lobby for sign in, hand sanitization, and masking.
- EI staff member will use provided disinfecting cleaner to clean the space prior to engagement in the In Person Instruction process.
- When the appointment time occurs, parent will be greeted in the lobby of SCESD following social distancing by EI staff member who will be completing the In Person Instruction
- EI staff member will complete the SCESD arrival screening process with the parent guest and with the child.
- Once arrival screening has been completed and family is signed in, parent and child will be escorted down the hall following social distancing to the designated room.
- Each intake/evaluation room will be labelled with Maximum occupancy for that space allowing 35 sq. ft. per person for social distancing. Maximum occupancy will not be exceeded at any point in time during an intake or an evaluation process
- EI staff member and parent will be seated 6 feet apart.
- EI staff member will wear appropriate agreed upon PPE provided by SCESD in addition to the mandatory face covering (mask or shield) to mitigate any need for proximity to the child that is less than 6 ft. apart.
- Any item, toy, manipulative used during the In Person Instruction will be placed in a container labelled “to be sanitized” prior to next session.
- Parent and child will be escorted back to the SCESD lobby to sign out.
- Upon ending the In Person Instruction, the EI staff member will clean any surface that was utilized using the provided disinfecting cleaner.
- Hand sanitizer will be available to staff, parent, and child throughout the interaction.