



Evaluation Protocol for Face to Face Clinic Evaluations at Racker Sites

1. When scheduling an evaluation, scheduler will explain enhanced safety protocols. Enhanced protocols will also be sent with the appointment reminder.
 - a. Includes up to date screening questions for COVID-19 as well site based precautions
2. Family will be called prior to evaluation. This will include:
 - a. Appointment reminder
 - b. Reminder that only one person can accompany the child on site (that includes no additional young children)
 - c. Masks are required for adults (If they do not have one, one will be provided for you)
 - d. Self- Screen Questions
 - e. Reminder about the process for screening when they arrive
 - f. Questions
3. Front desk) will be given list of evaluations for the day with names and times.
4. Front Vestibule Setup:
 - a. Table set up with appropriate protocols
 - b. Signs that indicate how to perform the self-screen (see Racker Policy)
 - c. Contactless Thermometer and gloves
 - d. Hand sanitizer
 - e. Additional face masks
 - f. Self-Screen Log and pen
 - g. Floor indicators to mark 6ft spacing
 - h. Plastic Bin for any additional paperwork

DAY OF EVALUATION:

All members of the evaluation team will perform a self screen upon entering a Racker building in accordance with all Racker Policies and ensure appropriate hand hygiene is performed and adhere to mask wearing policies.

1. Family arrives on site
 - a. Family will buzz in
 - b. Evaluator should be aware of schedule and to the best extent possible greet the family at the door from safe distance to help explain screening procedure if necessary
 - i. Front Desk person will contact evaluator if needed
 - c. Adult and child will follow our Racker entrance procedure (read policy for full details): hand sanitize, temp, log
 - d. Evaluator will come to the vestibule
 - i. Evaluator must follow appropriate hand hygiene before and after each evaluation
 - ii. Arrive at the front with a mask on to greet families

- iii. *Please Note: Evaluator's should read screening questions out loud to the family*
 - 1. If any member of the party has a positive COVID screen we will promptly ask the family to exit the building and follow up with their local health provider/health department as per Racker Policy . We will offer the ability to reschedule the evaluation and our Evaluation Coordinator will follow up with a phone call to reschedule.
 - 2. Evaluators should follow up with a supervisor is there are any questions:
 - a. Wilkins: Anne Schneider
 - b. Cortland: Anne Schneider, Sonia Ferro
 - c. Washington-Gladden: Anne Schneider
 - i. If possible have child wash hands or use hand sanitizer
 - i. If using Wilkins bathroom will need a step stool for child to use
 - ii. If using daycare classrooms then they can wash in the classroom with parent assist
 - j. Evaluator takes family to the evaluation space
- 5. Evaluation Spaces
 - a. Wilkins: Small Learning Center and daycare room
 - i. If using outside space (outside the daycare classroom) you would have to ensure to maintain confidentiality, if this is not possible then must be done inside
 - b. Cortland: Daycare Classroom or Evaluation Room (possibly extra daycare room)
 - c. Washington Gladden- Large Conference Room
 - 6. Evaluation Procedure
 - a. Please ask family if their contact information is up to date.
 - b. Ensure that family member wears mask throughout the entire evaluation. If possible, please have child wear mask when it is appropriate during the evaluation session.
 - i. If the adult is having difficulty wearing a mask, they will be offered the opportunity to wait outside for the duration of the evaluation.
 - ii. Masks must be work over the nose and mouth, signs will be posted about appropriate mask wearing
 - c. Room set up (this will depend on Type of Evaluation)
 - i. Table with divider
 - ii. (optional) Second table without divider
 - iii. 3 Chairs: 2 on either side of table, 1 for parent either next to child or set up at a 6 ft distance depending on need
 - iv. Mat for the floor if child needs to lay down
 - v. Materials need for the evaluation, keep other toys to a minimum
 - vi. Used toy bin
 - vii. Evaluation Protocols
 - viii. Cleaning materials placed out of reach of the child
 - d. Evaluator PPE
 - i. Required: face mask
 - ii. Suggested: Gloves and face shield depending on needs of evaluation/child
 - iii. When donning/doffing face mask please follow Racker policy to decrease contamination

1. Cloth face masks should be touched only by ear elastic or ties and placed into individual bin with exterior facing up
 2. Evaluators will be trained on PPE wear and sanitizing
- iv. Gloves will be disposed of after each evaluation
- v. Evaluators must follow appropriate hand hygiene immediately after doffing PPE
- e. Equipment Management
 - i. Please use the used toy bin to place objects in after the child has touched them and there is no more need for them during the evaluation.
- f. Physical Distance
 - i. Maintain physical distance with caregiver and child to the best extent possible
 - ii. If 2nd evaluator present, maintain physical distance to best extent possible
 - iii. Utilize markers on the ground to assist with placement of chairs and to help identify 6 ft. distance
7. Evaluation Complete
 - a. Family will need to sign out before leaving the building
 - b. Evaluator will disinfect the room as needed Racker policy will need to be followed for cleaning and disinfecting
 - i. Tables, chairs, doorknobs, evaluation materials, etc
 - ii. Ask for assistance as needed to meet timelines
 - c. Ensure that basket of cleaning supplies and additional PPE is stocked for next evaluation. If more supplies are needed please reach out to Evaluation Coordinator or Supervisor to assist.