



Face to Face Itinerant Services at Racker Site Guidelines

1. When scheduling a session, therapist will explain enhanced safety protocols.
 - a. Families will be asked to enter in through the main doors at Racker
 - b. Reminder that only one person can accompany the child on site for screening (that includes no additional young children)
 - i. Parents will not accompany children into session, they will be asked to wait in car.
 1. Exceptions- First Session or Parent Training session
 2. Please note: once family is familiar with the process, screening process will take place outside the main doors. Therapist would need to don gloves and have contactless thermometer when greeting family. Take child's temperature and ask family screening questions. Therapist would then log this on the COVID screening log at the front desk
 - c. Masks are required for adults (If they do not have one, one will be provided to her/him); children are encouraged to wear masks if medically able and can tolerate
 - d. Ask family to screen for any symptoms of COVID prior to traveling to site (see Racker screening questions for most up to date list)
 - i. Call to reschedule if positive for symptoms of COVID
 - ii. Traveled out of state to any of the states on NY's travel list
 - iii. Been exposed to anyone with known or suspected COVID
 - e. Tell them process for screening when they arrive
 - i. They should arrive at designated time, not early. If they arrive early, please ask them to stay in their car until their scheduled time
 - ii. Therapist will greet them at the door
 - iii. Temperature will be taken and screening questions asked
2. Front desk person will be given list of therapy sessions for the day with names and times.
3. 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
4. Family arrives on site
 - a. They will buzz in
 - b. Therapist 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 therapist, if therapist not at front desk

- c. Adult and child will follow our Racker entrance procedure (read policy for full details): hand sanitize, temp, log
- d. Therapist will come to the vestibule
 - i. Therapist must follow appropriate hand hygiene before and after each session
 - ii. Arrive at the front with a mask on to greet families
- e. If possible, have child wash hands or use hand sanitizer (no hand sanitizer under age 2)
- f. Therapist takes child to the treatment space

IMPORTANT: If a child or family member cannot pass all of the screening questions they will not be admitted for session. Family will be asked to leave, recommend that they follow up with their family doctor, and reschedule once they are cleared.

5. Session Procedure

- a. Therapist PPE
 - i. Required: face mask
 - ii. Suggested: Gloves and face shield depending on needs of session/child
 - iii. When donning/doffing face mask please follow Racker policy to decrease contamination
 - iv. Gloves will be disposed of after each session
 - v. Therapists must follow appropriate hand hygiene immediately after doffing PPE
- b. 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 session.
- c. Physical Distance
 - i. Maintain physical distance with caregiver and child to the best extent possible
 - ii. Utilize markers on the ground to assist with placement of chairs and to help identify 6 ft. distance

6. Session Complete

- a. Therapist will need to sign child out before leaving the building
- b. Ask Family to meet therapist outside front doors at the designated end time of each session
- c. Therapist will disinfect the room as needed Racker policy will need to be followed for cleaning and disinfecting
 - i. Tables, chairs, doorknobs, materials, etc.