

PTS Proposed Process for Risk Mitigation During the COVID-19

Purpose:

The purpose of this document is to provide public health information to school-based independent contractors of PTS based upon the guidance issued by the Pennsylvania Department of Education (PDE) for the phased re-opening of pre-K to 12 schools. This document is intended to convey minimum standards. PTS-affiliated professionals are to defer to the standards of their assigned work location(s), should they exceed the requirements contained herein.

Health and Safety Considerations

The following health and safety considerations were taken directly from the [Preliminary Guidance for Phased Reopening of Pre-K to 12 Schools](#) published by the Pennsylvania Department of Education. Guidance specific to public health is provided for each consideration.

Therapist Guidelines:

- Mandatory temperature check at home before leaving for work. If your temperature is above 99.5 degrees, you must stay home. (See below for “staying home” instructions).
- Masks are mandatory for the full duration in which you are on site and should be removed only when you are eating, drinking, or in a ventilated space independent of others.
- Please ensure you and your student both wash/sanitize hands before and after sessions. If you work with multiple students in a classroom, all parties should wash hands at regular intervals (i.e. every 30 minutes).
- Consider any materials that can be easily disposed, wiped down, and/or sanitized. Avoid fabrics/materials that are unable to be immediately cleaned.
- Consider individual, student-specific storage bags/containers for therapy materials.
- Check with Administration to ensure you have the needed disinfecting and sanitizing supplies. If your program is unable to provide supplies, please be prepared with your own sanitizing options to aid in the safety of you and your students. *Please allow extra time when scheduling to accommodate cleaning in between sessions. Document this time as indirect to the student, following billing guideline parameters.
- For those planning travel to, or returning from, areas identified as reporting high numbers of Covid-19 cases, local governors have issued a voluntary recommendation for 14-day quarantine. Everyone is responsible for being informed of his or her school program’s policy regarding travel, travel disclosure and post-travel quarantine requirements. Using techniques such as wearing face masks, social distancing, and quarantining after travel to the listed states limits the spread of COVID-19 for the benefit of family, friends, and fellow citizens.
 - If you are not experiencing symptoms, you should:
 - Email your building principal, secretary, and teachers letting them know that you were exposed and will be absent.

- Email your PTS Clinical Director **and** Theresa Lyons if you're a PA therapist and Treasa Denney if you're a DE therapist.
- Plan to deliver asynchronous therapy services to your students by sharing resources and activities with your teacher.
- If you are notified by your administrator that you can do live sessions via zoom with your students, you can plan to do so.
- Stay in communication with your school and PTS! If you become ill and experience symptoms, please notify the appropriate parties right away.

For most up-to-date information regarding your district's plan, please

visit:

<https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/ReopeningPreKto12/SchoolHealthandSafetyPlans/Pages/default.aspx>

For the most up-to-date general school guidelines, please go to the PA Department of Education updates using this link below:

<https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/ReopeningPreKto12/PublicHealthGuidance/Pages/default.aspx>

https://www.doe.k12.de.us/cms/lib/DE01922744/Centricity/Domain/599/ddoe_returningtoschool_guidance_final.pdf

Recommended Supplies List:

1. Cloth masks and face shields (adult and student resources)-
<https://www.sensacalm.com/collections/face-masks>
<https://www.autism-products.com/product/sensory-friendly-protective-fabric-mask/>
<https://funandfunction.com/the-social-mask.html>
2. Sanitizing wipes/spray
3. Clothing protector (e.g., scrubs, button down shirts that can easily be changed)
4. Non-latex gloves (in case you need to help a student with their mask or eating, etc.)
5. Shoe "booties"
6. Storage containers/bins
7. Plexiglass dividers

Proposed Plan for Specialists Conducting Evaluations July-TBD 2020 in Light of COVID-19

Note:

This plan is only for the assessments that require direct testing and is intended to serve as guidance only. All districts have final approval of evaluation schedules and procedures.

Scheduling of Students:

- Check with your district/school for individualized instructions

Preparation:

- **Materials needed:** disinfectant, sneeze guards, face shield, mask, gloves, unsharpened pencils or straws for pointing
- The testing space will be cleaned daily by the custodial staff.
- The following must be communicated to the parent/guardian:
 - Detail of testing procedures and protections that will be adhered to by staff and required of students and families.
 - The evaluator will discuss with the parent/guardian all procedures.
 - Evaluator will meet parent/child at front of building.
 - Parents/guardians will be contacted the day before the appointment and the clearance questions (below) will be asked. If they answer yes to any of the clearance questions, the appointment will be cancelled.
 - Clearance questions will also be asked of parent on day of appointment upon arrival. If they answer yes to any of the clearance questions, the appointment will be cancelled.
 - If the evaluator has any symptoms of illness, they will contact their Special Education Program Coordinator who will cancel all appointments. The District's PTS Clinical Director should also be notified so a new evaluator can be assigned to that student's case. Also, the evaluator must then follow the quarantine guidelines listed in the first section of this document.
- All materials and surfaces will be sanitized before and after an appointment:
 - All surfaces touched by the student (i.e. desk, chairs, doors, manipulatives, all testing materials, stimulus books, and response booklets).
 - The student will not open any doors. The evaluator either leaves the door open or opens and closes it, taking requisite precautions.
 - The free-standing desk sneeze-guards may be available upon request. Contact your Special Education Program Coordinator to procure a sneeze-guard.
 - Evaluators will wash hands before and after they meet the student/family and during the testing session as needed.
- Materials will not be touched after they are disinfected and prepared.

Testing Session Procedures:

- Evaluators will meet parent/student at the door of the designated building wearing a mask and maintaining social distance.
- If parent/guardian will be staying, they will be shown where to sit and asked not to interfere with the assessment. They will be required to wear a mask at all times.
- Students will be informed of the procedures when they arrive (i.e. refraining from touching anything and using a pencil to point).
- During testing, the evaluator may remove his or her own mask, only if necessary, and replace it with the face shield. The evaluator will remain as far apart from the student as is practical. Doors will remain open to the extent possible.
- Transparencies will be used over stimulus book pages.
- Students will be encouraged to point using a pencil rather than touch stimulus books.
- New pencils that have not been touched will be used. The student will keep the pencil after testing is completed.
- Examiner will take responsibility for turning stimulus book pages while wearing gloves.
- Assessments requiring a different set up will be discussed with the supervisor. At all times, staff is to remain at a social distance. If parents/guardians can be included in the assessment (for those younger or more impaired students), they will be informed of expectations and requirements for social distance.
- Once a student is finished with a set of testing materials, the materials will be cleaned by the evaluator.
- All variations from standardized testing practices will be noted in the evaluation report.
- If a student uses a restroom, please have parent escort. Have them use hand sanitizer when they return.