Personal Protective Equipment (PPE) Evaluation and Training Process - In-Person Services

1. Once the IEP team has determined that in-person services are necessary, the case manager completes the in-person service request form.

2. Health Services will take input from various stakeholders to determine the level of PPE needed to mitigate the risk of COVID transmission.

3. The school is notified that the request for in-person services has been approved by Health Services.

4. The school leadership will work with the building team to determine staffing for delivery of service.

5. Staff determined to provide in-person services will be notified of a training date and next steps. The registration link for the in-person Health Protocol training will be sent, and staff should register within 24 hours.

6. Building-level or designated nurse will train designated staff on:
   - Daily student attestation process and record maintenance
   - Personal protective equipment with return demonstration
   - Drop off/pick up procedures
   - Isolation room protocol
   - Process for responding to student symptoms
   - Cleaning and disinfection

All staff must have completed the mandatory online 2020-21 Health and Safety Training: Reducing the Risk of COVID-19 Transmission in the Workplace.

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