

## **Illness and Attendance Policy for Children's Services**

Your child's health and safety is our highest priority. The following outlines our updated protocol that will allow your family and our staff to remain safe when providing face-to-face services. Outlined below is the protocol that will be followed by our therapists and the families we work with.

### **Illness Policy**

ANY child or adult who exhibits an obvious illness should notify their therapist with as much notice as possible to switch to telehealth, reschedule or cancel their session. Children showing any of the following symptoms cannot participate in face-to face services:

FEVER	VOMITING	COVID-19
DIARRHEA	SKIN RASH	RSV
SORE THROAT	PINK EYE	

Protocol for receiving face-to-face services:

- Oak Leyden therapists will discuss with the caregiver what their preference is for mask wearing during the evaluation or direct therapy services.
- Therapists will complete a health screening with each family prior to each face-to-face session.
- If a family answers that the child or family member is displaying any of the symptoms or illnesses listed above, the face-to-face session will be switched to telehealth.
- When services are provided in the childcare setting, the provider will learn and follow the site's protocol for EI visits including site's screening procedures, PPE requirements, and outlining a process for canceling the visit if needed.

Protocol for notifying families and Oak Leyden Therapists of positive COVID-19 cases and returning to in-person services after a positive COVID-19 case:

- Oak-Leyden will immediately notify parents/caregivers if their therapist has tested positive for COVID-19.
- Families are expected to immediately notify Oak Leyden Therapist if someone in their home tests positive.
- Oak Leyden therapists and families who have tested positive for COVID-19 should self-isolate at home and not resume in-person services until they have been fever-free for at least 24 hours without being given fever-reducing medications, have had improvements in their symptoms, AND have had at least 5 days pass since their symptoms first appeared.

Children and others present in the home environment should be free of the above symptoms or on medication for a minimum of 24 hours before attending scheduled appointments.



### **Attendance Policy**

Consistency is extremely important for your child's continued progress. Should a child/family not be able to keep their appointment, we ask you notify your therapist as soon as possible. If a child/family misses an appointment without a call, the Program Coordinator will contact the family to determine the need for schedule changes or service reductions. If a family misses two appointments, the family and their Service Coordinator will be notified about the possibility of their appointments being forfeited. If a family has three no shows or chronic absenteeism, the family and Service Coordinator will be notified and given 30 days' notice that their appointment is forfeited. Extreme family circumstances should be brought to the attention of the Program Director. If a family loses their appointments, they should go through their Service Coordinator to obtain services from another provider.

Thank you for adhering to our guidelines put in place to ensure the health, safety and consistent attendance for your child. By signing below, you are acknowledging you have read and will follow the Illness and Attendance Policy put in place by Oak Leyden.

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Signature

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Date