



COVID-19 Policies and Procedures

During the COVID-19 Crisis, the Zarlenigo Foundation Learning Evaluation Center has adopted new policies and procedures to ensure the safety of both our evaluators and clients. Please read the following requirements and sign below to ensure your agreement.

Intake Meeting

- All parent intake meetings will occur virtually through our doxy.me platform. You will receive an emailed link to complete at least 24 hours prior to your scheduled meeting.
- Please complete all four intake Google form links (Contract, COVID policies/procedures, Release of Confidentiality and Developmental History) emailed to you by your evaluator prior to your intake meeting.

Testing

- You will receive a link via email to a Google form health screener **24 hours** before your initial testing date. You must complete this survey prior to each of your scheduled testing dates. Failure to complete the health screener **at least one hour** before your testing date will automatically result in a rescheduled testing date.
- Only one parent should arrive with their child to the testing sessions. You will not be permitted to wait in the building while testing is occurring.
- Please call or text your evaluator when you arrive in the parking lot and remain in your car until they respond. You will meet your evaluator at the designated entrance of Havern School.
- Once you enter the building, your child will have their temperature taken. A temperature of **100.4° F** or higher will not be permitted access into the building and testing will be rescheduled accordingly.
- You are encouraged to bring a cloth mask for your child to wear during the assessment. If you do not have a mask for your child, one will be provided. Hand sanitizer will also be provided and used throughout the assessment. If you wish to walk your child down to the testing room, you will also be required to sanitize and wear a mask.
- During testing, your evaluator will maintain a six foot distance from your child whenever possible. They will occasionally sit closer for subtests that do not permit distance or when manipulatives are involved. A plexiglass barrier will also remain on the testing table to separate your child from the evaluator.

- All surfaces and testing materials will be cleaned and wiped immediately prior to and after the assessment. Similarly, the bathrooms at Havern School are cleaned regularly by a professional cleaning staff. The windows will remain open in the testing room to ensure air flow.
- Please bring a water bottle or snacks for your child if desired. They will be required to wash their hands before and after eating a snack.
- Testing may be broken up into two half days to reduce the duration time. This will be arranged during the scheduling process with your evaluator.

Feedback

- All feedback meetings will occur on the doxy.me platform. Similar to the intake, you will be emailed a link to the meeting and a copy of the report at least 24 hours ahead of time.

Additional Information

- The Zarlengo Foundation Learning Evaluation Center will continue to monitor the evolving COVID-19 situation and make adjustments or closures as needed. If your testing date is cancelled, we will work with you to reschedule it as appropriate.
- Similarly, you may experience delays in your report or feedback time due to mandated closures. We will update you if this is anticipated.

By signing this document, I agree to abide by the above stated policies and procedures. I also understand that testing may be rescheduled and/or cancelled at any time if the evaluator feels it's appropriate to do so. Similarly, I maintain the right to cancel my assessment at any time prior to the intake session or reschedule the testing date as needed.

Print Parent's Name

Print Child's Name

Signature of Client/Legal Guardian

Date