

New York City Department of Education Guidance for In-Person Special Education Itinerant Teacher (SEIT) Services during COVID-19 Pandemic

Beginning July 13, 2020, the New York City Department of Education (DOE) will allow approved Special Education Itinerant Teacher (SEIT) services to be provided in-person, at a location within New York City consistent with the student's Individualized Education Program (IEP) recommendation.

Providers and agencies must follow the *Procedures for Arranging In-Person SEIT* (below), and must develop and implement protocols in accordance with the *Provider and Agency Requirements for In-Person SEIT* (below), as well as any other relevant guidance issued by the NYS Department of Health or NYC Department of Health and Mental Hygiene.

Procedures for Arranging In-Person SEIT

Contact the parent of each child assigned to your agency and inform them that:

- In-person SEIT can now be provided
- Remote SEIT is still available and preferred at this time
- For in-person SEIT, parents would need to provide consent and agree to follow specialized protocols for the health of all involved

Document the conversation with the parent, including the parent's decision, and maintain this documentation.

If the parent requests in-person SEIT, discuss the [Consent for In-Person Special Education Itinerant Teacher \(SEIT\) Services](#) form with the parent.

- Consent must be obtained before the day of the first in-person SEIT session. Consent may be obtained by email.
- The parent can consent by email to the provider, either by sending the signed form, or by stating in the email that they have reviewed the consent for in-person SEIT, agree to the conditions in the consent form, and want the SEIT services to be provided in-person.
- The consent must be maintained and sent to the CPSE.

SEIT may be provided at an early childhood program selected by the parent or a child care location selected by the parent within New York City consistent with the IEP and applicable health regulations.

Group SEIT IEP recommendations may be provided as per the IEP or individually. Individual SEIT IEP recommendations may only be provided individually.

If a family is interested in in-person SEIT but your agency does not have a provider available for in-person service, contact the CPSE.

Provider and Agency Requirements for In-Person SEIT

Implement Health Plan:

All SEIT agencies must put a plan in place that complies with all city and state guidance around physical distancing; personal protective equipment; hygiene, cleaning and disinfection; and screening as described in:

- The NYC Health Department's [COVID-19: RESTART Guidance for Businesses](#): Consult the section applicable to the NY Forward Phase during which the provider is initiating or resuming in-person services or general operations.
- The NYSDOH's [Interim Advisory for In-Person Special Education Services and Instruction During the COVID-19 Public Health Emergency](#) (June 8, 2020)
- The NYSDOH's [Child Care and Day Camp Programs Guidelines](#)

We encourage all providers and families to avail themselves of COVID-19 diagnostic testing. Tests are free at NYC Health + Hospital testing sites. Visit nyc.gov/covidtesting for more information.

Face Covering Requirements

All SEIT providers must wear a face covering during the entire course of the session.

SEIT providers may supply alternate face coverings (such as face shields that are transparent at or around the mouth) for activities that require visualization of the movement of the lips and mouth. These alternate coverings may also be worn by the SEIT provider, for children who benefit from being able to see more of the SEIT provider's face (for example, due to a hearing impairment).

Everyone who will be present for the session and is 2 years or older must wear a face covering if it can be tolerated.

SEIT providers should monitor children's ability to keep the face covering/mask on and adjust intervention strategies to best meet children's needs.

Physical Distancing

To the extent possible while maintaining the efficacy of the intervention/service, SEIT providers should generally attempt to keep 6 feet of physical distance from the child and any other person present. This may not be possible, especially in group SEIT situations.

Anyone who is not participating in the session must maintain at least 6 feet of physical distance from others who are not members of the same household.

Make sure that family and staff groupings are as static as possible by having the same group or individuals consistently interact.

Healthy Hand Hygiene Before, During and After Session

All providers must put plans in place to make sure that:

- All parents, students, and others present for the session wash their hands for at least 20 seconds using soap and water or use a hand sanitizer that is at least 60% alcohol before and after the session.
- All SEIT providers wash their hands for 20 seconds using soap and water or use an alcohol-based hand sanitizer that is at least 60% alcohol before and after each session.
- All SEIT providers who practice more hands-on interventions/services should put on gloves and leave them on for the entire session.
 - Leave gloves on until the end of the session. Remove by grasping the inside of the wrist end and pulling inside-out over your fingers, then discard into a plastic bag or lined trash can. Use alcohol-based hand sanitizer containing at least 60% alcohol or wash hands with soap and water for 20 seconds after removing gloves.
 - If gloves must be replaced for some reason during the session (for example, contact with stool or excessive body fluids such as saliva, mucus, vomit or urine), remove them, wash hands as described above, and put on a new pair of gloves
 - Please note that wearing gloves does not take the place of thorough handwashing.

Use of Toys and Other Materials

The practice of bringing toys or other materials into multiple homes or locations during in-person service delivery has the potential to spread COVID-19 or other infections. **Therefore, until further notice, it is prohibited to bring materials and toys (other than paper) from outside into home-based or child care settings.** SEIT providers should use materials and toys in the home or child care setting.

Required Screening Protocols

SEIT agencies must have plans to ensure that:

- SEIT providers and families implement ongoing self-screening prior to the session to determine whether they or anyone else who intends to participate in the session:
 - Has [COVID-19 symptoms](#) (e.g., fever, cough, shortness of breath or difficulty breathing, chills, muscle pain, sore throat, new loss of taste or smell)
 - Has tested positive for COVID-19 in the past 14 days

- Has been told by a health care provider or the [NYC Test & Trace Corps](#) to remain home due to being exposed to COVID-19
- Is required to quarantine based on the New York State COVID-19 Travel Advisory (<https://coronavirus.health.ny.gov/covid-19-travel-advisory>)
- **If any of the above is TRUE, the sessions should be conducted remotely, in line with the guidance issued on March 25, 2020, or rescheduled for at least 14 days out if it is not possible to conduct the sessions remotely.**
- On the day of the visit, before the SEIT provider enters the home or as part of a coordinated intake process, determine whether the child or anyone in the household:
 - Has a fever, cough, shortness of breath or difficulty breathing, chills, muscle pain, sore throat, new loss of taste or smell, etc.
 - Has tested positive for COVID-19 in the past 14 days
 - Has been told by their health care provider or the NYC Test & Trace Corps to remain home due to being exposed to COVID-19
 - Is required to quarantine based on the New York State COVID-19 Travel Advisory (<https://coronavirus.health.ny.gov/covid-19-travel-advisory>)
 - **If any of the above is TRUE, the sessions should be conducted remotely or rescheduled for at least 14 days out if it is not possible to conduct the sessions remotely.**
- If a session is cancelled due to concerns about COVID-19, the SEIT provider should call the family the night before services are scheduled to restart to confirm that it is safe to resume.
- It is important to be able to seamlessly shift back to providing SEIT remotely. In the event that the service can no longer be delivered in person, follow the guidance on remote SEIT.

While the Committees on Special Education offices are working remotely, you can get direct support from a Committee on Special Education staff member via email.

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Consent for In-Person Special Education Itinerant Teacher (SEIT) Services

Student's Name:	Student ID#:	DOB:
Address:		Apt #:
City:	State: New York	ZIP:
Name of Provider:	Phone #:	
Provider Agency:	Phone #:	

Instructions: This consent form must be completed before initiating or resuming in-person SEIT services.

I, (Parent/Guardian's Full Name) _____, consent to have my child's SEIT services provided in person. I understand that remote SEIT is still available and preferred during the COVID-19 declared state of emergency. I agree to the conditions below so that my child's SEIT services above can be provided in the safest way possible.

1. Everyone who will be present for the session and is 2 years or older will wear a face covering.
2. My child will wear a face covering during sessions unless it is not medically or developmentally appropriate or the provider determines that it significantly interferes with the service being provided.
3. Everyone present but not directly involved in the session will remain at least 6 feet away from where the session is taking place.
4. Everyone present will wash their hands with soap and water or use an alcohol-based hand sanitizer immediately before the session begins and immediately after it ends.
5. If the session is being provided in my home, I will provide the SEIT provider access to a sink, soap and paper towels to wash and dry their hands after arriving, immediately before beginning the session and after the session ends.
6. Before each session, I will monitor the health of myself, my child and others in my household for COVID-19 symptoms, such as fever, cough, shortness of breath, chills, muscle pain, sore throat, new loss of taste or smell. I will notify the agency if anyone in my household is sick or has any of these symptoms in advance of the session or when I am asked by the provider before the session.
7. I will notify the agency if any of the following occur for any member of my household:
 - a. Having tested positive for COVID-19 in the past 14 days
 - b. Being told by a doctor or the NYC Test & Trace team to remain home due to COVID-19
 - c. Required to quarantine based on the New York State COVID-19 Travel Advisory (<https://coronavirus.health.ny.gov/covid-19-travel-advisory>)
8. If an in-person session must be cancelled and is replaced with a remote SEIT session, the remote session is instead of and not in addition to the in-person session.
9. The SEIT provider will not bring toys or materials into the home or child care location to use during the session other than paper.

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date