# Face to Face Appointment Checklist

Please note face to face appointment should only be provided where there is no clinically appropriate alternative e.g. telephone support, video assessment/therapy, lack of access to digital devices.

### Prior to booking appointment

[ ]  Ensure setting/school has submitted a completed Covid Assurances Form

### On the morning of the appointment

[ ]  Ring the setting/school on the number provided in their assurance document to confirm:

* there are no confirmed cases of Covid on the premises
* the child is in attendance and there is a member of staff to accompany them
* record the above information using the S1 Covid template

### During the appointment

[ ]  Check on arrival the site still has no positive cases and the child and staff member you are meeting have no symptoms

[ ] Ensure you have your own pen available to sign in, as well as hand sanitiser to use as required

[ ] Follow directions provided by the school/setting to enable the implementation of their Covid measures

[ ]  If it is not possible to maintain social distancing and or appropriate measures are not in place at any point, please halt the appointment there and then and return to the office base having followed appropriate infection control strategies

## After the appointment

[ ]  Clean all equipment in line with infection control guidance

[ ]  If necessary change your work top