IIID COVID-19 Remote Programs Policy
December 4, 2020

All remote programs must be approved by the Bureau prior to implementation.
A request to conduct IIID activities must:

- Be submitted in writing to Robin Strickland
- Provide a schedule for the activity
- Provide the virtual platform that will be utilized
- Include a plan to handle an emergency if one of the participants should need assistance (i.e. a fall or an emergency episode)

The agency will be notified of approval within three (3) business days of the request.

Participants Documentation Requirements:

A screen shot of the participants will be used as the sign-in sheet or an online sign-in sheet. Documentation must include the date, beginning and ending time, service, and staff/instructor signature. Documentation must be completed and maintained by the provider.
Each participant must complete the session to be counted.
A fully completed SAEF (Level 1) is required to enter the service recipient into the Roster in SAMS.

The Instructor must:

- Use a platform that successfully supports two-way communication, such as Zoom, Facebook Live, etc.
- Pre-check that each participant's immediate practice area is safe
- Be able to visually see each participant's full body for proper movement of the form
- Position themselves so the participants can see their full body movements

- Maintain and have with them a notebook containing a copy of each participants SAEF which is to include the participant's physical address, participant's phone number and their emergency contact information including a phone number in case of an emergency during class