

**Table 2**  
Mobile Robotic Telepresence Program Protocols

**Hospital**

- Develop and provide appropriate signage for the program, and adhere to all infection control and procedural guidelines.
- Work with inpatient staff to identify students eligible to participate in program (based on the district involved and the approximate length of stay),
- Approach families/patients about participation with a description of the program; obtain necessary enrollment information and consent forms from family (if research is conducted).
- Orient patient and family to the use of the tablet controller and the system in general.
- Once the student is enrolled, communicate with the appropriate school personnel (see below) to deploy the classroom robot.
- Connect with information technology (IT) staff for troubleshooting, with inpatient staff to answer any questions, and with families to gauge satisfaction and concerns.
- Log information on technical failures/concerns and any participant or staff questions/concerns.

**School**

- Upon receiving a referral from hospital staff, record data (student name, teacher name/homeroom, approximate length of stay).
- Immediately contact school building staff (including principal, teacher, and technology coordinator/IT personnel) to confirm placement of the robot in the classroom/building.
- Prior to delivery:
  - Reset, test, and charge the robot.
  - Update applications (if needed).
  - Log placement date, robot passwords, and logins.
- Meet staff and IT personnel at the time of delivery, and assist in connecting the robot to their network. Provide basic training on how to use the robot (for first-time users), and provide passwords and contact numbers for technical assistance.
- Provide instructions to staff regarding robot mobility between classes (assign a “student buddy” to chaperone). Also, allow the robot to leave class early to provide enough time to navigate through hallways without traffic.
- If the student has a regular seat in class, remove the chair and place the robot in the student’s place. Review the classroom layout to allow the robot to be able to move freely through aisles, past tables, and so on. Be mindful of classroom/building carpeting or uneven flooring that may prevent the robot from going into certain areas. Be aware that the Wi-Fi connection may not be strong enough in certain areas within the building and the robot may not work