

## TCUSD Assessment Protocol

The Temple City Unified School District provides this COVID-19 Action Plan to in order to safely participate in an IEP related assessment

### **Purpose:**

The purpose of the Action Plan is to maximize the health, safety and well-being of students, faculty, staff, and all persons entering the assessment center and minimize the risk of COVID transmission.

### **Scheduling the Assessment:**

Parents will be contacted for scheduling of assessment. Staff present will be no greater than 3 assessors (School Psychologist, Speech Therapist, Occupational Therapist) and a staff member to Check In students/perform health screenings. The student will only be with one staff member at a time.

### **Prior to the Day of Testing:**

- 1- 24 hours prior to the assessment the assessor sends the family a health screener
- 2- Assessment consent letter given to parent to sign

### **Prior to Entry- Day of the assessment:**

- 1- Parent/guardian is to text or call the assessor at the arrival of their assessment window. Parent/guardian and student are to remain in the car.
- 2- Assessor wearing a mask exits the test center to meet the family in the parking lot/location of where the parent/guardian is parked. A staff member/ assessor will ensure a health screener has been completed upon check in outside of the assessment center. If not, the assessor will complete it by asking the parent the questions.
- 3- Temperature for both parent and child will be taken before entry and documented.
  - If Student temperature is above 38°C / 99.6° F, or if Questionnaire responses indicate a risk of COVID transmission. Student will not be permitted to enter class and will be required to reschedule assessment when cleared.
- 4- Only one parent is able to accompany their child to the waiting area, but will not be able to enter the assessment room.
- 5- All assessment members, including the student, will sanitize their hands before entry.
- 6- All other assessors will call/ email parents questionnaires prior to the meeting to limit the amount of time in the assessment room.

### **During the Assessment:**

- 1- Each assessment should be completed within 2 hours.
- 2- Per CDC Guidance (see [CDC Guidance for Child Care](#)); upon arrival, the assessor will wash their hands and put on a facemask and disposable face shield. A gown could be considered if extensive contact with a child is anticipated.
- 3- Each member of the team, including the student, will be required to wear a face mask and a face shield. (Please see [Face Mask Do's and Don'ts](#)) Team members are to use hand sanitizer / wash hands using good [hand hygiene](#) throughout the day. Team members will socially distance themselves from one

another and / or from parents, staying 6 feet apart. The classrooms will be equipped with disposable face shields, masks and hand sanitizer.

4- There will be 2 assessments per room scheduled per day. After one assessment is completed, the room will be sanitized and the next assessment will follow.

**Post Assessment:**

1- When the child has left the room, the staff is to wipe down all toys/ assessment items. Toys used are to put in a container and set aside until the following day. (Two sets of toys are to be used out of an abundance of caution.)

- Assessor will then wipe/sanitize the divider, tables, chairs, and any other furniture

2- Custodians are to sanitize all rooms after the end of each day.

3- Case carrier will contact the parent to set up an IEP once all the pieces have been completed.