

October 9, 2020

Joint Communications FCEA, CSEA, and FCUSD

All Staff,

The health and safety of our staff and students is our first priority as we begin to bring students on campus and provide in-person mandated assessments. Both FCEA and CSEA have worked collaboratively with the FCUSD management team to create MOUs that address the impacts and effects of staff providing and supporting mandated assessments for our students. These MOUs were approved by the FCUSD Board of Education on 10/8/20. Our staff will follow our Guidelines for Essential In-Person Assessments.

[FCEA MOU](#)

[CSEA MOU](#)

[Addendum A](#)

Guidelines for Essential In-Person Assessments

Guidelines for Essential In-Person Assessments include:

Essential In-Person Assessments include, but may not be limited to: SpEd IEP assessments (initial, triennials, and other mandated assessments), Vision & Hearing screens.

General Guidelines:

- Perform all tasks virtually that can be done so effectively.
- Keep face-to-face time as brief as possible.
- Follow WWSP protocol.

Assessment Appointments:

- Have designated staff organizing and coordinating appointments, if possible.
- Schedule appointment with parent/guardian keeping the following in mind:
 - o Avoid distance learning times whenever possible.
 - o Schedule as close to student meal distribution times as possible.
 - o Stagger appointments to facilitate physical distancing.
 - o Assessment rooms schedule available on Google Doc

Outside Space Use:

When practicable, provide essential services outdoors, taking into consideration weather and privacy.

Room Use:

- Use a larger room whenever possible, (this may entail changing rooms from the regular assigned room).
- Keep doors and windows open when possible.
- Set up the essential service space with physical distancing parameters in place.

- Use Plexiglas shields as appropriate.
- Merv 13 filters will be installed in the HVAC system for the rooms in use.

Face Coverings

- Face coverings are required for all staff, student and family members following county health guidelines.
- Staff may use a face shield, but they are not to use in replacement of face coverings.
- If face shields are used, face coverings/mask must also be worn unless the face shield has a drape.
- Face coverings for students and staff will be made available.

Exceptions for face coverings:

- o Children younger than 2 years old.
- o Anyone who has trouble breathing or is unconscious.
- o Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance.
- o Students, teachers, and staff with special educational or healthcare needs, which may include intellectual and developmental disabilities, mental health conditions, and sensory concerns or tactile sensitivity where wearing a face covering may be difficult.
- o Students, teachers, and staff who have a hearing impairment or need to communicate to someone with a hearing impairment and seeing the mouth is essential for communication or assessment with individuals with hearing impairments or speech needs. A clear face covering or face shield with a drape is recommended at this time.

Gloves

- If direct contact is needed to be made with student(s), use of latex-free gloves is recommended for staff.
- After direct contact, dispose of gloves properly and wash hands/use hand sanitizer.
- If used, gloves must be switched between each appointment and cohort group.

Assessment Tools:

- Employ alternative tools or technologies to facilitate social distancing as appropriate to the discipline.
- Some examples:
 - o Alternative testing modalities that are quicker or do not require close contact;
 - o Smartboard to present computer-based testing instead of laptop if appropriate.

Assessment Cleaning and Disinfecting:

- Stagger appointments to ensure physical distancing, and allow time to clean between students
- Clean and disinfect testing material between students, and stagger use of materials as possible
- Clean and disinfect tables, desks, and Plexiglas between each appointment
- Refer student or parent to designated public restroom as needed

Assessment- Prior to Appointment: (Active Screening)

- Call parent/guardian the day before to review the following:
 - o Ask parent/guardian if anyone in their household has COVID-like symptoms, if yes, appointment must be rescheduled;
 - o Ask parent/guardian if they have been in close contact with anyone who has tested positive for COVID in the last 14 days, if yes appointment must be rescheduled;
 - o Review “Symptoms Check Screening Document” below to inform parent/guardian what questions will be asked. If student or family member who will be bringing student currently has these symptoms, reschedule the appointment;
 - o Ask families to not bring other people with them to the appointment;
 - o Explain, playgrounds are not open;
 - o Parents/guardians may not remain on site without prior consent from administration;
 - o Parents/ guardians will be provided with an estimated time of completion for assessment;
 - o Student and parent must always wear a face covering when on site;
 - o Families coming for an appointment will meet designated staff at a predetermined location to undergo health screening.

Upon Arrival for Appointment: (active Screening)

- Staff will meet family at a predetermined location and sign in
- All present must sign in for contact tracing
- Staff, student, and family must be wearing a face covering
- o Ask family to wash their hands or use hand sanitizer when entering the office
- o Symptom screening must be conducted, use screening worksheet below
- o Procedure for symptom screen:
 - o Take temperature and complete the form below to ensure there are no COVID-like symptoms before being cleared to remain on site for essential service.

During Appointments, Cohort, and Hybrid Instruction:

- Keep 6-feet distance as much as possible
- Face coverings/appropriate face shields must be worn at all times
- Minimize sharing of materials
- Use hand sanitizer as needed
- Use Plexiglass divider when appropriate

After Appointment, Cohort, and Hybrid Instruction:

- Staff must clean and disinfect surfaces, materials, and high touch point areas
- If gloves were worn, properly dispose
- Staff must wash their hands between each appointment and cohort group

Assessment Rooms-

Staff may sign up on the Google Form to Schedule In-Person Assessments:

Link to Elementary Google Sign up

Link to Secondary Google Sign up

Cordova Gardens Elementary School, Room 18

Rancho Cordova Elementary School, Rom 12

Gold Ridge Elementary School, Room P3 or F5

Sandra J Gallardo Elementary School, Room 24

Mills Middle School, Room 17

Folsom Middle School, Room 206

Cordova High School, Room B3 or B6

Folsom High School, Room B106