



COVID-19 In-Person Assessment Protocols

The safety of our employees, families, and visitors remain Moorpark School District's top priority. To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees and visitors, we are requiring each visitor to complete a COVID-19 Screening Questionnaire. This form will also assist with contact tracing if needed.

1. All assessments shall be by appointment only. Assessor will be responsible for scheduling appointments with the parent/guardian.
2. When scheduling appointments via telephone the following information shall be communicated with parent/guardian:
 - Only one parents shall accompany the student day of testing
 - Mandatory facial covering for student and parent will be enforced
 - Sign-in Visitor's log
 - Arrive fifteen (15) minutes prior to scheduled appointment to complete COVID-19 screening questionnaire, temperature checks, and hand hygiene
 - Share length of time of the assessment and suggest to parent child should bring a snack or lunch
 - Assessor will educate the parent on the safety precautions, PPE and disinfecting protocol the district will follow at each appointment.
3. Assessor will notify office staff of appointments and maintain a calendar with the office staff on google calendar or outlook.
4. All visitors must sign-in/sign-out in the visitor's log.
5. All visitors shall be screened daily with a temperature check and must complete a COVID-19 Screening Questionnaire and hand hygiene: visitors will use hand sanitizer upon entry and exit.
6. Temperature checks will be performed by designated staff daily at screening location.
7. If a visitor answers **YES** to any questions on a screening questionnaire, inform the visitor to call to reschedule appointment when symptoms have cleared and to follow CDC recommendations (Provide CDC handout).
8. Once cleared through the screening process the visitor will be issued a dated visitor's pass, which must be worn in plain sight at all times.
9. Visitors must practice physical distancing by keeping 6-feet (two-arm distance) at all times.
10. Only the parent, child and assessor should enter the assessment room.

- The parent will be asked to wait in the hallway however, if the child is experiencing anxiety due to the COVID 19 dynamic the parent will be permitted in the room during the assessment.
 - The parent may request assistance in facilitating the best attention if needed because the assessor will not be able to engage physically with, or in close proximity to, the child due to COVID 19.
11. Interviews may be conducted over the telephone.
 12. Observations may be conducted in the community or through Google Meet.
 13. Assessor will only assess a maximum of three (3) students per day. Hours of assessment will be 8 am to 3:30 pm.
 14. When scheduling appointments allow an additional fifteen (15) minutes in between each appointment to disinfect and properly ventilate equipment such as IPads, tables, pens/pencil, chair etc.
 15. Assessors will be required to disinfect tables and chairs, testing equipment, manipulatives, pens, and pencils after each appointment using EPA approved disinfectants.
 16. Ensure adequate hand sanitizer available in the assessment room for entry/exit of visitors.
 17. The assessor will clean the assessment area as well as manipulatives between each assessment.
 18. If parts of the assessment are conducive to being completed outside this is a viable option depending on weather and behavioral needs.
 19. Assessment tables will have a plexiglass corral installed.
 20. At the end of each day, Custodial staff will properly disinfect tables, chairs, door handles, vacuum, mop and throw trash in each room.

Staff Personal Protective Equipment (PPE)

- Staff must wear facial covering at all times during working hours inside or outside.
- Staff will have access to face shields to wear during the day.
- Staff shall wear gloves when handling documents or paperwork from outside the public.
- Maintain 6-feet physical distancing with staff and families during non-assessment time.