

Appendix A

Prior to the day of testing:

- At least 24 hours prior to the first day of assessment (where possible), the assessor sends the family (via email if possible) the Assessment Appointment Letter with the attached acknowledgement (see Appendix B), and copy of the Health Assessment Checklist that will be used each day of testing (see Appendix C).
- A newly signed acknowledgement sheet is required for each day of testing.
- All assessments shall be held at the site to which the student is assigned. The assessor shall schedule the designated school site testing room as appropriate to meet the needs of the respective assessment to take place, while still observing social distancing to the extent practicable.

Each day of testing:

- Parent/guardian and student are to report to the school front office for their scheduled appointment. While maintaining social distance, the designated staff (which may include the assessor) uses the parent/guardian checklist to assess for risk factors.
- Once the checklist is completed, including taking the student's temperature, the student is provided hand sanitizer or a place to wash their hands, and the student and staff walk to the testing room. If necessary, provide the student a disposable mask.
- Assessor uses the digital assessment platform (PresenceLearning for School Psychologists and Pearson DALs Plus) to conduct as many of the tests as are available in the program, minimizing the need to exchange materials.
- Assessor reviews the assessment process with the student and completes the assessment.
- At the student's last break in assessment, the assessor notifies the parent the anticipated end time of the assessment.
- Parent/guardian reports to the front office at the end of the assessment time to pick up their student. The Assessor will walk the student to the front office to meet the parent/guardian and will confirm the next appointment with the parent as appropriate.

Location and Environment for Testing

- The District shall designate testing assessment room(s) at each site to be used for all in-person assessments until the District is on a Hybrid or Traditional model. The testing room shall meet the following criteria:
 - A well ventilated room of sufficient size of at least 10' x 10' to allow the assessor and, unless a closer distance is necessary for the specific test instrument, student to remain no less than 6' apart from each other or separated by the plexiglass/plastic partition. This room shall be distraction-free, such as a classroom.
- Both the assessor and the student shall wear a face mask and/or face shield. (Students under 3rd grade shall be offered a face mask or shield, 3rd grade and up are required to wear a face mask (unless medically exempt with proper documentation). The assessor may also wear a face shield. Tests which require the evaluator and student to be within 6' of each other shall be administered with a plexiglass/plastic partition and persons involved shall use personal protective equipment. Gowns may be provided to assessors upon request, if deemed appropriate by the District.
- Assessor and Student shall be the only two individuals permitted in the testing room unless other staff are necessary to complete the assessment.
- At minimum, each assessment room shall contain a table, student chair, teacher's chair, hand sanitizer, sanitizing wipes, and a plexiglass/plastic divider. The Assessor shall bring assessment materials and appropriate technology.

- An appropriate indoor or outdoor space shall be provided for APE teachers to utilize for testing as needed. Outdoor testing shall adhere to inclement weather notifications/concerns sent out from Safety/Risk Management (i.e. excessive heat warning, unhealthy air quality, etc.)
- No home assessments shall be conducted until the District returns to a hybrid or traditional schedule.

During Testing:

- A designated restroom will be determined for student use.
- A student who refuses to follow established protocols and expectations will result in the termination of the session. Rescheduling of the assessment shall be required.
- In the event an assessment needs to be terminated due to inappropriate student behavior, the assessment shall be rescheduled for a time when a behavior support can be provided.

After testing:

- At the end of the assessment, the assessor will wipe down the chairs, table, and materials used during the assessment in accordance with sections 9.7 and 9.7.1 of the July 28, 2020 MOU.
- Assessor will inform administration after the last appointment to schedule custodial assistance for deep cleaning.

Appendix B

[LETTERHEAD]

[DATE]

Dear Parent/Guardian:

I write on behalf of the Hemet Unified School District ("District") regarding your child's pending assessment[s].

As you are likely aware, on August 14, 2020, the Riverside County Department of Health issued guidelines and protocols under which Districts may conduct in person special education assessments. Your child's assessment [is/was] due on [DATE]. Based upon our review of your child's records, we have determined that it is appropriate to do up-to-date testing at this time. The District has made careful considerations regarding which assessments are essential at this time.

To protect your family and that of the assessment team, the District has taken protective precautions to decrease the risk of exposure. Upon initial contact, the District will do the following:

- Verbally screen students and parents for known or suspected COVID-19 in self or close contacts;
- Screen students for fever and take their temperature upon arrival with a no touch thermometer;
- Verbally screen for cough or respiratory illness;
- Wear a face mask; your child will also be required to wear a mask if they are in third grade or older unless they are exempted from the requirement with proper documentation;
- The assessor and child will be separated by a plastic divider;
- To the extent possible, maintain a distance of no less than 6' between the assessor and the student unless the testing protocols require closer accommodations;
- Conduct the testing in a well ventilated room not less than 10x10;
- Practice and require the proper use of hand hygiene and alcohol-based hand sanitizer and/or soap-and-water; and
- Disinfect exposed and potentially contacted surfaces and all testing materials in between assessment appointments

If you are agreeable to taking part in the protective precautions referred to above, please sign the attached confirmation letter and the assessments can begin on [DATE] and [TIME], as scheduled. Please understand, if you are not comfortable with or unable to adhere to the protective measures described above, then we will be unable to conduct the offered assessments at this time. Should your circumstances change in the future, the District will remain ready, willing, and available to conduct the assessments.

Thank you in advance for your collaboration in our efforts to maintain the health and safety of your child, as well as all students and staff in the District.

Sincerely,

[NAME]

[TITLE],

ACKNOWLEDGEMENT

I declare that neither I, nor any members of my household, have any of the following symptoms in the past 14 days:

- Fever or a general feeling of discomfort, illness, or uneasiness whose exact cause is difficult to identify
- Cough, chest pain, shortness of breath
- Sneezing or runny nose
- New onset loss of smell or taste
- Headache, muscle aches
- Diarrhea, nausea, vomiting

I, _____, understand that face-to-face contact comes with an increased risk of COVID-19 infection. If my child, or anyone in my family, tests positive for COVID-19 within 14 days of my child's assessment appointment, I will contact the Hemet Unified School District directly.

I, _____, consent to bring my child, _____, for an assessment with the Hemet USD Assessment Team for the following appointment on: [DATE] at [TIME].

I do not consent to bring my child, _____, for an assessment with the Hemet USD Assessment Team for the following appointment on: [DATE] at [TIME]. If an assessment plan was previously signed for these assessments, I withdraw my consent for the pending assessment plan. I understand that by withdrawing my consent to the pending assessments it means that the District is no longer able to conduct the assessment within the applicable timelines. I further understand that I can request to restart these assessments by contacting [NAME], my child's case carrier, and that upon contacting [NAME], a new assessment plan will be provided to me for my review and consideration.

Student Name: _____

Parent/Guardian/Adult Student (Print): _____

Parent/Guardian/Adult Student (Signature): _____

Date: _____

Appendix C
[LETTERHEAD]

Student to be assessed: _____ Screener: _____

Assessor(s): _____

Date and time of intake: _____

Have you or anyone in your household had a fever in the last 24 hours? Current Student Temperature Reading: _____	YES	NO
If so, is this beyond the 14 day quarantine period for that family member?	YES	NO
Have you or anyone in your household had a runny nose or has anyone been actively sneezing in the past 24 hours?	YES	NO
Have you or anyone in your household had chest pain, or experienced shortness of breath in the last 24 hours?	YES	NO

If answered yes to one or more questions, discontinue the checklist and notify the parent and the case manager of the need to reschedule the assessment. If discontinued for three weeks in a row, send prior written notice of reasons for the denial and notify site administration and direct supervisor immediately.

The screener shall read the following expectations to the parent/student:

- During the assessment the following expectations are in place for students:
 - Students will be required to wear a mask;
 - Students will be required to remain behind the plastic protection provider;
 - Students will be required to wash their hands or use sanitizer when prompted;
 - Parents will keep their phone handy should the assessor need to contact you for any concerns/reasons.
- Do you understand these expectations as they have been explained to you?

Date of Second Attempt: _____

Date of Third Attempt: _