

Acadience Reading Testing Protocols and Procedures for COVID-19

Overview

This document provides specific protocols and procedures to maintain employee and student safety as well as a sanitized workplace for district testers as they administer the Acadience Reading Benchmarks in elementary schools during the 2020-21 school year. Except where noted, employees are required to adhere to the following protocols and procedures.

District Tester Personal Protective Equipment (PPE)

The following PPE will be provided to district testers by Jordan School District:

- Face shield
- Face mask (employees may use their own masks in addition to the one provided by the district)
- 18x18 plexiglass shield
- Disinfectant spray and paper towels
- Hydrogen peroxide spray
- Soap and water spray (for cleaning of plexiglass shields)
- Disposable gloves
- Hand Sanitizer

A Note about Chromebooks

To avoid excessive handling of Chromebooks by multiple people and to limit the amount of spread through touch, we are allowing district testers to keep and take home their assigned Chromebooks during the testing window. Please keep in mind the following:

- Damaged Chromebooks due to transport to and from work or use at home will be repaired or replaced at the cost of the district tester.
- Please do not leave Chromebooks in your car overnight - especially in hot or cold temperatures.
- Please charge your Chromebook every night.
- Please adhere to the guidelines found in the Jordan School District Acceptable Use Policy and the Jordan School District Technology User Agreement.
- *Please sign the Jordan School District Technology User Agreement and the Acceptable Use Agreement before obtaining your assigned Chromebook.*

Before Coming to Work

The following procedures must be followed each day before coming to work:

- Temperature check - if your temperature is 100.4 or higher, please stay home.
- Fill out the [online](#) Symptom Self-Check form or [print the form](#) off on a monthly basis and fill it out. If you have one or more symptoms on the form that are *new or unusual*, please stay home.
- If you have any of the symptoms listed below that are *new and unusual*, see the next section.
 - If you have one or more of these symptoms:
 - Cough
 - Shortness of breath
 - Difficulty breathing
 - Fever of 100.4 or more
 - Chills
 - New loss of taste or smell
 - If you have two or more of these symptoms:
 - Headache
 - Muscle pain
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

Calling in Sick

If you have one or more symptoms on the Symptom Self-Check form and you will likely need to stay home, please use the following protocol:

- Call Ben Jameson to receive approval and to receive instructions
- After you have received approval from Ben, text Shannon and your Team Lead notifying them that you are calling in sick for the day.
- Please include the symptom(s).
- Please let them know if your doctor has asked that you get a COVID-19 test and let them know the results when you receive them.
- You may need to get a COVID test:
 - If your test is **negative**, you may return to work when your symptoms are improving and you are fever-free without the aid of medication for at least 24 hours.
 - If your test is **positive**, you must remain quarantined until your symptoms have improved and one of the following, whichever is longer:
 - 10 days have passed since the symptoms began.
 - 24 hours have passed since your fever went away without the aid of medication.

Leaving for Work

Please remember to bring the following items with you to work:

- Face shield
- Face mask
- Plexiglass shield
- Chromebook - fully charged
- Testing folder with laminated student materials
- Disposable gloves in a Ziploc baggie
- Hand sanitizer
- Pen or pencil for marking cards
- Student materials
- Animal sign for notifying runner that you are ready for next student

Arriving at the Testing Site

Please wear your mask as you enter the school building and keep it on until you begin testing. Please remember that each school has its own procedure for admitting district visitors. Because we are their guests, we will adhere to whatever their routines and procedures are for checking in. Unless your Team Lead tells you otherwise, please check in at the main office. They may ask you about symptoms related to COVID-19. They may also do a touchless temperature check.

Once cleared, please proceed directly to the media center or wherever testing will be held. Your Team Lead will assign a previously sanitized testing station for you. Once there, please:

- Ensure that your testing area provides sufficient space for social distancing
- Set up your plexiglass shield so that it will be between you and the student
- Lay out the laminated student materials for the first round of testing and prepare your Chromebook
- Pick up disinfectant spray and paper towels if they haven't already been distributed to you

Testing

A student will be directed to your testing station. Once seated, you may ask that they remove their mask so that you can hear them clearly. You may remove your mask so that the student can hear you clearly. Please keep your face shield on. The student should be seated on the other side of the plexiglass shield. Follow the testing script and protocols as normal. Help the student feel comfortable. Ask him/her to speak up as necessary. Be kind and patient as the student may feel a little uncomfortable with your face shield and plexiglass barrier.

After Testing

Once a student has finished the assessment, please:

- Initial the card and put it on the side of the table. Your Team Lead will pick up all cards after the current class has finished testing.
- Using the hydrogen peroxide spray and paper towels, spray off and clean both sides of the laminated student materials.
- Sanitize the student side of the table and the student chair as well. When necessary, use the soap and water spray to wipe off and sanitize your plexiglass shield with the microfiber cloth. Don't use paper towels on the plexiglass shield; they will scratch the surface. You may use a disposable glove if you wish.
- Dispose the glove if you used one in the brown paper bag provided by the district.
- Apply hand sanitizer to your hands.
- Call for the next student.

At the End of the Day

As you prepare to go home for the day:

- Use the soap and water spray and your microfiber cloth to wipe down your plexiglass shield. Insert it in your envelope.
- Use the hydrogen peroxide to wipe off the laminated student materials and put them in your binder.
- Dampen a paper towel with hydrogen peroxide spray and carefully wipe down your Chromebook, including the touchscreen and keyboard. Please ensure the paper towel is damp, not wet so as to not ruin the keyboard.
- Remember to take your Chromebook (plug it in and charge it as soon as you get home), testing folder with laminated student materials, animal sign, face shield, face mask, plexiglass shield, hand sanitizer and Ziplock baggie of disposable gloves.
- Use the disinfectant spray to spray the entire table, student chair and your chair. Please leave the spray to dry on its own.

Team Lead Responsibilities:

- Pick up the class lists and student cards at the ASB.
- Arrive at the school early to check in at the main office and ensure that the testing site is in order.
- Typically, the testing site should be the school's media center. With approval from Ben, principals may schedule another room of equivalent size. Look for the following:
 - The testing site should be cleaned and sanitized prior to arrival of the first class.

- Testing stations should be adequately spaced to ensure proper social distancing.
- Tables should be large enough to accommodate the plexiglass shields, laminated student materials, Chromebooks, and student cards. It is unlikely that student desks will provide sufficient space.
- If there is an issue with the testing site, please work with the main office, school principal, and Shannon to remedy the issue.
- Place the testing cards where teachers can pick them up and distribute them to their students.
- Work with your runner to determine how students will enter and leave the testing site. Encourage a one directional flow path to avoid unnecessary contact.
- Ensure that the Assistant Team Lead distributes the cleaning and sanitizing supplies.
- Pick up and alphabetize student cards after the class has finished testing. You may want to wear gloves to do this.
- Record the names of any absent students in the Absent Testing Google Sheet that Shannon shared with you. This sheet will be shared with the Instructional Coach and the Literacy Aide so they can complete the testing as students return to school.
- The following morning, return the completed student cards from the previous day to the ASB putting the cards on the shelf in front of the school's box and the class lists in your assigned tray. You will then load your bag with the cards, class lists and absent folder for the current day/school. (The cards will be "quarantined" for 3 days before being filed.)
- You may also assist the Assistant Team Lead to refill spray bottles with disinfectant and hand sanitizer pumps as needed. The Assistant Team Lead will transport the cleaning supply crate to and from schools each day.

Assistant Team Lead Responsibilities

- Take over Team Lead responsibilities if she is absent from work.
- Spray and wipe down each testing station with the disinfectant spray before testers arrive and at the completion of testing after the testers leave for the day.
- Distribute disinfectant spray bottles, hydrogen peroxide spray bottles, soap and water spray bottles, paper towels and paper sacks to testing stations each morning.
- Collect all of the spray bottles and paper towels after testing has been completed for the day.

- Use the filling stations available at the school to fill disinfectant, hydrogen peroxide and soap and water spray bottles and hand sanitizer pumps as necessary. If filling stations are not available, department staff will fill them for you.