

# **WIDA Screener 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 WIDA Screener in elementary and secondary 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
- Alcohol wipes
- Disposable gloves

## Arriving at the Testing Site

Please wear your mask as you enter the school building and keep it on during 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. Please check in directly with the main office. They may ask you about symptoms related to COVID-19. They may also do a touchless temperature check.

Once cleared, main office personnel will direct you to the testing room. Once there, please:

- Set up Chromebooks for the number of students who will be screened.
- If you are testing kindergarten students, set up your plexiglass shield and prepare student materials.
- As necessary, set out the writing booklet and a pencil.
- Set out the hand sanitizer pump for students to use as they enter the room.
- Begin testing when you are ready for the first student(s).

## During Testing

For a testing location the size of a conference room, no more than 3 students should be in the room testing along with the district tester. For a testing location the size of a classroom, up to 10 students may be in the room testing. Remember to instruct students to use the hand sanitizer as they enter the room. Once they are seated and properly distanced from other students, you can instruct them to remove their mask.

If you need to approach a student to assist them with their Chromebooks, please wear a mask. You may remove your mask and use your face shield and plexiglass shield when you are testing students one-on-one.

## After Testing

Once a student(s) has finished the assessment, please:

- Use the alcohol wipes to wipe down the Chromebook, including the keyboard.
- Sanitize the student side of the table and the student chair as well. Wipe off and sanitize your plexiglass shield as necessary. You may use a disposable glove if you wish.
- Wipe down the headset with microphone.
- Insert the writing booklet(s) into a 1.5 gallon Ziplock baggie in preparation for delivery to Educational Language Services.
- Apply hand sanitizer to your hands.
- Call for the next student(s).