

# **Summer 2020 CST Testing Procedures** **(COVID-19)**

- ❖ Evaluations will be completed at Dorothy L. Bullock Elementary School. Six rooms in the first-grade hallway will be designated for testing. Each room will be used no more than one time daily.
- ❖ Evaluators will contact parents to schedule the evaluation and report the date and time of the evaluation to Michele Palumbo. Evaluators will email the parent the Screening Confirmation Form and ask parents to return the form when they bring their child for the evaluation. Blank copies will be provided upon arrival if needed.
- ❖ Evaluators will provide parents with the Parent Information Letter regarding summer testing procedures and test standardization. Consent for evaluations under these procedures will be indicated by bringing the child to the assessment. Evaluations of any students whose parents do not consent or respond, will commence once in-person school is in session. This will be noted by the evaluator in the Contact Log of Frontline IEP Direct.
- ❖ Evaluation times will be staggered: 9:00, 9:15, 9:30, 1:00, 1:15, 1:30. Parents will bring their child to the door on the right side of the building (CST entrance). Evaluators and the school nurse will greet parents at the door, and the school nurse will collect the Screening Confirmation Form. Parents will not be permitted to enter the building unless there are extenuating circumstances. If a parent enters the building, he/she must also complete a Screening Confirmation Form. Parents will leave their phone number and be given an estimated time to pick-up their child. Pick-up will occur at the door at the end of the first-grade hallway near the playground. Parents will be asked to wait in their cars. The evaluator will deliver the child to the parent.
- ❖ Students and staff will be required to wear masks during the duration of the evaluation. Staff members will be provided with a clear view mask. If a student does not come to the evaluation wearing a mask, a mask will be provided by the district.
- ❖ Physical plexiglass barriers will be arranged between the evaluator and student. Testing materials, including books and manipulatives, will be sanitized after each use.
- ❖ Movement around the classrooms during evaluations should be minimized as much as possible.
- ❖ Hand sanitizer is available throughout the district and will be available during testing.

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- ❖ Evaluators will be provided with disinfectant spray to be utilized as needed.
- ❖ The CST will begin by testing students in grade kindergarten and up. The ability for evaluators to test preschool students while following safety protocols will be assessed once evaluation procedures are in use for at least one week.