



HCOE Assessment Procedures 2020-2021 School Year

Background

The onset of the COVID-19 global pandemic triggered unprecedented government mandated shelter at home orders. These orders led to school closures across the state of California and the country. As schools have developed plans for providing education and educationally related services to their students, HCOE recognized the need to continue to provide assessment for Special Education services.

Recognizing the need to provide assessment in a safe and thoughtful manner, HCOE Special Beginnings and Glen Paul programs developed and piloted a model to offer these essential services while maintaining staff and student safety in July 2020.

As a result, HCOE has developed the following procedures for continuing to support assessment for Special Education services beginning at the onset of the 2020/21 school year. Every effort will be made to conduct assessments using non-in-person methodologies so long as assessments can be conducted validly. Additionally, HCOE staff has developed the following detailed process for any assessment that requires in-person assessment.

While these procedures have been informed by the most current industry guidance and has been developed in accordance with California Department of Public Health and related industry guidance and expertise, it is understood that this is a new and changing public health situation. Therefore, it is expected that as the public health and related industry guidance changes this document and the processes within will shift to meet those recommendations.

Guiding Principles

HCOE is committed to the following guiding principles in providing essential assessment services to students and creating a positive and safe atmosphere for staff.

1. Health and safety- The health and safety of staff and students is the single highest priority
2. Local Educational Agency (LEA) Collaboration – The collaboration between LEA’s and HCOE staff remains a top priority, and the collaboration therein is pivotal to the provision of mandated services for assessments.
3. Staff assignments and limits on individuals in a shared space – HCOE Staff will stay the same in regard to the service site. If the assigned staff is not available, then adjustments in the service will be required. The number of individuals in a room will be controlled for during assessment. This will include the assessors, the student and one caregiver or

teacher based on age and ability of the student. Any exception will be at the discretion of the assessor.

4. Physical distancing – There will be attempts to implement the recommended six-foot distance from other individuals as practicable. The population of students who require in-person evaluation may present challenges to this procedure. Use of furniture and layout of a classroom, assessment space will be creatively used to support the six feet to the maximum extent practicable. (See Diagram in Attachment E ‘Clean Room Assessment’.) HCOE staff will make every effort to maximize social distancing. However, some assessments such as hearing and vision may not be practical to maintain 6 ft of social distancing. During such assessment minimizing the time remaining within 6 ft of distance will be limited as much as practical.
5. Procedures and Protocols- Specific safety protocols include daily health screening, temperature checks, restroom access, paths of travel, outdoor recreation activities, and substitute procedures, will be carefully planned, implemented, monitored, and updated on a regular basis.

Guiding Concepts

All HCOE student programs will follow sanitation and hygiene practices described in detail in the Center for Disease Control COVID-19 recommendations and procedures. HCOE will be prepared to consult with districts regarding in-person and virtual assessments, based on the unique needs of the district.

Health and Safety Protocols

HCOE staff will adhere to the following **health and safety** protocols:

- Protective Equipment and preventative measures will be used, these include, but not limited to:
 - Wearing a face covering at all times (see additional information below).
 - Wearing gloves when cleaning and disinfecting tools and materials.
 - Using disinfectant cleaner regularly to clean and wipe surfaces and high touch areas.
 - Frequently washing hands for at least 20 seconds, frequent use of hand sanitizer when hand washing is not available, and at a minimum to occur upon arrival, before and after going to the restroom.
 - Working with students using physical barriers (i.e., face shield or clear physical barrier), if needed.
- Daily health and safety checks (temperatures, health screening questionnaire) will be conducted by site staff.
- Access to, and use of, specific facilities will be defined for each assessor by the district of service, e.g., entrances, restrooms, paths of travel, etc., to ensure no mixing of cohorts.

- All staff will implement regular cleaning and disinfecting procedures throughout the day.
 - All HCOE staff will be equipped with cleaning and sanitation supplies (i.e., hand sanitizer, gloves, disinfecting wipes).
 - All HCOE staff will be trained to regularly clean and disinfect high touch areas and surfaces in their work areas in accordance with the [Centers for Disease Control \(CDC\) guidance for schools and childcare centers](#).
- Should a staff member or student exhibit symptoms of COVID-19, an HCOE Supervisor and district-identified COVID-19 Response lead will be notified immediately. The Team will notify Public Health to expedite steps necessary for the involved cohort.

Face Coverings for Adults and Children

- All persons present for assessment shall wear face coverings unless a state or local order precludes them from doing so or the person being assessed is unable to wear a face covering as directed by their doctor.
- All HCOE staff or each LEA will have a supply of disposable face coverings for anyone who is unable to provide their own.
- Adults accompanying children or adult students to assessment must wear a facial covering at all times.

Specifics for Testing

Any student who is assessed by an HCOE staff member will be asked to sign an acknowledgement of risk waiver as provided by Humboldt Del-Norte SELPA. See Attachment C ‘COVID-19 Parent/Guardian Notice and Acknowledgement’.

When a student requires in-person assessment HCOE assessors will be prepared to conduct assessments at the district of service when the district site is able to comply with the requirements outlined below. See Attachment B ‘HCOE Assessment Service Agreement’. If the district of service is not able to comply with the following requirements, HCOE will provide an opportunity for in-person assessment at the HCOE Franklin site.

If a family is not able to come to in-person assessment, HCOE staff will operate within their professional capacity to complete the most appropriate assessment. If a psychologist believes that in-person assessment is required to determine eligibility they will work with the LEA and family to plan for in-person assessment when it is feasible to do so.

Families will be called the day before assessment and asked screening questions whenever possible. Families will be met outside the facility where testing will be completed on the day of testing and surveyed/re-surveyed, temperatures checked, and facial coverings identified. See Attachment A ‘HCOE Assessment Process’.

Daily Practices

1. **Preparing for assessment:** Because there is community transmission of COVID-19 HCOE staff will follow the additional procedures in addition to preparing materials that are appropriate for the validity of assessment.
 - Wear a face covering and have it on before opening
 - Conduct a health screening for themselves
 - Greet families at the door and have them sign in
 - Check for fever and conduct a health screening for anyone participating in assessment
 - Require all those being assessed to wash hands upon arrival, or sanitize with hand sanitizer
 - Children between 2 years old and through 2nd grade are strongly encouraged to wear a facial covering at school, including for assessment. Children in 3rd grade or above are required to wear a facial covering. Children whose physician recommends that they not wear a facial covering will not be asked to do so.
 - Have a variety of easy to clean toys and books out, but make sure to rotate between students and disinfect between use
 - Use paper towels for hand drying in the bathroom
2. **After assessment:**
 - Fully disinfect commonly touched surfaces
 - Disinfect all materials used that day
 - Thoroughly wash hands for 20 seconds

Health & Safety Checks

If a child presents with symptoms, including a fever of over 100.4 degrees, children and adult students should not return for assessment until they have met CDC criteria to discontinue home isolation, including at least 24 hours with no fever, symptoms have improved and at least 10 days since symptoms first appeared. CDC criteria to discontinue home isolation is as follows: You can be around others after:

- 10 days since symptoms first appeared **and**
- 24 hours with no fever without the use of fever-reducing medications **and**
- Other symptoms of COVID-19 are improving*

**Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation*

Most people do not require testing to decide when they can be around others; however, if your healthcare provider recommends testing, they will let you know when you can resume being around others based on your test results.

Note that these recommendations **do not** apply to persons with severe COVID-19 or with severely weakened immune systems (immunocompromised).

Health Screening at Intake: Families will be asked the following questions on the day of assessment.

Screening Questions

1. Is your child currently awaiting the results of a COVID-19 test given because of a known contact with someone with COVID-19 in the past 14 days? Yes No
2. Is your child or anyone living with your child been exposed to anyone who has been diagnosed with COVID-19 in the past 14 days? Yes No
3. Does your child or anyone living with your child have sneezing, watery eyes, and/or sinus pain/pressure that is unusual and not related to seasonal allergies? Yes No
4. Does your child or anyone living with your child have symptoms of COVID-19:
 - 1) Fever (100.4 or above using a forehead thermometer) or chills Yes No
 - 2) Shortness of breath or difficulty breathing Yes No
 - 3) Cough Yes No
 - 4) Runny nose or congestion Yes No
 - 5) Sore throat Yes No
 - 6) Fatigue Yes No
 - 7) Muscle or body aches Yes No
 - 8) Headache Yes No
 - 9) New loss of taste or smell Yes No
 - 10) Nausea or vomiting Yes No
 - 11) Diarrhea Yes No

Additional instructions for staff:

If social distancing or barrier/partition controls cannot be implemented during screening, protective equipment should be used when within 6 feet of a child.

- Upon arrival, wash your hands and put on a facial covering, eye protection (goggles or disposable face shield that fully covers the front and sides of the face). A gown could be considered if extensive contact with a child is anticipated.
- Make a visual inspection of the child for signs of illness, which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness, and confirm that the child is not experiencing coughing or shortness of breath.
- Take the child's temperature.
 - If performing a **temperature check on multiple individuals**, ensure that you use a **clean pair of gloves for each child** and that the **thermometer has been thoroughly cleaned** in between each check.
 - If you use disposable or non-contact (temporal) thermometers and did not have physical contact with an individual, you do not need to change gloves before the next check.
 - If you use non-contact thermometers, clean them with an alcohol wipe (or isopropyl alcohol on a cotton swab) between each client. You can reuse the same wipe as long as it remains wet.
- After each screening, remove and discard protective equipment, and wash hands.
- Use an alcohol-based hand sanitizer that contains at least 60% alcohol or wash hands with soap and water for at least 20 seconds.
- If hands are visibly soiled, soap and water should be used before using alcohol-based hand sanitizer.

Vulnerable populations - Families who meet the criteria for identifying as a vulnerable person need to consider the timing of the proposed assessment. They can choose to decline. An adult who is not at increased risk for severe illness is recommended to take the child or adult student to the assessment. Parents of children or adult students who are at increased risk for serious illness should seek guidance from their medical provider before participating in the educational assessment.

Staff - Staff that meet criteria as a person who is at increased risk of severe illness should be under the care of a primary physician. Specific accommodations that do not interfere with the function of the work required will be implemented.

Identification of a sick individual after assessment or participation in therapy:

Students and families who are positive for Coronavirus and would have exposed staff during the time the assessment are expected to notify HCOE and the LEA. HCOE asks that they let the district administrator know about the exposure as well as the local public health department.

Should HCOE be notified that a staff member tests positive for Coronavirus and the incubation period falls with a time that they were providing services, those individuals who were provided services will be made aware with a phone call that they may have been exposed to Coronavirus.

Training

1. All staff will have prior training on recommended sanitizing procedures for environment and materials, use of masks for prevention, best practices with preventing COVID 19 exposure
2. Families will be given an overview of the procedures for participation in services.
(Attachment A)

Training provided to all HCOE assessors

1. HCOE Staff will be trained on the procedures described within this document
2. Symptoms of COVID 19 and when to seek emergency medical attention:
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
3. Don and doff PPE:
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>
4. No-touch thermometer:
Follow insert in box for thermometer. Note; staff may have to wait 10 minutes after cleaning if forehead area is covered in hair, sweat or dirt
5. Cleaning, sanitation, disinfection/ Integrated Pest Management for Schools and Office Staff
6. Coronavirus Awareness
7. Coronavirus CDC Guidelines for Making and Using Cloth Face Coverings
8. Coronavirus: Managing Stress and Anxiety
9. Coronavirus Transitioning to a Remote Workforce

Attachment A

HCOE Assessment Process

For the purposes of this document HCOE Assessor could refer to OT/SLP/Psychologist/Nurse

1. Prescreen of student is completed the previous evening by HCOE Assessor
2. Family and student are screened by HCOE Assessor upon arrival to appointment
3. Student and family member is identified on contact log
4. Assessment room is provided by the district of service
5. Assessment room is set up prior to assessment by HCOE Assessor
 - a) Room is well-ventilated
 - b) PPE is available; at minimum facial coverings will be worn by assessors. Additional PPE including face shield, clothing covers, table shields, laminated testing supplies are available.
 - c) Cleaning equipment is in place
 - d) Assessment tools are prepped to minimize exposure
6. Assessor and other staff have prescreened themselves on day they are providing service
7. One caregiver per child per assessment. Parent and child (3rd grade and above) is required to wear a facial covering. Children between 2 years old and through 2nd grade are strongly encouraged to wear a facial covering at school, including for assessment.
8. Pathway into assessment and exit from assessment is defined by the district and designed to minimize contact with others
9. Upon completing of assessment the child and caregiver is escorted outside
10. Sanitization of materials is completed by assessor
11. Sanitization of commonly touched surfaces is completed by assessor or custodial services based on the time of the assessment

Attachment B
HCOE Assessment Service Agreement | 2020-2021 School Year

When a student requires in-person assessment, the HCOE Assessor* will be prepared to conduct assessments at the district of service when the district site is able to comply with the requirements outlined below. If the district of service is not able to comply with the following requirements, HCOE will provide an opportunity for in-person assessment at the HCOE Franklin site.

*HCOE Assessor could refer to OT/SLP/Psychologist/Nurse

As we have prepared for HCOE Assessors to serve in your district we have identified the following to be essential. We will require that each district provide the following for any HCOE Assessor to provide in-person assessment:

- Working space that is well-ventilated and provides a table and enough physical space to walk around the table
- Daily health screenings implemented for all staff on campus
- Restroom-use procedures are clearly communicated
- Paths of travel are clearly marked and communicated
- Outdoor recreation activities are clearly communicated (walking outside for breaks, outside break area, etc.)
- Access to files for file review, including hard copy and digital (SIS) student files as allowable per district protocol
- Posted safety measures for on-site mitigation of COVID-19 infection
- Routine cleaning for any space that HCOE service provider would be working in (office, classroom, etc.)
- Sign in sheets/contact log for any room service providers would be accessing

HCOE believes that our staff and students' health and safety are of primary concern. As such, the following are our commitments for staff who may be serving in your district:

- HCOE Assessors will complete a health screening survey prior to working each day
- HCOE Assessors will adhere to the protocols for minimal contact assessment
- HCOE Assessors will communicate with the districts in a timely manner to adhere to timelines as they are capable
- HCOE Assessors will call any family whose student is being assessed the night before to complete a Health Screening
- HCOE Assessors will complete a screening with each student and family at the time of evaluation
- HCOE Assessors will complete a compliance checklist (See Attachment D 'Compliance Checklist for Assessors') for each in-person assessment

During an assessment, one (1) adult will be allowed to accompany the student, if required, due to age of the student

Attachment C

COVID-19 Parent/Guardian Notice and Acknowledgment

Child/Student Name

Birth Date

**COVID-19 PARENT/GUARDIAN NOTICE AND ACKNOWLEDGEMENT
SPECIAL EDUCATION ASSESSMENTS DURING THE COVID-19 PANDEMIC**

Dear Parent/Guardian:

You have come into school today for your child to receive an in-person assessment for special education and related services pursuant to a consented-to assessment plan. This assessment will be done during the COVID-19 pandemic. Please be advised of the following:

The novel Coronavirus (COVID-19), a global pandemic, is extremely contagious and may be contracted from various sources. COVID-19 has a long incubation period, during which time carriers of the virus might not show symptoms despite being contagious.

While District staff complies with California Department of Public Health and Centers for Disease Control and Prevention infection control guidelines to prevent the spread of the COVID-19 virus, we cannot make any guarantees regarding potential spread of COVID-19.

During assessment, circumstances in which COVID-19 can be transmitted may occur, such as the discharge of respiratory droplets or person-to-person contact.

District staff are symptom-free and, to the best of their knowledge, have not been exposed to the virus. However, as we are a place of public accommodation, other persons could be infected, with or without their knowledge.

You can agree to postpone or defer special education assessments until the COVID-19 pandemic has concluded. Please speak to your assessor if this is your preference.

In order to reduce the spread of COVID-19, we have asked you a number of “screening” questions below. For the safety of our staff, other students, your child, and yourself, please be truthful and candid in your answers.

Screening Questions

1. Is your child currently awaiting the results of a COVID-19 test given because of a known contact with someone with COVID-19 in the past 14 days? Yes No

2. Is your child or anyone living with your child been exposed to anyone who has been diagnosed with COVID-19 in the past 14 days? Yes No

3. Does your child or anyone living with your child have sneezing, watery eyes, and/or sinus pain/pressure that is unusual and not related to seasonal allergies? Yes No

4. Does your child or anyone living with your child have symptoms of COVID-19:
 - 12) Fever (100.4 or above using a forehead thermometer) or chills Yes No
 - 13) Shortness of breath or difficulty breathing Yes No
 - 14) Cough Yes No
 - 15) Runny nose or congestion Yes No
 - 16) Sore throat Yes No
 - 17) Fatigue Yes No
 - 18) Muscle or body aches Yes No
 - 19) Headache Yes No
 - 20) New loss of taste or smell Yes No
 - 21) Nausea or vomiting Yes No
 - 22) Diarrhea Yes No

If you answered yes to any of the questions above, your child’s in-person assessment may need to be postponed. The assessor will discuss your specific situation and will assess the risk of proceeding with an in-person assessment.

Your signature indicates accuracy of “screening” information and acknowledgement that you have reviewed the risks detailed above and wish to proceed with your child’s attendance in in-person instruction.

Parent/Guardian Name

Date

Parent/Guardian Signature

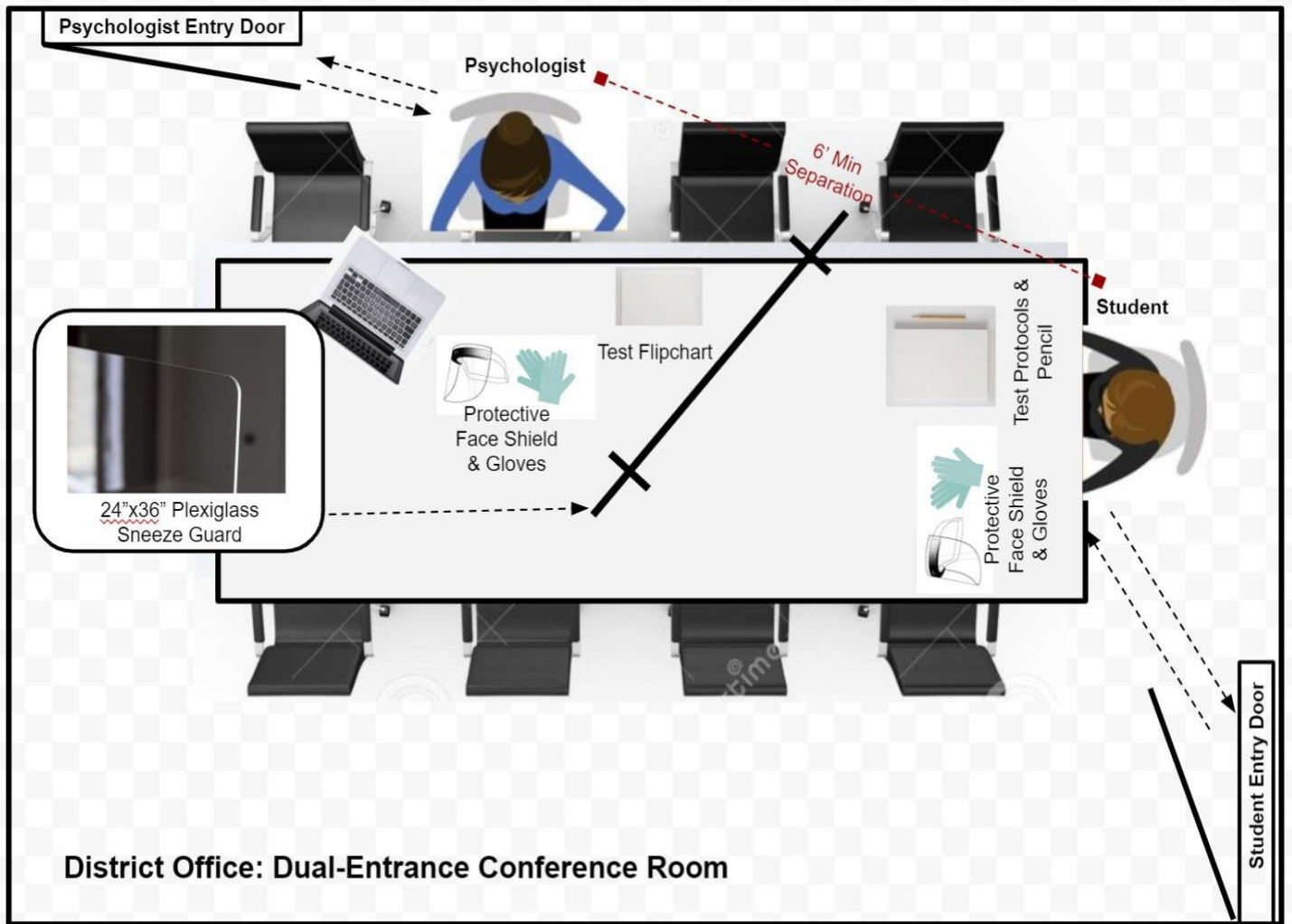
Attachment D
Compliance Checklist for Assessors

Date	Student	Adults	Day before Screen	Arrival Screen	Masks on family	Room disinfected	Examiner name	Notes

“CleanRoom” Assessment Testing During Covid-19 Shutdown:

Adopted from CLEAN ROOM TESTING by Ivonne Adrianzen-Watson

The diagram below shows one example of the procedures psychologist and evaluators may utilize in conducting in-person assessment during COVID-19 school closures.



External Seating/Waiting Area for Parent/Guardian