



NEW BRUNSWICK PUBLIC SCHOOLS

Recommended Steps To Testing Procedure

Prior to Student Arrival:

1. Conduct the [Pre-Screening Covid-19 form](#) when making an appointment for in person testing/activity.
 - a. When making the appointment, Inform the parent that they must remain on the premises during testing.
2. **Contractors must follow all [Mandatory Daily Health Screening Procedures for Working In-District](#)**
3. Take your temperature before leaving home. If your temperature is 100.0 °F (37.8°C), do not come to work.
4. Do not report to work if you're sick.
5. Have your temperature checked upon arrival. Face covering is required.
6. Used hand sanitizer upon entering the building.
7. Go to the [CST Designated Testing Room](#).
 - a. Supplies provided in each testing room:
 1. Plexiglass divider
 2. Face Masks (Adult and Child)
 3. Gloves
 4. Protective shield
 5. Reusable face shield (for evaluator)
 6. Disposable face shield (for speech evaluations, if needed)
 7. Alcohol disposable wipes
 8. Clear transparency/transparent covers
 9. Pencils
 10. Testing materials
8. Put on gloves and prepare the testing area.
9. Identify the desks that you will be using. Use a different desk/table for each examinee.

Upon Student Arrival:

10. Student and parent/guardian arrive at the school building and district entry procedures are followed including temperature check by building staff.
11. Meet students and parents at the entrance door and administer the [Pre-Screening Covid-19](#) form before allowing entry into the building.
12. Introduce yourself, and have the parent and child use hand sanitizer.
13. Escort parent and child to the testing area.
14. Explain the protective measures that are in place before explaining the testing process.
 - a. Allow verbal responses as much as possible and/or



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- b. Allow use of a pencil to point to answers when possible and/or
- c. Use clear transparency/transparent covers over stimulus book pages
- d. The evaluator should be the page turner of the stimulus materials
- e. Allow students to wear a face shield when a face covering interferes with testing.
- f. The evaluator will record the parent/guardian's contact information in the event that the parent steps outside the building.

Following Testing:

- 15. Have students wash their hands with soap and water after testing is completed. No more than one student and one parent should be allowed in the bathroom at the same time.
- 16. Escort students and parents to the exit door after testing is completed.
- 17. Return to the classroom.
- 18. Change gloves.
- 19. Score Protocols, as appropriate.
- 20. Remove gloves
- 21. Wash hands with soap and water (use hand sanitizer if soap and water is not available).
- 22. Put on gloves
- 23. Spray all manipulatives, pencil, clear transparency/transparent covers, and protective shield with lysol if alcohol disposable wipes are not available. Allow all to air dry (2 minutes).
- 24. Use Alcohol disposable wipes to clean the protective barrier. Allow it to air dry (2 minutes).
- 25. Remove gloves
- 26. Put on clean gloves
- 27. Set up in a different area in the same classroom.
- 28. The custodian will thoroughly clean rooms at the end of the day.



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