

COVID 19 RESPONSE

Program for Students with Disabilities Assessment Service

Assessments Australia, with the permission of the Victorian Department of Education (DET) and where it is considered safe to do so, is able to provide assessment services to schools. Our team will follow advice from the Victorian Premier's Office, the Department of Education, the Victorian Chief Health Officer and relevant professional associations in regards to physical distancing and other measures.

We will adhere to the following steps which we will review and update to meet all newly introduced regulations.

- Team members are working from home where possible, to minimise any risk during travel to and from the office.
- Team members are all undertaking recommended hygiene and social distancing protocols.
- All assessors have completed additional training from the Department of Health in relation to COVID-19 infection control.
- All assessors will follow the health, hygiene and safety instructions from the Department of Health, and their own professional industry bodies in relation to COVID-19.
- An online COVID-19 risk assessment must be completed by each assessor for each assessment, in the 24 hour period prior to the assessment. The assessment (including travel to and from the assessment) will only proceed if permission is given by our Health and Safety team.
- Instructions to all assessors are provided based on current information
- Assessments Australia ensures all staff have access to appropriate hygiene and cleaning equipment including hand sanitiser, antiseptic wipes, antiseptic sprays, disposable gloves etc. and follow mandatory cleaning procedures. Contract assessors maintain supplies of these. They are not to conduct assessments unless they have these supplies.
- All testing materials including manuals, tests record forms; manipulatives, and iPads etc. are sanitised before and immediately post assessment. Tables used during the assessment will be sanitised with antibacterial wipes prior to and post assessment.
- Assessments will only proceed if all parties (student/family, school staff, and assessor) are well, not displaying any symptoms and are considered low risk for exposure to COVID-19. Assessments will not proceed if any party is unwell, no matter what symptoms they display.
- Where possible, digital assessment tools will be utilised to minimise contact with materials.
- Feedback to schools and families will be provided via phone, rather than the usual face to face method, to reduce possible exposure time.

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