

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, will provide assessment services to DET schools. Our team will follow all health advice issued by the Victorian Government, the Department of Education, and relevant professional associations with regards to testing, isolation, physical distancing, use of PPE and other measures.

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

- Team members are working from home where appropriate, to minimise any risk during travel to and from the office.
- Team members are 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 the assessment meets health and safety requirements.
- Instructions to all assessors are provided on an ongoing basis, as new/changed information and directions are received.
- Assessments Australia ensures all staff have access to appropriate hygiene and cleaning equipment including hand sanitiser, antiseptic wipes, antiseptic sprays, disposable gloves, masks etc. and follow mandatory cleaning procedures. Contract assessors maintain supplies and are not to conduct assessments unless they have these supplies and agree to use them through the risk assessment checklist
- 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.
- All assessors will follow the Department of Education Covid Safe Plan guidelines including but not limited to providing evidence of vaccination status, checking-in, social distancing and health and hygiene responsibilities.
- 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. If an assessor is unsure if they are displaying COVID-19 symptoms, they must not proceed with an assessment unless they receive a negative Rapid Antigen Test on the day of the assessment.
- Assessors who are household contacts will not assess, will isolate for the required timeframes for allied health professionals and will only assess if their Rapid Antigen Test are negative each day for five days.
- 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.