

Oklahoma Virtual Charter Academy and Insight School of Oklahoma takes seriously the need for student, staff, and community safety during these uncertain times. The global Coronavirus pandemic necessitates changes to our testing program to ensure everyone's protection. All federal, state, and local mandates shall be followed to ensure safety while still allowing students to test in the best environment possible.

Students who have a fever or display symptoms of COVID-19 on their scheduled test date should contact their Building Test Coordinator or CFA as soon as possible and **not** go to the testing site.

CDC information on COVID-19 symptoms in [children](#) and [adults](#)

Symptoms of COVID-19 include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

All students, staff and site visitors will follow all safety mandates. The list below is not exhaustive and may be updated or changed at any time based on need and guidelines from federal, state, local government, or school authorities.

1. Face masks will be provided by the school and must be worn by all students, staff, and visitors while in the testing site. Masks must be worn properly, covering both mouth and nose.
2. A temperature check will be performed and documented at the beginning of each testing session for all persons entering the site. Those with a temperature of 100.4 or higher will leave and reschedule their testing session.
3. A symptom check will be performed and documented at the beginning of each testing session for all students and staff. Students and/or staff reporting symptoms will leave and reschedule their testing session.
4. No visitors will be allowed to stay inside the testing site while students are testing. This includes families waiting for testing students.
5. Frequent handwashing and use of hand sanitizer will be encouraged. Hand sanitizer will be readily available and provided by the school.
6. Social distancing of at least 6 feet will be maintained.
7. All surfaces, including computers, will be cleaned/sanitized between students and at the end of each testing day.
8. Students are encouraged to bring their own calculators for use at testing, where allowed. Please check the calculator policy in the appendix of the testing manual for information.
9. If a student requires the use of a headset for testing, those headsets will be one per student. The school will provide single-use headsets for testing.

10. Pencils used for scratch paper will be single-use and either taken home by students or disposed of at the end of each testing day.
11. Students and staff may use additional protective gear such as face shields and gloves at their own discretion. All items not provided by the school must be inspected by staff to ensure testing security.
12. A student who tests positive for COVID-19 must provide documentation to the school.
13. Students who are in quarantine due to an exposure to COVID-19 must complete quarantine before rescheduling.

Testing sites may change based on local need regarding Coronavirus. The school will do everything possible to ensure families can get to testing sites safely.

If you have any additional concerns or questions, please contact school staff for more information. If your student has **any** health needs not documented in a 504 or IEP, please inform your CFA or teacher.