COVID-19 TESTING IN K-12 SCHOOLS

A step-by-step guide based on Healthy Davis Together's experience in Davis, California

Davis California

UCDAVIS UNIVERSITY OF CALIFORNIA

DJUSD DAVIS JOINT UNIFIED SCHOOL DISTRICT

HEALTHY DAVIS TOGETHER

INTRODUCTION

This guide is designed to help K-12 educators, leaders, and partners develop and implement testing plans for safe school reopening. Regular testing is key to increasing confidence in school reopening plans, preventing community spread, and keeping schools open. By now we know that one of the most dangerous aspects of COVID-19 is that it can be spread easily by people who are infected and contagious but do not show symptoms. Ensuring that testing is easily and readily accessible at schools is a critical way to contain the spread of the virus as schools reopen.

The purpose of this guide is to share lessons learned from Healthy Davis Together's experiences supporting school reopening in Davis, California, so that other schools can quickly build and scale up their own plans for testing. Healthy Davis Together (HDT) is a joint project between the City of Davis and the University of California, Davis, that aims to control and prevent the spread of COVID-19 and facilitate a coordinated and gradual return to regular city activities. Supporting the safe reopening of the county's 19 Pre-K through twelfth grade (TK-12) schools is a key priority for the project. Healthy Davis Together has been partnering with the Davis public school district, Davis Joint Unified School District (DJUSD), since September to support the safe return to school.

In this playbook, we detail our learnings—including steps, key considerations, and timing where appropriate—for in-school COVID-19 testing. Whether your school re-opening plans already include on-site testing or you're considering adding this component, we hope this guide will inform your strategy and planning. If you're interested in learning more about the Healthy Davis Together/DJUSD partnership or our learnings throughout school reopening, please contact Mira Susa at **msusa@ucdavis.edu**.

A Note for Schools Within Yolo County

Schools within Yolo County will have access to a variety of COVID-19 management resources as part of the Healthy Davis Together partnership. A number of these resources are indicated throughout the guide, and more information can be obtained by contacting Mira Susa at **msusa@ucdavis.edu**.

What does in-school testing look like?

How, when, and where schools set up their testing programs depends on the class schedule, space available, and staffing structure at each school. In Davis, California, we developed a testing structure that allows students and staff to be tested at school at least once a week. Testing consists of asymptomatic screening using HDT's standard saliva-based PCR test and targeted point of care testing using Abbott's BinaxNOW antigen test. While the set-up varies from school to school, testing usually takes place in a multi-purpose room or under tent shelters outside of the school. At DJUSD, testing will be set up throughout the school day as well as during the hour before and after school, which is the most highly encouraged time for students to get tested.

Nearly every DJUSD school stood up its own outdoor testing site with recommended equipment and supplies from HDT. DJUSD hired four mobile testing teams that were then trained by HDT to serve 11 elementary and secondary schools throughout the week—with the ability to conduct up to 6,000 tests per week. At the end of each day, a courier team from HDT picks up all stored samples from school sites and transports them to the commercial lab for analysis. Results are reported to students and staff within 24-48 hours via HDT's Point and Click electronic medical records infrastructure, and DJUSD and HDT then execute a defined action protocol to respond to positive cases and potential exposures.

Step 1: Identify a testing space

ESTIMATED TIME REQUIRED:	4 weeks
ESTIMATED STAFF NEEDED:	1 facilities or capital operations lead across district
ESTIMATED SPACE NEEDED:	Well-ventilated indoor space, such as a multipurpose room or gym; outdoor space close to the school building (calculate space requirements to reach necessary capacity using this calculator)

Assess and identify the best location to set up a testing site at each school. A testing site should have proper ventilation, at least two doors for entry and exit routes, and sufficient space for social distancing. Conducting testing indoors (e.g., in a multipurpose room) is optimal, as indoor test sites are not affected by inclement weather. However, schools might need to use communal spaces as classrooms to accommodate physical distancing guidance. If indoor space is a concern, pop-up test sites can be placed outdoors on school property (e.g., fields, parking lots). At DJUSD schools with limited indoor testing capacity, we selected the school's parking lots, playgrounds, and blacktops as outdoor locations for pop-up testing sites.

Step 2: Identify a commercial lab to process test samples and a method to transport samples

ESTIMATED TIME REQUIRED:	4 weeks
ESTIMATED STAFF NEEDED:	2 courier personnel to transport samples, staff at the commercial lab to analyze samples

To process testing samples collected on-site, schools will need to partner with a CLIA-certified commercial lab. Look for commercial labs in your area that meet your district's needs in terms of the number of total tests they can analyze (and how it compares to your expected sample volume), their turnaround times, sample transportation, and technology needed to report results.

Samples collected at schools will need to be transported to the identified lab partner for processing. A staff member from each of the school sites can drop off the samples, the lab partner might be able to pick up the samples, a third-party (e.g., a shipping/delivery company) could be contracted to transport the samples each day, or your schools can create a courier model in which there is one designated van that collects all samples at the end of the day and delivers them to the lab.

HDT uses a homegrown courier model for a variety of its test sites. The courier picks up samples from all schools at the end of the day and transports them to UC Davis' genome center for reprocessing. If you are a school within Yolo County, you have access to this courier and sample processing through HDT.

Step 3: Establish a technology infrastructure to track test results

ESTIMATED TIME REQUIRED:	8 weeks
ESTIMATED STAFF NEEDED:	4 IT specialists to customize platform
TECHNOLOGY NEEDED:	Point and Click system, Point and Click Mass Tester module

For purposes of efficiency, scaling, and managing private medical information, it is essential to have a secure electronic medical record (EMR) system in place that can be used for school-based COVID-19 clinical testing. Healthy Davis Together uses the Point and Click Solutions EMR for test scheduling and results administration and has implemented access to the same solution for each of DJUSD's testing sites. Results are reported to students and staff within 24 hours via HDT's Point and Click electronic medical records infrastructure. HDT's clinical team reviews all records and directly contacts any individual who tests positive to provide them instructions on how to isolate and seek further testing, as well as to begin contact tracing.

To manage these clinical lab results, Healthy Davis Together built an interface to connect the Point and Click instance to the University of California, Davis mass-testing laboratory system. If your school does not have the budget or team to do something similar, you would need to identify a commercial lab who could develop a manual workflow to allow them to report results to you and/or directly to your patients.

All Yolo County schools that partner with Healthy Davis Together will have results tracked and stored in Point and Click.

Step 4: Develop asymptomatic screening protocols

ESTIMATED TIME REQUIRED:	4 weeks
ESTIMATED STAFF NEEDED:	1 district administrator

It is important to develop asymptomatic screening protocols to catch the virus before it transmits widely. The default testing strategy recommendation for screening programs is to test students at least once weekly and all staff twice weekly, but this recommendation may vary depending on the stage of the pandemic as well as conditions within individual districts. In counties or districts that are not requiring testing, schools should determine and communicate a recommended testing frequency for students and staff. This frequency should take into account local pandemic conditions as well as capacity for students and staff to be tested in the community or on site before and after school hours. Schools can also consider a symptom monitoring technology that can be used to report how an individual is feeling each day.

DJUSD encourages at least weekly asymptomatic testing for students and staff. After arriving to their school test site, students and staff line up six feet apart using the social distancing marks highlighted on the ground ahead of check-in. Following the confirmation of basic information and test registration status, the check-in attendant directs the individual to one of four sample collection stations to give a saliva sample. School districts may want to consider a testing schedule by classroom or grade to streamline operations.

Step 5: Define scenarios and action protocols for point of care testing

ESTIMATED TIME REQUIRED:	4 weeks
ESTIMATED STAFF NEEDED:	1 district administrator

In addition to asymptomatic screening protocols, it is important to define the cases for which to use point of care testing (i.e., testing that provides rapid results). Use cases might include symptomatic individuals; anyone visiting campus, like athletes or after-school club members; and individuals identified via contact tracing or environmental monitoring efforts. For each use case, students and staff should be escorted to an open area or to a well-ventilated isolation room to conduct a point of care test and obtain their result within 30 minutes. At DJUSD, point of care tests will be completed in the nurse's office.

The CDC's latest findings suggest that the most common form of COVID-19 transmission in schools is due to staff-to-staff transmission. As such, districts might consider providing staff with regular access to point of care testing to bolster testing frequency. Additionally, point of care testing can be effective in reaching vulnerable populations who have barriers to testing and / or safety information gathering. Note that not all point of care tests can be self-collected, and they must be easy enough to perform to avoid collection errors.

Step 6: Develop action protocols for any positive results and exposures

ESTIMATED TIME REQUIRED:	4 weeks
ESTIMATED STAFF NEEDED:	1 district administrator

All schools should develop and consistently follow protocols for individuals who receive a positive test result or who are identified as being exposed (via contact tracing, wastewater monitoring, or another strategy). Protocols may include:

- Notifying an individual in the case of a positive result (e.g., school notifies members of the household in which the positive case resides)
- The timeframe for notification (recommend as quickly as possible, but deadlines should be set)
- How notification occurs (e.g., phone call, email, text message)
- Recommendations for quarantine and isolation, which should follow the county's guidance (e.g., quarantine within 10 days immediately after receiving the result, transitioning to virtual learning)

In addition, we recommend that each school district has a staff member (e.g., district administrator) who works closely with the county's public health experts to determine the steps to take in the event of an exposure. School districts should consider putting in place a contact tracing team to track potential exposures among their students, staff, and family members of these individuals. Designated staff may need to be granted access to test results and other HIPAA-protected information based on clinical status after having completed required training.

At DJUSD, individuals who receive a positive saliva test (within 24-48 hours) or point of care test result (within 30 minutes) are brought to a designated outdoor area or well-ventilated isolation room and arranged transportation home. The school's contact tracing team then conducts a case investigation to identify potential exposures. The school's contact tracing team will also contact and conduct a case investigation in response to any infections and exposures reported through the COVID-19 reporting hotline / email account.

If you are a Yolo County school using HDT's lab for sample analysis, you will have access to HDT's and Yolo county's contact tracing team.

Step 7: Identify and procure appropriate tests

ESTIMATED TIME REQUIRED:	8 weeks
ESTIMATED STAFF NEEDED:	1 procurement specialist

To obtain sample collection kits, identify an FDA-approved solution for screening tests that does not require a prescription. Saliva-based tests are preferred for use with schoolchildren; however, consider specificity and sensitivity and whether the test must be administered by a clinical staff member and/or in a clinical setting.

HDT also evaluated a range of point of care solutions to use at school testing sites. Our selection criteria included: an 85% sensitivity and a 95% specificity target, self-collection ability at a non-CLIA waived location, and result times within 20-30 minutes. Each solution we reviewed had obtained emergency use authorization. Through analyzing case studies and conducting mini-trials, we selected Abbott's BinaxNOW as the primary point of care option for those with symptoms and those exposed to a positive case (either identified via contact tracing or environmental monitoring). We have provided tables in Appendix A outlining our recommended supplies for school-based tests.

All participating Yolo County schools will have access to PCR tests via HDT.

Step 8: Procure necessary site supplies and equipment

ESTIMATED TIME REQUIRED:	4 weeks
ESTIMATED STAFF NEEDED:	1 procurement specialist

Each school-based testing site requires IT equipment, sample collection and test kits, cleaning products, other site equipment, and PPE. If using a mobile testing team, consider purchasing IT equipment for each team as opposed to each site to reduce costs. Non-IT equipment, such as cleaning products and other site equipment, may remain on site in storage for daily set-up.

Your specific set-up will depend on your expected volume, available space, and desired throughput, which should be used to estimate the amount of supplies and staff hours you will need. Outdoor testing sites will require additional materials (e.g., tents), whereas indoor sites can use fewer supplies. Note that certain items that are in high demand (e.g., PPE) are more prone to stock-outs, so it is important to establish strong supplier partnerships.

See Appendix A for a list of supplies and equipment needed for testing. If you are in Yolo County, we have indicated which supplies and equipment are available to you through HDT.

Step 9: Staff and train personnel to conduct screening and point of care testing

ESTIMATED TIME REQUIRED:	6 weeks
ESTIMATED STAFF NEEDED:	32 mobile testing team members (8 per team), 1 school nurse per school site (part-time support)

When staffing your indoor or outdoor school-based testing teams, the following activities must be considered: checking in students, collecting samples, managing queues, and storing samples. Additionally, the staffing structure might vary depending on whether your school chooses to conduct asymptomatic screening, point of care testing, or both. The preferred staffing structure for asymptomatic screening includes dedicated, paid staff rather than volunteers, as volunteers may be more likely to cancel shifts. When staff for hire is limited, consider filling hiring gaps by creating a paid partnership with medical volunteers from local healthcare organizations, undergraduate nursing or graduate medical students, students' parents, campus dining staff, or landscaping/grounds crews, for example. Certain COVID-19 tests, such as HDT's saliva-based PCR test, do not need to be collected by a medical professional and can be collected by any trained adult. Separately, point of care tests can be administered by a medical professional or self-administered by an individual (depending on FDA approval).

At DJUSD, we allocated four teams of nine staff each to execute the aforementioned activities; each team included a site supervisor, an IT representative, four sample collectors, two crowd controllers, and one general purpose team member. The size and number of teams was based on DJUSD's expected testing volume across all 11 DJUSD testing sites. From start to finish, HDT's tests take an average of five minutes, meaning each DJUSD testing team has the capacity to collect roughly 350+ samples over an eight-hour period. DJUSD's testing teams were staffed primarily by DJUSD staff (non-educators) and temporary full-time hires. To prepare for administering HDT's saliva tests, DJUSD testing team members shadowed HDT's testing site operations and attended a 4.5-hour online training course. Point of care tests are conducted by DJUSD's school nurses, rather than being self-administered, in an effort to maintain sample collection quality. Each nurse received training from HDT on how to collect and analyze samples using BinaxNOW and report the results to appropriate parties.

We have included a sample staffing structure in Appendix B to support schools looking to launch on-site testing. If your school is in Yolo County, HDT will fund select staffing for your school and provide training on administering HDT's PCR screenings and point of care tests.

Step 10: Develop a communications plan around testing

ESTIMATED TIME REQUIRED:	2 weeks
ESTIMATED STAFF NEEDED:	2 district communications team members

It is important to communicate with staff, families, and students about the importance of testing and the steps to do so. This communication should be clear and consistent. Consider developing a set of core messages about testing that spokespersons can reference. These messages should map back to the school system's vision for supporting the safety of students and staff. See Appendix C for sample messages about testing. You can use these messages to further build out talking points, frequently asked questions, and content for channels such as your district website and social media accounts.

Determine how you will share the plan for testing and any updates to the school community. This should include introducing testing and explaining how it will work, asking the community to register for testing, and sharing what happens if there is a positive result. Create template communications that can be employed to notify individuals of a positive result, a possible exposure, and other scenarios.

Step 11: Set up your indoor or outdoor testing site

ESTIMATED TIME REQUIRED:	2 weeks
ESTIMATED STAFF NEEDED:	3 set-up and breakdown crew members

After you select the location for your test site, procure your necessary supplies and equipment, and hire and train staff, you are ready to set up your test site. The test site, whether indoor or outdoor, should be located near an easily accessible entrance and exit and be located away from highly trafficked areas if possible. Tables should be set up to allow for social distancing (six feet) between each person (including both workers and clients) and include plexiglass barriers between the worker and client to protect the worker administering the test.

If you are launching an indoor test site, you may be able to keep the majority of your test site (excluding technology) set up overnight if it does not create space or security issues. The site may need to be set up and broken down at the beginning and end of each week to allow the space to be used for another purpose on the weekends. Outdoor sites, however, may need to be set up and taken down each day the test site is open due to inclement weather and security—unless your outdoor test site uses a structure similar to a mobile bus, in which a testing booth can remain set up permanently inside the vehicle. If you require daily set-up and breakdown and your test site staff cannot fulfill these duties, consider hiring a part-time crew that can lead this process at each test site. While a facilities or maintenance background is preferred, previous work in a school or childcare setting as well as cost should be the driving factors for hiring.

Each outdoor testing site in DJUSD uses three 10'x10' tents, which shelter two folding tables for both registering for and administering tests. The sites are set up near the school buildings to allow for electrical connections and to provide easy access to testing for students and staff. Outdoor test sites are set up each morning and broken down each night, and materials are stored in small storage lockers that we rented for the duration of the school year. DJUSD test site workers arrive 15-30 minutes before testing begins and remain for 15-30 minutes after testing ends to perform set-up and breakdown activities. (See Appendix D for a sample set-up of outdoor testing operations.)

We have included a sample site equipment and supplies checklist in Appendix A to support schools looking to launch on-site testing. If you are in Yolo County, we have indicated which supplies and equipment are available to you through HDT.

Step 12: Expand screening to school families and community members – optional

ESTIMATED TIME REQUIRED:	4 weeks
ESTIMATED STAFF NEEDED:	1 procurement specialist

If your city or county has limited testing sites or certain populations have issues accessing existing test sites, it could be beneficial to open school-based testing sites to the community.

HDT and DJUSD opened one school-based testing site to the community, with a goal of increasing testing rates in a neighborhood that had a high concentration of vulnerable populations. Depending on your school's reopening model, there may be only certain days or times of day during which you can accommodate visitors.

Key Considerations

The following are additional considerations to keep in mind:

- HDT and DJUSD did not mandate testing for students and staff; instead, we distributed pre-launch materials to familiarize the school community with our testing protocols and enable registration.
- The frequency of asymptomatic screening should be determined in tandem with the frequency of point of care testing and environmental monitoring in order to obtain a holistic view of community infection.
- It is important to reevaluate your testing strategy at least once per quarter to align your frequency with the stage of the pandemic and identify any new technology that may make testing easier or more effective.
- Consider any waivers or permissions you need to have from parents to test students without their parent present.
- Due to safety concerns, HDT employees were used to staff the DJUSD school site that was opened to the public. An HDT employee was also necessary to manage the community instance of Point and Click.

APPENDIX A
Sample Site Equipment and Supplies Checklist | Asymptomatic Screening

Items	Quantity Needed
IT EQUIPMENT	
Tablets and/or laptops and chargers	2 per mobile team*
Internet hotspots	1 per mobile team*
Extension cords and surge protectors	2 per mobile team*
Barcode scanner	1-2 per mobile team*
SAMPLE COLLECTION AND TEST KITS	
Collection kits (e.g., swabs/test tubes)	1 per test*
Labels for test tubes/bags	1 per test*
OFFICE SUPPLIES	
Clipboards, pens, and permanent markers	1 per staff member
Information pamphlets about test procedures	1 per test*
Name tags or identifying clothing / accessories for staff	1 per staff member

Items	Quantity Needed
CLEANING PRODUCTS	
Hand sanitizer	5 per site/week
Trash bins	5 per site
Cleaning products (e.g., disinfectant, paper towels)	1 per site/week
OTHER SITE EQUIPMENT	
Signage (includes social distancing markers)	15 per site
Pop-up tents (outdoor only)	3 per site*
Tables	6 per site
Chairs	5 per site
Cones/stanchions for line delineation	10 per site
Plexiglass barriers	5 per site*
Securable storage containers for PPE and other supplies	10 per site
Space heaters, fans, or air filters	2 per site*
Tube collection racks	5 per site
Trash bins and bags designated for hazardous waste	5 per site
Cooler/ice packs for sample refrigeration	5 per site
PPE	
N95 masks for test administrators	1 per staff member/day
Disposable gloves of various sizes	1 per staff member/day
Disposable isolation gowns	1 per staff member/day
Face shields or eye protection	2 per staff member/day

Sample Site Equipment and Supplies Checklist | Point of Care Testing Station, specific to BinaxNOW

Items	Quantity Needed
SAMPLE COLLECTION AND TEST KITS	
BinaxNOW test kits	Dependent on population and use cases
Medical sharps containers (or Biohazard bags)	5
CLEANING PRODUCTS	
Hand sanitizer stands	1-2
Trash bins	1-2
Cleaning products (e.g., disinfectant, paper towels)	1 week
OTHER SITE EQUIPMENT	
Trays (for BinaxNOW Ag Card when test is being performed)	1-2
Manual Timers	2-3 per site
PPE	
N95 masks for test administrators	1 per staff member/day
Disposable gloves of various sizes	1 per staff member/day
Disposable isolation gowns	1 per staff member/day
Face shields or eye protection	2 per staff member/day

*Indicates items for which HDT will provide funding/resources to Yolo County schools requesting support

APPENDIX B
Sample Staffing Needs

Function	Staff Required	Sourcing
Administration	1 administrator to support on writing policies and procedures related to testing; 1 administrator to coordinate testing across school sites (if large district)	Internal
Facilities and Capital Operations	1 facilities or capital operations specialist	Internal
Procurement	1 procurement specialist	Internal
Communications	2 communications team members	Internal
Site Set-Up	3 set-up and breakdown crew members	Internal or External (outsource)
Courier Support*	2 courier personnel to transport samples; 6 lab personnel to analyze samples	External (outsource)
IT Development	4 IT specialists to customize platform	External (outsource)
Testing*	32 mobile testing team members (8 per team); 1 school nurse to manage the point of care testing process	External (outsource)

*Indicates staff for which HDT will provide funding/resources to Yolo County schools requesting support

Sample Job Descriptions to Source the Testing Team

TITLE: LAB HELPER

Resource Pool: Mass Screening Kiosk Worker

Primary function: All

Duties:

75% COVID-19 Team Kiosk

- Proper setup of kiosk and sample collection materials daily.
- Oversees and ensures proper sample collection:
  - Provides guidance as needed to clients to ensure proper sample collection.
  - Provides clients with a special test tube for self-administered sample collection.
  - Clients will cap/seal special tube and place into container.
  - Places prepared sealed sample for collection and transport.
  - Cleans and sterilizes kiosk after each sample collection.
- Ensures kiosk is operational and addresses or reports any issues immediately.
- Replenishes sample collection materials on an ongoing basis.
- Ensures proper breakdown of kiosk and storage of sample collection materials daily.

10% Kiosk Safety/Sanitization

- Ensures safety and sanitization procedures are adhered to as established and/or directed.
- Performs hand hygiene consistent with site health and safety standards.
- Adheres to site safety and biohazard Standards.

10% Transport of Samples

- Ensures safety and sanitization procedures are adhered to as established and/or directed.

5% General

- Immediately notifies supervisor of any incidents and/or injuries.
- Communicates continuously with the Team Supervisor.
- Provides and/or reports feedback about event participant behavior, concerns, issues, and/or problems to supervisor.
- Performs other duties as assigned.

TITLE: CRS 1

Resource Pool: Registration Support/Point & Click Helpdesk

Primary function: Point & Click, Registration, Technical Support

Duties:

Under supervision, incumbents perform helpdesk/support related tasks. Incumbents will consult on general system features such as use of standard commands, editing features, and utilities; assist users with general helpdesk/support tasks. Incumbents may assist users in setting up equipment such as terminals, computers, equipment, and printers; and troubleshoot network hardware and software.

- Acts as frontline support in assisting kiosk staff with cancellation of laboratory accessions and orders.
- Oversees and ensures proper sample collection:
  - Will register clients.
  - Will accurately log, scan and correlate sample submissions via QR code using electronic tool (i.e., iPad, tablet, etc.).
  - Will direct clients to appropriate kiosk.
- Helps staff use the ChromeBooks and log into the PNC web application
- Helps with set-up of ChromeBooks and barcode scanners, including verifying operation and making sure all items are connected to power and WiFi as necessary.
- Troubleshoots barcode wireless connections (Bluetooth or 2.4GHz dongle).
- Tear-down at the end of the day (possibly not needed depending on the staff).

TITLE: COMMUNITY HEALTH OUTREACH SUPERVISOR 1

Resource Pool: Mass screening team supervisor

Primary function: Oversight

Duties:

Ensure the Mass Screening Kiosk Workers are following all procedures to safely and effectively assist community members on COVID-19 testing sample self-collection and transporting samples to the lab for processing.

- 85% Team Supervision/COVID-19 Team Kiosk Oversight
  - Oversees and ensures that all kiosks are set-up, broken down and secured daily as needed by mass screening team.
  - Manages inventory to ensure each kiosk has all supplies needed including testing materials, cleaning supplies, and PPE.
  - Supervises and provides guidance to Team for escalated issues/questions pertaining to COVID-19 testing.
  - Oversees and observes sample self-collection activity to ensure correct method/protocol is utilized at each kiosk.
  - Manages scheduling, performance management, training, time reporting of kiosk team.
- 10% Specimen Transport
  - Receives samples from kiosks and prepare for delivery to lab.
  - Ensures biosafety protocols are followed to ensure the safety of the team and the integrity of the samples collected.
  - Arranges logistics for the transport of samples.
- 5% General
  - Validates all kiosk workers and students have taken required training
  - Notifies school supervisor of any incidents and/or injuries, immediately.
  - Ensures continuous communication with the Project Stakeholders.
  - Provides feedback about event participant behavior, identifies common problems and solutions.

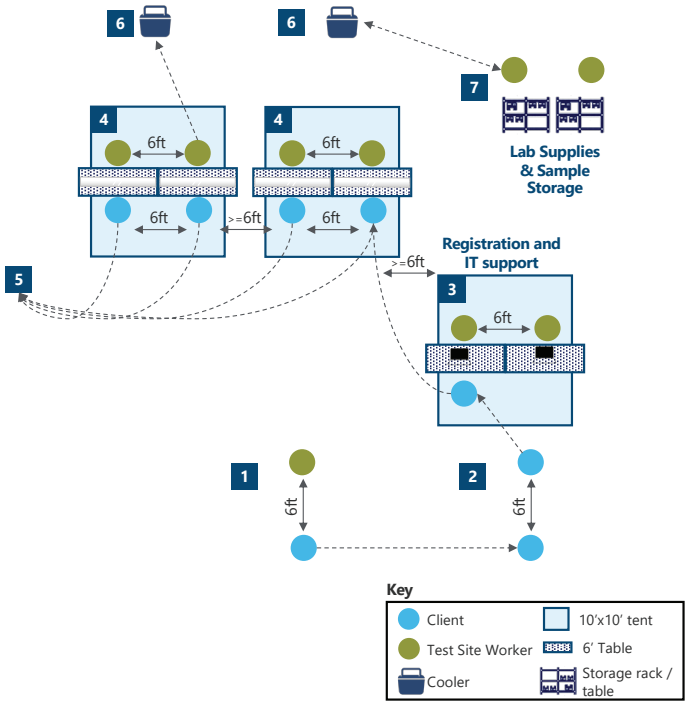
APPENDIX C
Sample Messaging

- Until there is widespread vaccination, weekly testing with quick results, in addition to wearing masks and physical distancing, will help prevent the spread of COVID-19 in our community.
- As part of our conditions for a safe return to campus, our district is offering free asymptomatic testing on our campuses to students, educators, and their families.
- These saliva-based tests are quick, easy, and painless.
- We will also be using BinaxNOW tests, which involve a simple, less invasive nasal swab. These tests provide results in 15 minutes.
- We encourage all students to take advantage of this free resource that will play a crucial role in keeping our school communities safe and healthy.
- To ensure your student can be tested when they return to school, please make sure that they are registered for testing by [add testing registration steps here].
- We appreciate the partnership of all district staff, students, and families in our collective effort to safely return to school.

APPENDIX D
Outdoor Testing Operations Overview

The following shows an example walk-up layout and patient journey[1]

1. Patient schedules appointment to be tested and is assigned a time slot
2. Patients arrive at the test site at scheduled time slot and are asked screening questions by greeter before lining up
3. Patients line up and wait for their turn to check in
4. Check-in Personnel validate patient ID, provide 'boat' of testing materials, and assign patient to collection booth
5. Patient receives instructions and provides sample. Kiosk worker collects sample
6. Patient exits testing area
7. Kiosk workers store sample
8. Samples are batched and shipped via courier to the lab



[1] This information is meant to be a general guideline, but it is not intended to be medical or clinical advice; the licensed Provider Partner operating the sample collection site will provide all clinical and medical standard of care decisions.

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