**Getting Started Checklist**

School COVID-19 Testing

#### Define Your Testing Protocol and Select Your Vendor

* Find the right [program](http://www.openandsafeschools.org/about) for your school district and understand the testing options available (e.g., what type of test, how often, students / staff, vendors)
* Make contact directly with the vendor to ask questions and set target start date
* Connect with your local board of health to agree on [a contact tracing protocol](http://www.openandsafeschools.org/getting-started#Case-Identification)

#### Identify Your Testing Team (See our [Guide](https://docs.google.com/document/d/1MeBBivhGXWzGjWza7H27LdZMGUa37OpINAtq5qd-VaM/edit?usp=sharing))

* Identify District Testing Program Manager, School Testing Coordinator, School Outreach Leads, and staff to oversee specimen collection
* Complete trainings from vendor to learn how to administer the test and how to use the software to manage your testing roster and public health reporting

**School** **Communications** (See our [Communications toolkit](http://www.openandsafeschools.org/communications)) 

* Create your Three Phase Communications Plan
* Schedule initial introductory webinars for school staff & community
* Create a webpage to answer FAQs about the program
* Set a goal for participation in the program and make a plan to meet it
* Set up your dashboard and plan for regular communication of test results

#### Software and Regulatory Set Up

* + If you are using a point of care test that requires it, apply for a CLIA Waiver. Ask your testing vendor and your State Department of Health for details
  + Establish standing physician order. State Departments of Health may establish state-wide standing orders or schools can find a local physician to order
  + Decide whether the testing roster and results will be managed by each school or by the district as a whole
  + Create a process for [collecting consents](http://www.openandsafeschools.org/getting-started#getting-consent) that includes multiple languages and multiple ways to give consent (e.g., verbally, on paper, in a simple online form)



**Testing Logistics and Supplies** (See our [Getting Started toolkit](http://www.openandsafeschools.org/getting-started))

* Confirm start date with testing vendor
* Establish and document testing schedule
* Identify testing area(s) at each school and document [collection method](https://covidedtesting.com/getting-started#choosing-swab-collection-methods)
* Confirm process for [transporting specimens to the lab](https://covidedtesting.com/getting-started#getting-your-pools-to-the-lab)
* Distribute PPE (surgical and N95 masks, eye protection, gloves, gowns), test kits, and supplies (hand sanitizer, sanitizing wipes, tissues) to each school