



# Getting Started Checklist

## School COVID-19 Testing



### Define Your Testing Protocol and Select Your Vendor

- Find the right [program](#) 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](#)



### Identify Your Testing Team (See our [Guide](#))

- 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](#))

- 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](#) 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](#))

- Confirm start date with testing vendor
- Establish and document testing schedule
- Identify testing area(s) at each school and document [collection method](#)
- Confirm process for [transporting specimens 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