School COVID-19 Testing Vendors Implementation Materials

Schools are unique settings for running COVID-19 testing programs. Vendors need the following materials and capabilities in order to successfully serve schools.

The toolkit at www.openandsafeschools.org provides general information for school districts on why to test, how to set up their testing program, and how to communicate about it with their communities.

Testing vendors need to fill in the gaps with information specific to their products as detailed here.

Best practices for School Testing Vendor Implementation Guides

- PICTURES! PICUTRES! PICTURES! They don't have to be high quality images. Instead focus on including real photos of a school testing program in action
- Use simple, straight forward language. Where possible, include multiple languages for any family facing materials
- A Google Doc or other web-based platform allows you to push out updates easily as needed.
- Assign a specific customer support representative to each school and provide direct contact information (phone and email)

Example Vendor Implementation Guide: CIC Health

School COVID-19 Testing Vendors
Implementation Materials

Core Capabilities

Basic information:

♦ emergency use authorization from FDA
♦ lab where assay is performed, including lab location
♦ clinical data (test sensitivity and specificity)
♦ turnaround time (TAT)
♦ specimen collection: who, when, where, how

Prerequisites for testing (e.g., Physician order, CLIA Certificate of Waiver, etc...)

System for schools to order test kits and supplies for delivery

Software that:

♦ is compliant with federal education and health care data privacy laws
♦ is capable of tracking tests & reporting results to school, individuals, and public health (including feedback on inconclusive results)
♦ *Suggested:* enables individual accounts to give consent and view individual test results

Options for transporting specimens to the lab (e.g., pre-paid overnight shipping or courier service)

Customer support for both the school and individual families

Testing Program Design & Testing Logistics

Recommended best practices and examples of successful testing programs

Parameters or restrictions from lab on days or times to test, if any

List of equipment and supplies needed for testing days, including what is provided by vendor vs. school

Recommended staffing levels for testing days

Available staff or connections to local staffing firms to fill any on-site needs on testing day

Training Materials (both video and print recommended)

Collecting and observing collection of specimens, including packaging and labeling for transport

How to use the software, including:

♦ how to order supplies
♦ how to upload consent
♦ how to check in individuals and send data to the lab and how to view results

Setting up & breaking down testing stations

PPE (what PPE is required by role, how to safely put on / remove)

Consent Process

Consent form template, approved by legal and able to be used in the state where school is located

Consent form translations for languages determined by school & summaries in plain language

.CSV template for bulk uploading consent forms into software

Communications Support

Testimonial and contact information for a school using vendor's testing program

Flyers describing swab/collection process for those doing self-collection

Suggested: Video example of a school Covid-19 testing program

For more information about school COVID-19 testing programs,
please visit www.openandsafeschools.org