

Hi all, what a year huh?

Here's an overview of all of the things we have done that have proven to be effective and helpful! Hopefully we've been able to iron out the kinks enough to help all of you just starting the process get through it with ease. We use the BROAD institute in Cambridge with the tests being processed by CIC Health also in Cambridge. If you are not using this company, hopefully there are still a few tips in here to help you organize your district testing.

First step is to gauge interest and collect information for staff (or students) who would like to sign up for testing. We currently do weekly, individual supervised PCR testing for all staff in the district. We are finally up to about 92% participation. Our superintendent sends out a google form asking for Name, School/Job, email address, phone number, and address (in event that contact tracing needs to be done). This gets exported to an excel spreadsheet that we can all easily edit as staff sign on a later date.

*Google form would also be a great way to gauge which days would be most popular for testing. Watertown's test schedule looks like this:

Monday	Tuesday	Wednesday	Thursday	Friday
High school Cohort A all-day staff & students (pool testing)	High school Cohort B (pool testing) Elementary schools (3 schools total) Cohort A Middle School cohort A	Elementary schools (3 schools total) cohort B Middle school Cohort B	7-8:15 staff 12:45-2p staff Positive pools from Tuesday come to re-test with individual PCR	7-8:15 staff 12:45-2p staff Positive pools from Wednesday come to re-test with individual PCR

At the high school staff and students can go in between classes or during prep periods to a designated location where our nurse collects the swabs.

At middle and elementary schools, we have a "traveling" swab station on a cart. Initially we had done swabbing outside on mask breaks but now the weather has made it a little difficult, so we take the cart around to each class and have them come out one by one. At first, we thought this may disrupt learning for too long, but the testing goes quite quickly, and the disruption is minimal. It is helpful to give the teachers a list of who is testing ahead of time in order to help get the kids out of the room and back in. More on pool testing later in the document!

Also a handy non stop the spread testing option is <https://www.pixel.labcorp.com/> they take all insurance and it is free if you have symptoms. FedExed overnight and then dropped back off. Usually results within a couple of days!

If you have any questions, don't hesitate to email! My email or call! Feel free to use any of my goofy videos and share this document with whomever you think could benefit.

Weekly staff testing

In the beginning we send sign ups out each week. I have made a video on sign up genius [here!](#) We would send this out at the start of each week and allow staff to select the time they wanted to come. **Make sure they know they must come the day they sign up for or they have wasted money on their test as the tests must be pre-ordered with the lab regardless if they're fulfilled or not.** Since we have such a high sign up rate we are now doing permanent test slots. So everyone signs up for a day they will come each week, no more sign up genius. They just need to order their test ahead of time on LabPass with the labs. If you are able to get a high percentage of interest with your staff, just make one sign up genius or google form that explains the permanent date/time slot.

We are very lucky with our current set up, we have managed to make a “drive thru” station at Watertown Middle School. I and the other testing nurse sit inside the cafeteria with windows open to the front of the building (see yellow circle in picture below). This allows cars to file in and wrap around the horseshoe. We typically have one of our school resource officers out front and they help direct traffic and remind people to blow their nose and sanitize their hands prior to coming to the window. In the event that they don't have tissues or hand sanitizer, we have our custodian set out a desk and trash barrel in front of the window so people can blow and sanitize outside before walking over to the window.



Our first test day we handed the tube and the swab to the staff but there were too many risks for the sample to be contaminated as they handled it or had it in their car. So now they approach the window, we preopen the swab for them, they pull out JUST the swab, circle each nostril 3 times then plopp it into the collection tube and we recap it. This way we are ensuring no contamination and their hands aren't touching the outside of any of the samples. [Here](#) is my original video on sample collection, feel free to share with whomever if you think it would help put staff member's minds at ease. THIS is our most recent set up!

Staff communications

Here is an example of our weekly communication for sign-ups:

Hello all,

This Thursday and Friday we will hold our weekly staff COVID-19 testing. The times for testing this week will be **7:00am-8:15am and 12:45- 2:00pm**. *Please blow your nose and hand sanitize prior to coming to the window.*

REMINDER: order your tests on LABPASS prior to arrival. Attached is a reminder on how to order your test. You have to order a new test every week.

Step 1: [HYPERLINK THE SIGN UP HERE](#)

Step 2: [ORDER TEST on LABPASS](#) (***** is the password if you need to make a new account) *I removed the password as not to confuse other districts!*

Please make sure that you only come for testing on the day that you sign up. If you miss your time, you can come back during any of the testing hours, but it has to be on the same day, **your test will be forfeited if you miss your test day without notifying Bianca or myself**. Feel free to email Nurse Bianca or myself if you have any questions.

At the end of each email, we attach 2 documents, one is How To Do A Nasal Swab and the other is directions on how to order the test. I will attach the “how to order a test” document as a word documents so you can edit it and add your own districts code. The other is a PDF as it is not district specific.

Lab Pass

This was probably the most difficult aspect, figuring out the software. You have to have separate emails for every account in Lab Pass. Meaning, nurses who will be admin and operating the software should use their work email, but when they make an account to get tested, you will need to use a personal email. Staff can choose to use their work or private email. Students (if you will be doing individual testing for students) can use their school emails, but usually the parents put in their own emails. If there are multiple students in a family, a separate email must be used for EACH student.

[HERE](#) is a brief Lab Pass tutorial! (How to order a test for someone, how to reset passwords, delete duplicate accounts)

Pool Testing

Hat's off to Massachusetts for getting us funding for this! We have been doing pool testing in schools since mid-October in Watertown and I think we have figured out a fairly efficient method!

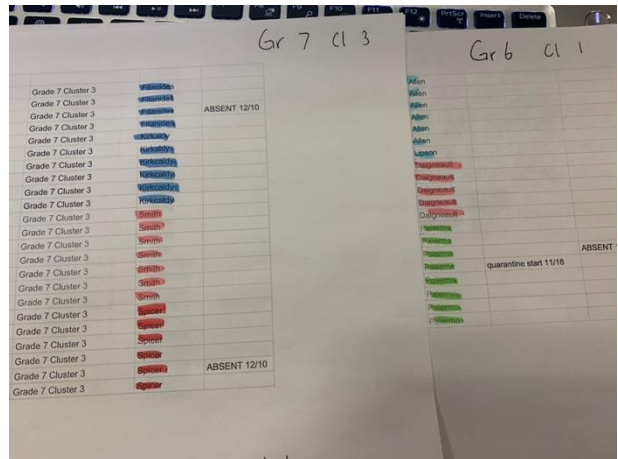
As you saw our testing schedule on the first page, we have one nurse per school plus one float nurse for the district.

- At the high school we have a swab station set up and the students come between classes or on their way in/out of the building. Since our high school students still switch classes we aren't able to designate set cohorts. At the high school level we just test the kids as they come and fill each tube up with 10, **age 14 and up, the students can swab themselves**. Then if there is a positive pool, we pull those ten students and have them come for an individual test. It's a bit of a hassle having to double test but the pool testing helps the budget! Once we have identified the positive student we give them isolation instructions and quarantine family members as well as friends they saw in or out of school that would be considered close contact.
- At the middle school and elementary schools we have a "covid test station on wheels". It has all of our supplies, some back up and our test tubes. Initially, when the weather was nice, we tested outside during mask breaks since we thought pulling from classes would cause too much disruption for learning time. Turns out, we can test a whole class in under 5 minutes and after the first week or two, kids and staff are familiar with the process and it goes even faster. At the elementary and middle school levels we test by class. Each pool tube can hold **up to 10** swabs. Occasionally if there is a low sign up rate in class we will mix 2 classrooms together in one tube (again from a budget standpoint) but never more than 2 classes. At the elementary level if we have a positive pool, the entire class, plus staff, is quarantined for 14 days as it can be very difficult to keep socially distant with the younger students. At the middle school level, where the kids are older and they know to keep 6 feet, we figure out who close contacts are within the classroom and quarantine based on contact tracing.
- A few things we have found that to be helpful with setting up pool testing. Pre-make your test tubes and color coordinate! As seen in the pictures below, we total the kids in each class that will be testing, organize them into pools, designate a color for that pool then use the teachers last names (their names are shared with permission in the pics) by color as extra efforts to double check.
- We call the students out of the classroom in small groups (2-3 kids). We confirm their names coming out of the classroom, hand them a tissue and instruct them to walk a ways down the hallway to blow their nose, toss their tissue in one of the trash cans in the hall, they return to our mobile cart, hand sanitize, we confirm their name again, swab them and send them back into class.
- [HERE](#) is a short tutorial on using the CRUSH software with CIC labs.



Here is our “Covid Testing To Go” cart. Gloves, extra gowns, goggle/face shield, plenty of tissue boxes, sanitizer wipes, hand sanitizer plus test tubes & swabs

Using a master list on excel, assign each teacher a pool color. Then as seen below, write the pool name in a matching color.



Here is a picture of pool tests collected on Cohort A day at Watertown Middle School. Some classrooms had their own tube, others were joined (no more than 2 classrooms per pool)