

COVID Testing Set-up

School Site

Before Testing

- Ensure all test kits are on site at least the day before scheduled testing
 - Communicate with Coverify when/where the samples should be picked up
- Send the attached email to all individuals who will be tested
- Identify the day of contact person who will oversee the testing session (Test Coordinator)
- Identify person who will conduct check-in and document individuals testing (Test Registrar)
- Select a designated testing area – preferably outside
 - If indoors is the only option, space should be large (gym, multi-purpose room, etc.)
- Testing Area set-up
 - Check-in table for completing forms and tracking individuals who are testing
 - Traffic control – one entrance and one exit
 - Signs posted
 - Designate a waiting area where individuals can be 6 ft apart
 - Space to put up instructional posters (CCE will provide)
 - Tables for individuals to use for testing
 - Cleaning wipes available for each person to clean after use
- Handwashing station/restroom close to testing area
 - Alternative is to provide gloves to each individual testing

During Testing

- Test Coordinator will monitor testing area
 - Provide direction as needed
 - Answer basic questions about the process
- Test Registrar will support individuals
 - Check-in individuals
 - Assist with paperwork completion
 - Answer basic questions about the process
 - Assist with traffic flow

After Testing

- Clean the testing area
- Dispose of trash
- Assist testing staff with getting the samples to the designated pick-up location

Email content to Testing Participants

[Add Greeting]

You will be participating in COVID Testing on [Enter Date].

In preparation for the test please see the reminders below:

- If you are not feeling well, please stay home and we can reschedule your test
- Refrain from eating and drinking (even water) 30 minutes prior to your testing time
- Wear a mask to/from the testing location and while at the testing location (aside from when you are actually taking the test)
- Observe 6ft social distancing while waiting and testing
- You will complete the release forms and will need your insurance information
- Familiarize yourself with the testing administration instructions while you are in the waiting/registration area

Additional information for parents:

- You may need to assist younger students and students with disabilities
- You will need to adhere to all testing guidelines for individuals being tested

There will be a healthcare professional from Cross Country Education to assist with the testing process on the day of your test.

[Add any school specific instructions here]