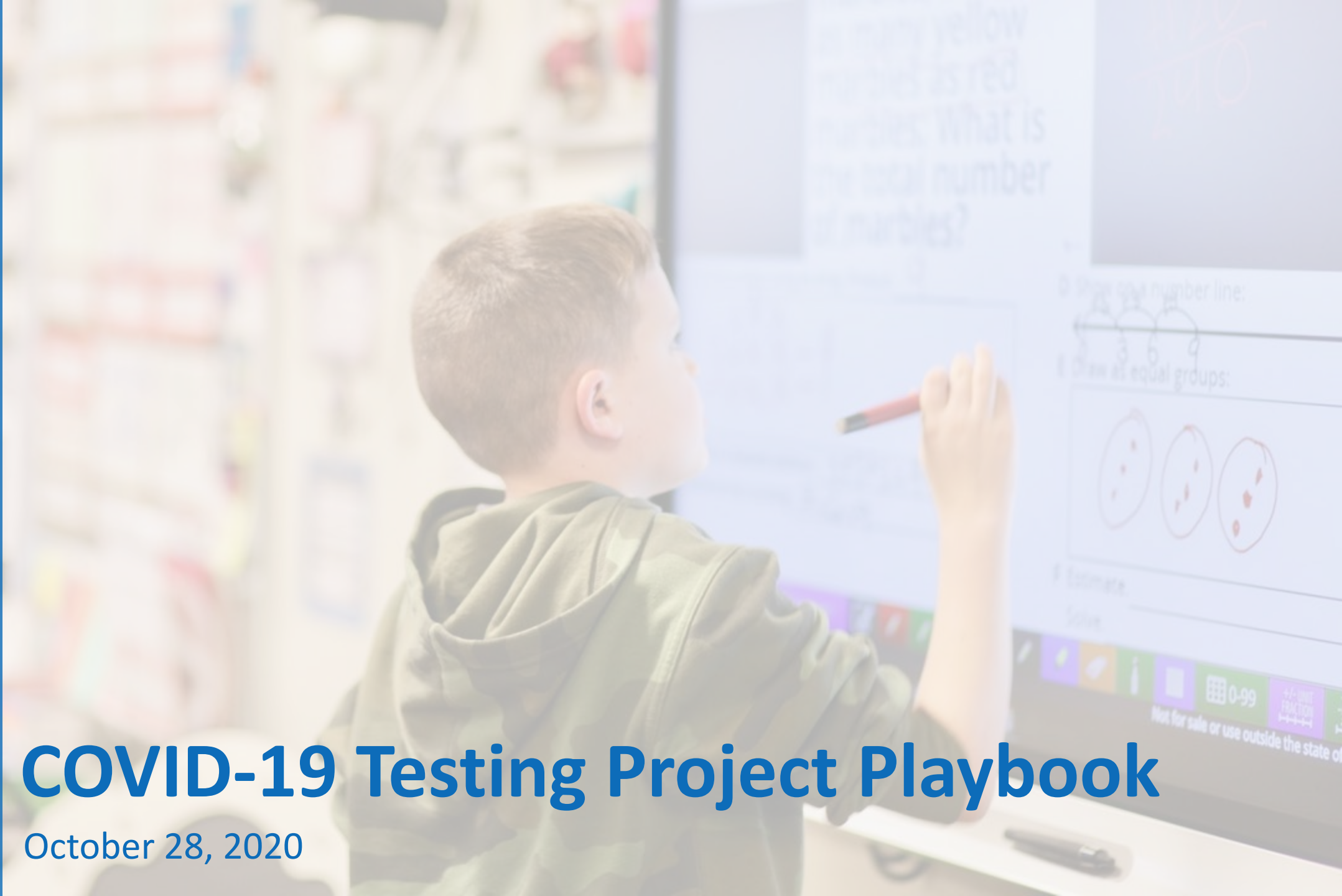# COVID-19 Testing Project Playbook

October 28, 2020

Purpose of this Playbook

This playbook is:	This playbook is not:
■ A resource created to help school system and campus-based testing teams ■ An information source to inform school system decisions to opt-in to the testing program ■ High-level implementation guidance	■ A detailed implementation plan ■ A set of requirements to follow

TEA

Playbook Contents

Testing Project Overview

Testing Project Implementation

Testing Project Reporting

Contact/Support Information

TEA

Testing Project Overview

Goal of this effort

In partnership with DSHS and TDEM, keep TX schools safe and open for on campus instruction by strategically deploying rapid COVID testing resources

Testing approach

School systems are provided flexibility to use Abbott Laboratories BinaxNOW tests provided by the state and federal government as their local context requires

TEA

Testing can support school systems' efforts to reduce COVID cases on campus

TEA's Public Health Guidance Framework

Provide Notice

Prevent

Respond

Mitigate

REMINDER: TEA has a Four-Part Framework included in the *SY 20-21 Public Health Planning* Guidance document

By conducting tests on campus, school systems can:
- Use tests as an additional screening tool in some cases to **prevent** the virus from coming on campus
- Provide another source of testing to which the school can quickly **respond** by removing the individual before they can spread COVID on campus

TEA

Breakdown of Key Responsibilities in Testing Process

Testing is a partnership that requires collaborations between school systems and the following state agencies…

Responsibilities:

- Provide insight and direction about the needs and context of Texas schools, including working towards students learning on campus
- Serve as a resource to ISDs

Responsibilities:

- Collect aggregate data on testing in schools, in collaboration with TEA
- In collaboration with local public health entities, collect specific case data on positive cases

Responsibilities:

- Manage and serve as point of contact for logistics of testing distribution and inventory management.
- Provide training for test administrators

Breakdown of Key Responsibilities in Testing Process

Testing requires school systems to…

- Develop the overall plan of test administration for the school(s), including:
    - Who and when tests are administered
    - Where the tests are administered, and how the test layout, staging, and flow those getting tested will work at the testing location(s)
- Identify test administrators
- Train test administrators using TDEM-provided training video
- Communicate the testing plan with teachers, staff, parents, students, and the community
- Ensure coordination of internal staff managing and administering the tests
- Distribute PPE provided by TDEM to test administrators on school sites
- Ensure schools follow biohazardous waste protocol
- Build protocol for staff & students who test positive
- Report test results to TDEM via STRAC (TDEM will provide tutorial)
- Report weekly test volume to DSHS via the Case Reporting Form

About the Abbot Labs BinaxNOW Test

**How long does it take to get test results?**
15 Minutes

How is the test administered?
Tests are administered with a nasal swab (to the shallow front of the nostrils only). Adults will be able to self-administer the test with the oversight of a test administrator.

How are the tests packaged?
Tests are the size of a credit card and contain a nasal swab and reagent testing solution (one bottle per testing kit). They are packaged 40 to a shoebox-sized kit.

TEA
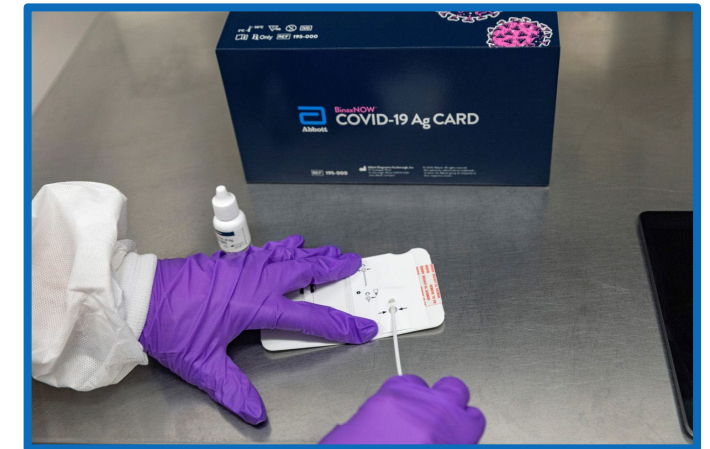
Accuracy of the BinaxNOW Test

- Abbott Labs evaluated its test in 102 patients who had shown COVID-19 symptoms for fewer than 7 days and compared the results with a PCR test. This analysis showed that BinaxNOW has a:

  - sensitivity (true positive rate) of 97.1%

  - specificity (true negative rate) of 98.5%

- BinaxNOW tests are significantly more accurate than the previous generation of rapid antigen tests.
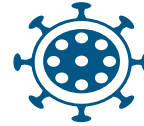
Recommended Testing Approaches

Screening

Recurring testing of asymptomatic individuals. Suggest limiting to staff only.

Targeted Response

Testing of individuals who are symptomatic.

> **While school systems are encouraged to implement the recommended testing strategies, they have flexibility to use the test(s) to meet the needs of their local contexts.**

TEA

District Testing Allocations

Trauma Service Area COVID-19 Hospitalization Rate	Allocation Methodology
<7%	On-Campus Staff Count + 5% (Student Enrollment + Total Staff) + 1% (Student Enrollment + Total Staff)
7-15%	On-Campus Staff Count **x 2** + 5% (Student Enrollment + Total Staff) + 1% (Student Enrollment + Total Staff)
>15%	On-Campus Staff Count **x 4** + 5% (Student Enrollment + Total Staff) + 1% (Student Enrollment + Total Staff)

- Tests will be resupplied monthly once supplies have reached 25% of inventory provided
- Allocation will be recalculated on the 15th of every month based on regional health data

TEA

Testing supply overview

1 Public school system or private submits online "opt-in" application

2 School eligibility is assessed

3 TDEM delivers initial monthly allocation of testing kits/PPE based upon total staff & student counts and regional hospitalization rates

Resupply

- Resupplying tests will take place once supplies have reached 25% of initial inventory provided.
- Resupply will be based on the following month's allotment, recalculated based on regional health data.
- Resupply other than for the next month's allocation is not available due to constrained supplies from our federal partners.

TEA

School System Commitments

- When opting into the K-12 COVID-19 Testing Project, the school system commits to:

    - Test only district employees and/or students

    - Make testing optional

    - Obtain formal consent from student's legal guardian (for those under 18) or individual being tested (18+)

    - Not charge students/staff for testing

    - Allow all students who wish to participate in on campus instruction to do so
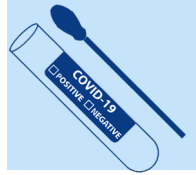
TEA

Playbook Contents

Testing Project Overview

Testing Project Implementation

Testing Project Reporting

Contact/Support Information

K-12 COVID-19 Testing Project Key Steps

Before Testing: Key Steps	During Testing: Key Steps
1. Identify your testing team 2. Decide testing approach 3. Communicate with your stakeholders 4. Prepare testing locations 5. Prepare staff & students	6. Test day management

TEA

1. Before Testing: Identify Your Team

1. **Identify District Test Coordinator**
   - Oversees inventory processes in partnership with TDEM and within the school system
   - Supports school leaders with test program implementation
   - Reports testing needs and other issues through designated channels
   - Is available to answer specific campus questions and concerns
2. **Identify Test Administrators**
   - Administers test to students/staff (if not self-administered)
   - Implements safety protocols
   - Reports test results
   - Could work in collaboration with labor identified through partnership with local health care providers or health department
3. **Train Test Administrators**
   - Test Administrator Training

2. Before Testing: Decide Testing Approach

Recommended testing approaches to have most impact on program objectives of keeping Texas schools <u>safe</u> and <u>open</u> for on campus instruction:

Screening

Recurring testing of asymptomatic individuals. Suggest limiting to staff only.

Targeted Response

Testing of individuals who are symptomatic

School systems may opt to use other approaches to testing. When considering other approaches, it is <u>not</u> recommended to use tests:

- Immediately prior to exposure to another group that has not been tested (e.g. testing a volleyball team prior to a game)

- In lieu of implementing other safety protocols (e.g., allowing first grade students who have tested negative to not wear masks)

- End a close contact stay-at-home before the incubation period has completed (e.g., allowing a teacher who was identified as a close contact to come back after 2 days with a negative test)

TEA

3. Before Testing: Communicate with your Stakeholders

Possible practices for communicating with school system stakeholders about the K-12 COVID-19 Testing Projected are below. School systems should feel free to communicate in any way that makes sense their local context.

1. Introduce testing program to school principals prior to broader announcement
2. Announce testing program to all school staff via a (possibly virtual) all-staff meeting
3. Send a mass email or phone message recording to parents introducing the program
4. Provide informational handouts and FAQ documents about the testing program to all staff and parents of students
5. Post all documents prominently on district/school websites

TEA

4. Before Testing: Prepare Testing Locations

Prior to testing, the COVID-19 district testing coordinator or their designee should do the following to prepare:

1. **Plan for test distribution and storage:**
   - Develop plan for receiving, storing and distributing tests and supplies. Ensure test kits are stored in locations with **temperatures between 36-86 degrees Fahrenheit.**
   - Allocate and facilitate delivery of tests and supplies to campuses, ensuring that campuses have enough tests & PPE at any given time to meet planned and emergency testing needs

2. **Plan test-day logistics:**
   - Identify a testing location, following TDEM guidance
   - Create a testing process flow
   - Ensure PPE and critical equipment for testing (e.g., tables, chairs) are on site

3. **Prepare COVID-19 test administrators:**
   - Ensure staff are appropriately trained to conduct testing using TDEM training video

4. **Perform a Dry Run:**
   - Do a walk-through of each campus prior to the actual day of testing, preferably 2-3 days in advance

TEA

5. Before Testing: Prepare Staff and Students

Prior to testing, the campus principal or their designee should do the following to prepare:

1. School systems **must** obtain consent/permission forms.
   - Depending on the district approach, this may require sending the slip in advance, on a case by case basis, to all or a subset. Obtain appropriate consent forms from all individuals tested, prior to testing, including staff members, students (with parental consent if under the age of 18)
   - School systems may consider including a QR code on the form to facilitate data entry.
2. Build a testing schedule and share with school stakeholders
3. Practice protocol for individuals that test positive
4. Designate a school point of contact who is responsible for aggregating daily results and reporting to district COVID-19 testing coordinator

TEA

6. During Testing: Test Day Management

During testing, the COVID-19 school system testing coordinator or their designee should:

1. Be on call to help troubleshoot and answer questions
2. Visit campuses throughout testing to provide additional support, observe, and document lessons learned

During testing, the COVID-19 campus testing administrators should:

1. Follow all the guidance they learned in training and in the TDEM step-by-step instructions
2. Call help number or COVID-19 district testing coordinator for questions

TEA

Playbook Contents

Testing Project Overview

Testing Project Implementation

Testing Project Reporting

Contact/Support Information

TEA

Testing Project Reporting and Notification

School systems have two reporting responsibilities

1. Report cases via the pre-existing DSHS COVID-19 Case Reporting Form, which includes test counts and testing results.

2. Each school must meet specific testing reporting requirements using a web-based portal and inventory management requirements associated with receiving these tests. This includes maintaining a weekly inventory tracker.

Campuses have two notification responsibilities

1. Campuses should be prepared to notify individuals, or, in the case of a student under 18, the student's parents, in the event of a positive test, though they will receive a formal notification within 24 hours via email and/or text.

2. In addition, school systems must provide notification to their campus communities of positive cases on campus, consistent with TEA Public Health Guidance notification requirements.

Playbook Contents

Testing Project Overview

Testing Project Implementation

Testing Project Reporting

Support/Contact Information

TEA

Additional Support Resources

- **TEA Resources:**
  - [Coronavirus (COVID-19) Support & Guidance](#)
  - [SY 20-21 Public Health Planning Guidance](#)

- **TDEM Resources:**
  - [K-12 Testing Information](#)
  - [Best Practices for Schools- Testing COVID 19 Abbott-BinaxNow](#)
  - [QR Code Generator](#)

- **DSHS Resources:**
  - [DSHS COVID Dashboard](#)

TEA

For More Information

Agency:	Type of Questions:	Contact:
TEA Texas Education Agency	- Best practices playbook for schools - Communication templates - DSHS Weekly COVID Case Reporting including reporting test counts and results	COVIDCaseReport@tea.texas.gov
Texas Division of Emergency Management	- For logistics and supply issues - For PPE allotment and use	k-12logs@tdem.texas.gov https://tdem.texas.gov/k-12testing/
txrapidtest	For Test Registration and the testing application Txrapidtest, test coordinators can contact:	Phone support: (512) 399-8050 Email support: support@txrapidtest.org FAQ: https://helpdesk.txrapidtest.org
Abbott	For issues with individual test kits	Phone support: 1-800-257-9525

Thank you