Identifying Your Testing Team
School COVID-19 Testing

In order to support your testing program, it’s important to identify internal, external, or volunteer resources that can take on the responsibilities listed below. One individual can take on multiple roles, and in many cases this is recommended. While school nurses tend to make great candidates, a nursing degree or specialized medical training is not necessary to fulfill any of these roles.

At each school district or childcare program, you need:
   1. Testing Program Manager

At each school or site, you need a:
   1. Testing Coordinator & Software Manager
   2. School Outreach Lead
   3. Test Observers & Swab/Saliva Sample Collectors

As a reminder, some programs are small enough that just one person can fill all these roles!

See below for detailed descriptions of each role.

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**AT THE DISTRICT LEVEL**

**Program management and contact tracing**

1) **Testing Program Manager**

A successful school testing program will have at least one person at the district or program level who will be responsible for initiating the program, managing the day to day, and handling the overall communications around the program.

**Responsibilities**

- **Program initiation**: in the 2 weeks leading up to the program’s launch and during the first week of testing, a staff member or volunteer will spend significant time on program design and communication with stakeholders. This will include:
  - Liaising with testing service provider
  - Designing testing schedule
  - Working with school-based testing coordinators to identify and set up testing spaces or swab / saliva sample drop sites in each school
  - Hosting webinars to explain program to staff and families
  - Identifying personnel to fill school- or site-specific roles
Ensuring relevant personnel have completed trainings
Answering questions from parents, staff, students, etc.

**Ongoing program management**
- Ordering and inventorying supplies
- Tracking test participation
- Monitoring issues and solving problems
- Reporting to the community each week on test participation and test positivity using a dashboard or other tool

**School or Local Public Health: Contact tracing and counseling**
- Calling individuals who test positive to provide advice and care
- Contact tracing

**Qualifications**
- Completed all relevant trainings for the testing program and familiarity with all relevant materials (est. 5-10 hrs)
- Experience with project management
- Experience with school communications
- Comfortable utilizing technology
- Highly organized with strong attention to detail
- Understanding of basic public health principles related to COVID-19 testing

**Time commitment estimate**
- Program initiation: 20-30 hours / week for 2-3 weeks
- Ongoing program management: 5 hours / week
- Contact tracing and counseling: 2 hours / week / 200 participants

**AT THE SCHOOL**
The roles below can be filled by one individual or shared across multiple people. School nurses often take on these jobs, but that is not a requirement. Anyone can be trained to complete the tasks below.

(1) **Testing Coordinator & Software Manager**

**Responsibilities:**
- **Software management:** administer software platform(s) provided by testing service provider, including
  - Managing consent forms and maintaining list of testing program participants as determined by the consent process set by the district
  - Tracking and reporting results
- **Supply management**
  - Tracking inventory of testing kits and supplies delivered to school, noting when supplies run low
  - Coordinating delivery of specimens to the lab in collaboration with the District Testing Program Manager
  - Preparing materials for specimen collection; may include labeling and/or color coding tubes
- **Testing schedule oversight**
  - Ensuring each testing day is staffed by appropriate personnel

Visit www.openandsafeschools.org for more resources
o Communicating with staff members serving as observers and specimen collectors for pooled testing

● **Results Monitoring** (if done at school level)
  o Monitoring software platform for test results and ensuring positive cases are efficiently referred to appropriate contact tracing team

**Qualifications & Training:**
- Must have watched training video or read user guide materials from vendor
- Highly organized with strong attention to detail
- Comfort utilizing technology
- Able to work in person with students, wearing appropriate PPE

**Time commitment estimate:**
- 5 hours / week for a school of up to 500 participants; +1 hr/week for every additional 200 participants
- Expect heavier load during first 2-3 weeks of program launch

(2) **School Outreach Lead**

**Responsibilities:**
- Work closely with School Coordinator, District Program Manager, and other School Outreach leads to do additional outreach to the school community and reach participation goals.
- This may include:
  o Calling individual families who have not signed up to get consent
  o Organizing additional webinars
  o Creating school-specific content (e.g., videos of testing process)
  o Posting to social media

**Qualifications & Training:**
- Experience with school communications
- Personable, organized, and persistent

**Time commitment estimate:**
- 5 hours / week for a school of up to 500 participants; +1 hr/week for every additional 200 participants
- Expect heavier load during first 2-3 weeks of program launch

(3) **Test Observer & Swabber**  
(number needed is determined by testing schedule)

**Responsibilities:**
- Set up testing station
- Administer or observe tests
  o For younger students (Grades K-1) or students with disabilities who are unable to swab themselves, swab individuals.
  o For the majority of students (Grades 2+), observe individuals self swabbing and placing into the correct tubes or collect saliva samples.

Visit www.openandsafeschools.org for more resources
Qualifications & Training:

- Must have watched or read training materials from vendor or have received live training from school Testing Coordinator or district Testing Program Manager
- Able to work in person with students and comfortable with wearing appropriate PPE

Time commitment estimate:

- 1 hour / week / 200 participants, likely split across two days if school is in hybrid schedule