School COVID-19 Testing Vendors
Implementation Materials Needed to Serve Schools

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](http://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.

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**Best practices for School Testing Vendor Implementation Guides**

- PICTURES! PICTURES! PICTURES! They don't have to be high quality images, but 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](http://www.cichalthc.com)

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### School COVID-19 Testing Vendors
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#### 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
- *.CSV template for bulk uploading consent forms into software*
- *Suggested: Consent form translations & summaries in plain language*

#### 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*