

## COVID-19 Testing Program for Charter Schools

Starting with SY 21-22, the NYCDOE in partnership with NYC Health + Hospitals and Test & Trace Corps (T2), will provide random surveillance COVID-19 testing to charter school students in grades 1-12 upon request by the school. The number of students tested, the type of test used, and the frequency of testing will be equivalent to the random surveillance testing conducted in DOE schools. At this time, such testing will be scheduled bi-weekly and will be conducted for 10% of the eligible, unvaccinated students enrolled at an individual school location.

Please join the NYCDOE & H+H/T2 on **Thursday September 2nd at 10-11am** for a webinar where we will review the above and answer questions. RSVP here:

<https://us02web.zoom.us/join/joinmeeting/register/tZMkc-CgrTkrGdxSOvprf437cb9-utywUUH9>.

**Below please find the program requirements and next steps;**

### Eligibility:

All charter schools may request to participate in the random surveillance COVID-19 testing program through the NYC DOE Help Desk: <https://charterschools.mojohelpdesk.com>.

### Program Requirements:

#### **Consent forms and Testing Provider agreements:**

- Schools/networks must create, capture and track all necessary student consent forms for testing. The consent form should include information for any data sharing agreements with testing providers and any individual patient (student) test result disclosure to school(s)/ charter networks.
  - Note: Testing providers are only responsible for ensuring consent is in place prior to testing, not for creating and capturing consent of students.
- Schools/networks must work with testing providers to develop any necessary agreement(s) that will protect student data that is shared with testing providers in advance of testing day (i.e.: pre-registration data).

#### **Operational Requirements:**

- Schools/networks must ensure that testing follows the biweekly frequency and volume (10% of eligible, unvaccinated students). The testing frequency and volume will be audited and validated after each testing day.
  - As with DOE COVID-19 testing policy, only unvaccinated students in grades 1-12 are eligible for testing. Current Pre-K and Kindergarten students are not eligible for testing.
  - Please note that any additional testing conducted over threshold and any testing of staff or students not eligible for testing will not be validated/paid by the DOE/City of New York. The charter school will have to pay for any testing done above the threshold, or for any ineligible students or staff tested.
- Schools/networks must provide the NYCDOE charter school office (CSO) with monthly counts of all students whose vaccination status is known. CSO will provide a date and a method by which the data should be shared. Without this information, testing cannot be conducted.
- Schools/networks must create internal staffing processes to ensure the correct students (as defined by the school/network) are identified and brought to the testing room (*the testing provider does not retrieve students from classrooms*).

- A school staff member must remain in the testing room and be able to answer any testing provider questions/ provide information as requested, and provide student supervision and any needed student support.
- Schools/network will be responsible for ensuring proper patient flow to the testing room. The provider will direct the testing process patient flow.
- Schools/networks must ensure vendors have, on a rolling basis, up to date contact information for school staff responsible for coordinating testing
- If charter schools/ networks wish to contract with testing providers to provide testing that extends beyond the scope of the DOE Testing program, charters/ networks are free to do so, but this additional testing is at the sole financial responsibility of the school/ network.

### **Testing Space Requirements:**

- Schools/Networks must ensure that an adequate location is available for the testing team. The location must allow for proper social distancing and must comply with the specifications below:
  1. A 10' x 6' workstation with four chairs
  2. An extra table to hold testing supplies
  3. At least one power outlet per workstation (for laptop or other equipment)
  4. A garbage can (Any waste generated must be disposed of by the school. The trash can be disposed of with the regular trash. There is no hazard waste.)
  5. The ability to connect to the school's Wi-Fi
  6. Strongly prefer a space that has a window that opens
  7. The room should be cleaned by the school's custodial staff after testing per the school's health and safety/ sanitary protocol.
  8. Please note, depending on testing volume, an additional workstation set up as described above may be necessary.

### **Provider expectations:**

- Contact all assigned schools/ networks to arrange for testing. The providers will work with each school/ network to schedule testing, ensure consents are in place, and work through any data sharing/ pre-registration data agreements.
- Provide the necessary trained and credentialed staff to conduct testing for students.
- Arrive in time to set up and start testing on time. (In the event that a provider is running late, they will communicate with the school.)
- Bring all equipment, testing supplies, PPE and cleaning supplies in order to conduct testing. No supplies will be shipped to the school in advance, and no supplies will be left behind after the testing team departs the school location.
- Determine the number of students to be tested on a testing day, based on provided enrollment information, count of vaccinated students, and testing threshold established by DOE, and ensure the school does not exceed the testing threshold (unless school has agreements with testing providers for additional testing at school's cost).
  - Students in Pre-K and K and school staff are not eligible for testing.
  - Invoice the school/ network for any testing beyond the threshold established by the DOE enrollment.
- Work with schools/ networks to ensure student consents for testing are in place in advance of testing.
- Administer a PCR AN (anterior nares) nasal swab COVID-19 test to collect specimens from patients (students).
- Ensure test results are returned to individual patients (students) within 48-72 hours via phone call, text, email, or results portal.
- Provide aggregate test data reports, if/as requested by the school/ network that complies with school/ network consent form.
- Provide an email or phone number for the schools/ network to contact to address issues in need of resolution. Schools should receive a timely response (ideally within 3 hours).

- Providers will provide Health + Hospital (per their testing contract) necessary lab collection and test result data for invoice validation.

### **Preparation in advance:**

#### **Establishing testing with your provider:**

- Discuss scheduling availability (testing cannot happen on Saturday or Sundays)
- Establish a process to provide student data needed for testing, in advance of testing day
- Provide documentation to affirm student consent
- Agree on any test result data/ report communication and frequency
- Designate testing day point person for the testing provider

#### **Testing Operations- before testing day:**

- Confirm your testing date and time (to be scheduled by your assigned testing provider)
- Follow school policies on determining which students are tested during that testing day.
- Identify and set up testing room. Testing space must meet specs as previously outlined, allowing for proper social distancing, physical equipment needs (i.e.: table and chairs, etc.). The room should be clean and sanitized before the testing team arrives.

#### **Testing Operations- Day of Testing:**

- Testing day point person meets testing team and escorts them to their testing room
- Confirm your testing threshold with the provider (based on enrollment and student vaccination data)
- School staff gathers and brings individual students, identified to be tested, to the COVID testing room
- School staff should remain in the room to answer any questions or support students, as needed
- School staff accompanies (or directs) students back to their classrooms
- Distribute test result 'backpack letter' to students or families (either with paper in backpacks or electronically)

#### **Next Steps:**

- **By September 8th:**
  - Charter Schools/Networks complete this form [https://www.cognitofrms.com/NYCDOECharterOffice/\\_20212022COVID19StudentTestingInformationForm](https://www.cognitofrms.com/NYCDOECharterOffice/_20212022COVID19StudentTestingInformationForm) indicating:
    - The COVID-19 testing point(s) of contact for each site, and
    - How many students ages 12+ in grades 1-12 are vaccinated.
- **By September 9th:**
  - Charter Schools/Networks will be contacted by the assigned testing provider. Providers will be in touch with the staff member that initially requested testing. If the Schools/networks need to identify another point of contact for the program, ideally located within each school location, please inform the provider.
- **Approximately two weeks after contact:**
  - Once schools complete all of the steps listed above and connect with a testing provider, schools can expect that testing will commence approximately two weeks thereafter.
  - Providers will work with the Schools/networks directly to develop testing processes for their school location, including scheduling the date and time, detailing the time needed

onsite for testing, clarifying details around consent and providing student identifying information to the provider, etc. (*Anticipate ~two weeks before testing can take place after connecting with the testing providers.*)

- The testing provider may ask that student identifying and guardian contact information is sent to the provider (through secure means) in advance of testing in order to “pre-register” that information in their system.
- Work with the testing provider directly on scheduling network school(s) for testing.
- The testing provider has the ability to limit the hours when testing is available. Testing cannot take place on Saturday or Sunday.

If you have questions about the covid-19 testing program, please submit a ticket at <https://charterschools.mojohelpdesk.com>. If you have questions about any provider specific items, please follow up with the provider after they make the initial outreach.

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In partnership,

NYC Health + Hospitals and Test Trace Corps (T2)

NYC DOE Charter Schools Office