

Archdiocese of Philadelphia

[Name of School Here]

Project: ACE-IT Testing Strategy & Implementation Plan

Address:

Proposed pilot start date:

Proposed full-implementation start date:

Name & email of primary testing contact at the school:

Timeline and Activities [Please feel free to add more lines for activities not listed below]

Activity	Dates	Participant(s)
Identification of test coordinator/primary point of contact for testing		
Identification of test coordinator/primary point of contact for receipt/retrieval of tests & develop plan for preliminary/ongoing receipt/retrieval		
BinaxNow Skill Validation – at least one representation from each participating school	TBD	
Consultation with CLIA holder	TBD	
Communication for Staff and Families of Students		
Identification of pilot participants – a handful of willing staff members		
Email(s) for Proctor registration with results reporting app – we will need email addresses, first, and last names for each person who will administer tests and enter data into the data reporting app		
CLIA holder/CHOP review of plan	TBD	
Identification of who will do preliminary box inventory and quality control for each box immediately before use		
Execute plan for receipt/retrieval of tests		
Skill validations by previously certified staff		
Acquiring all needed supplies for testing events (e.g., PPE, technology, etc. see attached)		
Building Testing Room/Location Set-Up		
Run pilot testing		
Review Pilot Results/Feedback		
Projected Full Implementation		

STAFF ASSURANCE TESTING PLAN

Staff Enrollment in testing	Assurance Testing Schedule			
# staff here	Testing Location(s) within Building	Day of Week	Max Number of Tests/Day	Testing Event Start & End
Proctors/Test administrators				
Screeener	Staff completes a daily symptom checker, which is modeled from the CDC. This is electronically reported to administrators and nurses daily. Staff/students are NOT permitted in the building if they report symptoms or contact.			

SELECT STUDENT GROUPS ASSURANCE TESTING PLAN

*Select groups of students	Assurance Testing Schedule			
Maximum Enrollment in testing	Testing Location(s) in buildings	Day of Week	Number of Tests/Day	Testing Event Start & End
# special needs students here				
# student performers here				
# student athletes here				
Proctors/Test administrators				
Screeener	Staff completes a daily symptom checker, which is modeled from the CDC. This is electronically reported to administrators and nurses daily. Staff/students are NOT permitted in the building if they report symptoms or contact.			

*1) Students needing < 6 proximity to support staff or cannot wear PPE); 2) Student performing artists [high-contact]; 3) Student athletes

STAFF/STUDENT SYMPTOMATIC TESTING PLAN

Building Name/Address	# of in-person students (incl. hybrid & full-time) - currently	# of in-person students (incl. hybrid & full-time) – anticipated by end of school year
Proctors/Test administrators		
Testing location in building		

Symptomatic Student/Staff Testing Plan Protocol

Sudden Illness Primary Action Steps:

1. Contact: _____ immediately via _____
2. The **ILL** Staff/Students will travel to the Isolation room for an evaluation by _____.
 - a. _____ will conduct an evaluation of patient symptoms to determine symptomology and next steps.
 - b. If displaying symptoms associated with COVID-19, the nurse will conduct the BinaxNOW antigen test for staff who have consented and/or students who have parents who have consented to testing.
 - c. If testing yields “unexpected results” the nurse will direct the patient to _____ for a confirmatory PCR test [or, the school will be outfitted with a Cue Health instrument and cartridges, provided by CHOP for free – school will come up with protocol for deployment]
 - d. [Test administrator] will enter relevant data into app
 - e. [Test administrator] will complete existing protocol for reporting positive cases to local health department...
 - f. Staff/students with positive results must immediately exit the building and begin quarantine.

Close Contact Exposure:

3. If staff/student discovers that they have had "Close Contact" with a positive individual the _____ MUST be notified and an email sent to _____, who will follow up with families/staff on next steps.
4. If a staff/student is exposed to a positive individual who is outside of the district and building, they should NOT come to work/school and _____ MUST be notified; and an email sent to _____ who will follow up with families/staff on next steps.
5. Staff/students who are “close contacts” should follow the quarantine guidelines

Secondary Action Steps [determined individually by each school]:

ADDITIONAL IMPLEMENTATION GUIDANCE

Testing Event Start-Up Guide: Supplies

PPE:

- Surgical/medical facemasks
- Gloves
- Physical barriers (e.g., plexiglass)
- Extra disposable face masks
- Eye protection (goggles or disposable face shields that cover the front and sides of the face)¹
- Gowns¹

¹Recommended for symptomatic testing only

Registration and interview materials²:

- Folding chairs & tables
- Several light-weight trays or paper plates to lay BinaxNow cards
- Chux pads or heavy paper towels
- Clipboards
- Pens & Markers
- Sticky labels

²Use items made of materials that can be cleaned between individuals.

Sanitation and hygiene:

- Cleaning and disinfection supplies
- Regular trash bags and cans
- Touchless dispensers with hand sanitizer²
- Handwashing station with potable water
- Supplies for cleaning a spill of transport media or biological specimens
- Soap and paper towels
- Cleaning and disinfection supplies

Other Supplies:

- Smartphones or iPads or laptops
- Access to power outlets, WiFi and/or strong cell service
- Binder with logs provided by CHOP in training materials

³ Alcohol-based hand rub with 60%-95% alcohol.

Testing Event Start-Up Guide: Planning

- Consider the physical space where the testing will be performed
- Clearly communicate to potential participants who is eligible for testing and any limits on your capacity for testing
- Coordinate with your local health department on reporting information on positive test results
- Anticipate how to address individuals' mobility issues and language barriers
- Develop a plan for isolating individuals who are symptomatic or whose test results are returned positive
- Develop a risk communication plan for addressing individuals' concerns about confidentiality, potential stigma or undesirable outcomes based on test results (being moved to a new location, separated from family, etc.), and any distrust. Plan a response to situations when individuals refuse to be tested
- Notify all individuals who are scheduled to be tested that they should pre-register all of their information at: register.pennrapidtest.org to generate a QR Code which may be scanned by test administrators in lieu of manually entering the information. Individuals to be tested should take a picture of the QR code generated or print a copy of the QR code to bring to the testing location.
- Develop a plan for disposing of biohazard waste (BinaxNOW tests only)

Testing Event Start-Up Guide: Flow for Testing Multiple People in Succession

- Have all staff involved in the testing conduct a test on themselves with another certified person observing/coaching to verify all registration/reporting functions are working and the testing process is appropriate.
- As able, all participants undergoing testing should wear surgical mask throughout the process, only removing it during swabbing.
- Develop a plan of how individuals will flow through functional stations, in one direction
- Designate stations with clear functional roles, define responsibilities for staff in each station, and provide PPE guidance to staff as appropriate to them.
- Pilot the processes and flow before the actual testing event. The testing staff could be tested at this time.
- Coordinate so that the flow of individuals is steady, moves in one direction, and does not lead to crowding
- Minimize the amount of time an individual spends in the testing area.
- Individuals awaiting swabbing should not wait within 6 feet of where swabbing is being done or downstream from the area if the indoor space has directional airflow