

1. Mr. Louie will hand out PCR tests during arrival and dismissal on the Tuesdays of testing weeks.
  - a. If you'd like a test for your student, please roll down your drivers side window to cue Mr. Louie to approach your car and hand you a test.
  - b. If you are unable to receive a test during these times, please reach out to [louis.bakalars@aowl.org](mailto:louis.bakalars@aowl.org) and Mr. Louie will do his best to accommodate you.
2. At some point during the week, follow test instructions to be assisted by a Vault representative, via Zoom, in completing the testing process
  - a. **Ensure that your student has not had anything to eat, drink, or chewed gum in the 30 minutes prior to testing.**
3. Once completed, place your students' test sample in the provided biohazard bag.
4. Mr. Louie will collect student tests during arrival and dismissal on Thursdays and Fridays.
  - a. If you are unable to drop of your students test during these time, please reach out to [louis.bakalars@aowl.org](mailto:louis.bakalars@aowl.org) and Mr. Louie will do his best to accommodate you.
5. Mr. Louie will ship all student tests along with staff tests on Friday afternoon. Vault usually receives the tests the next day and is able to process and communicate results within 24-48 hours.
  - a. Your students results will be sent directly to the email that you provide to vault and will not be communicated with AOWL. There is no need to communicate negative test results.
  - b. Please reach out to [louis.bakalars@aowl.org](mailto:louis.bakalars@aowl.org) if your student receives a positive test result. He will walk you through next steps at that point in time.