The City School District of New Rochelle
COVID-19 Testing Program

Despite adherence to strict evidence-based health protocols, COVID-19 infection rates remain high throughout Westchester County and across the country. Unfortunately, several areas of Westchester where many schools are located include "clusters of positive cases," indicating significant viral spread within the community.

In response, the New York State Department of Health (NYSDOH) identified "zones" in which the COVID-19 virus is at high levels of concentration. These areas are divided into three categories: Red Zones, "hot zones" with highest concentrations of cases; Orange Zones, warning zones with the next highest concentrations; and Yellow Zones, precautionary zones with comparatively high levels of viral spread.

The New Rochelle Board of Education is committed to providing in-person instruction for students when health and safety conditions enable us to do so. The District, therefore, supports NYSDOH's equal commitment to allow schools to remain open as long as a school's infection rate is under control and lower than the infection rate of the community at large. If we are to remain open, we must demonstrate we are prepared to act with a consistent, safe and well-thought-out testing plan of action for students, parents and staff. Accordingly, we have created and will implement a 6-Step Testing Process that meets COVID-19 testing requirements and is adaptable to any City School District of New Rochelle school that may be in a Red, Orange or Yellow Zone.

This 6-Step Process for COVID-19 Testing was developed under the direction of Interim Superintendent Dr. Alex Marrero, and with the support of District Medical Director Dr. Brooke Balchan, our school nurses and Health Services staff, with the assistance of school building administrators. It demonstrates once again that the New Rochelle school district is ready and able to meet any challenge regarding student and staff safety and health.
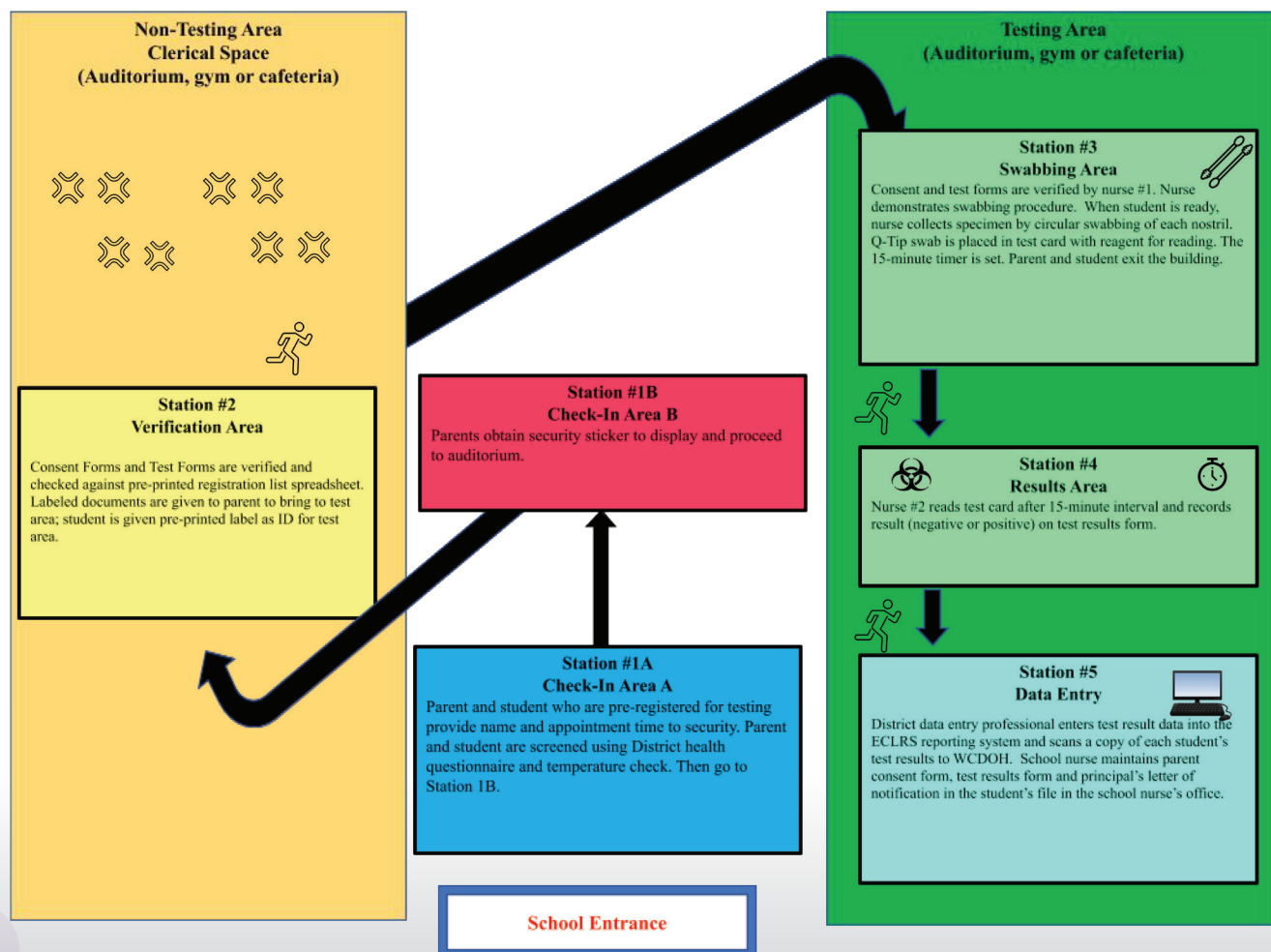
District Actions: In order to conduct COVID-19 testing in schools, the District obtained a Limited Services Laboratory (LSL) license from the Westchester County Department of Health (WCDOH); individuals within the District had to train and receive authorization from the NYSDOH Health Commerce System to enter COVID-19 test data into the Electronic Clinical Laboratory Reporting System (ECLRS); the District had to purchase a sufficient number of test kits for the sample size to be tested; and, finally, District administrative and medical staff working closely with Dr. Marrero had to create a testing plan aligned with the most recent "Interim Guidance on Mandatory COVID-Testing in Public Schools located in areas designated as Yellow Zones under the New York State Cluster Action Initiative."

STEPS REQUIRED TO CONDUCT COVID-19 TESTING IN CSDNR SCHOOLS

1. Obtain parental, faculty and staff consent; randomly sample students, faculty and staff to be tested; and create tracking documents to monitor compliance with each testing protocol. — *Principal and Main Office Personnel*

2. Implement "Welcome and Check-In Screening" procedures at the school entrance; verify appointment date and time, conduct screening, and provide an adult ID sticker. — *Security*

3. Confirm ID and parent consent; provide demographic labels for test documents and escort the student and parent to the testing area. — *Clerical/Security*

4. Swab and collect specimen for analysis in patient area. — *Medical Professional - 1st Nurse*

5. Examine and record test result in test area — *Medical Professional - 2nd Nurse*

6. Collect the parent consent form, test registration and test result forms and enter data into the Electronic Clinical Laboratory Reporting System (ECLRS). Scan test result to WCDOH and insert all forms into the student or staff medical file. At the appropriate time, the principal's letter of notification to parents is placed in student's file. — *Clerical*

District personnel in the non-test area must wear face covering plus a desk shield if possible. In the test area, nurses must be equipped with the standard Personal Protective Equipment (PPE): a fit-tested N95 mask with surgical shield, face shield, gown and gloves.

Non-Testing Area
Clerical Space
(Auditorium, gym or cafeteria)

Testing Area
(Auditorium, gym or cafeteria)

Station #3
Swabbing Area
Consent and test forms are verified by nurse #1. Nurse demonstrates swabbing procedure. When student is ready, nurse collects specimen by circular swabbing of each nostril. Q-Tip swab is placed in test card with reagent for reading. The 15-minute timer is set. Parent and student exit the building.

Station #2
Verification Area
Consent Forms and Test Forms are verified and checked against pre-printed registration list spreadsheet. Labeled documents are given to parent to bring to test area; student is given pre-printed label as ID for test area.

Station #1B
Check-In Area B
Parents obtain security sticker to display and proceed to auditorium.

Station #4
Results Area
Nurse #2 reads test card after 15-minute interval and records result (negative or positive) on test results form.

Station #1A
Check-In Area A
Parent and student who are pre-registered for testing provide name and appointment time to security. Parent and student are screened using District health questionnaire and temperature check. Then go to Station 1B.

Station #5
Data Entry
District data entry professional enters test result data into the ECLRS reporting system and scans a copy of each student's test results to WCDOH. School nurse maintains parent consent form, test results form and principal's letter of notification in the student's file in the school nurse's office.

School Entrance

Step 1 (Before testing day) **- Obtain parental, faculty and staff consent in advance of test date; randomly select a 20% or 30% sample of students, faculty and staff; inform each parent of the appointment date and time; and develop pre-printed spreadsheet to monitor test steps.**

Personnel: Principal and School Main Office Staff.

Function:

- Collect submitted consent forms from parents, faculty and staff; add additional forms for walk-ins.

- Randomly select the 20%/30% sample to be tested; create an alternate list of additional participants for missed appointments or invalid testing results.

- Create the pre-printed registration spreadsheet with testing appointment and use to keep track of participants throughout the testing process.

- Conduct continuous outreach to parents to maximize participation in the testing program.

Step 2 - Pre-Test Screening, Identification and Confirmation at School Entrance (Day of Testing)

Personnel: Security and Test Site Manager.

Function:

- Greet and clear family to enter the building, using temperature check and district health questionnaire.

- Confirm appointment from pre-printed registration spreadsheet.

- Scan parent ID and provide a district sticker for entry into the testing area.

- Supervise movement to ensure the parent and student are seated in a safe location. (Socially distant seating pre-positioned in the non-testing area).

Step 3 - Intake and Labeling of Test Participants

Personnel: SRP-Clerical Non-Medical and Security
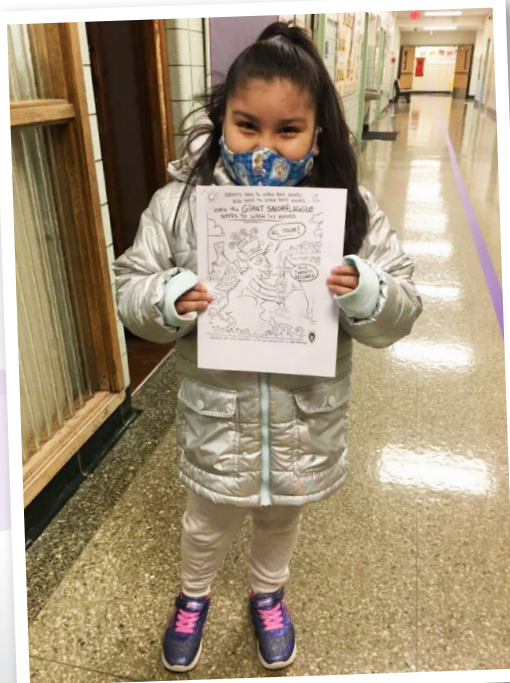
Function:

- Verify student and parent name from pre-printed registration spreadsheet; confirm consent.
- Place the first demographic label on the student's clothing.
- Place the second label on the COVID-19 NOW BINAX/NOW Test Registration Form.
- Place the third label on the WCDOH Test Result Sheet.
- Retain the fourth label for the COVID-19 NOWBinax/NOW Test Card.
- When ready, escort the student and parent to the test area.

Step 4 - Specimen Collection in Testing Area

Personnel: Nurse, Security

Function:

- Confirm consent; verify the student's name on his/her pre-printed label on outer clothing.
- First nurse will review the "process of the swab" with the student and parent: five circles just inside the tip of each nostril (The District will use nasal swab in front and sides of nose in the rapid antigen test).
- Collect the specimen when the student is ready, place specimen on BINAX NOW Test Card, close card and apply label.
- Place the test card on the specimen table and begin a 15-minute timer as per packet instructions. Keep participant paperwork with the test card.
- Security escorts family to the exit once specimen collection is complete.
- Offer reward to the student for his/her participation.

Step 5 - Reading and Documenting Test Results

Personnel: Nurse and Main Office Personnel

Function:
- After 15 minutes, the second nurse reads the results of the test.

- Record test results on registration spreadsheet and on test WCDOH Test Results sheet.

- Negative Result: Parent is notified by email and letter sent from Principal, with thanks.

- Positive Result: Parent is notified by phone, email and follow-up letter; given a Centers For Disease Control and Prevention education package by the school nurse; parent is also advised to contact the student's medical provider. The school nurse will report a positive COVID-19 test result to WCDOH, which will begin contact tracing. The test-site manager will notify the district medical director if a sibling is enrolled in another district school.

- Invalid Result: Offer parent a retest, at the direction of the school nurse.

Step 6 - Data Entry

Personnel: Clerical with NYS HCS/ECLRS Authorization, School Nurse

Function:
- A data-entry SRP with credentials inputs test information into the ECRLS Reporting System, an electronic spreadsheet, which uploads data to NYSDOH in real time; the WCDOH-BINAX NOW Test Results sheet is scanned to the County Health Department and also filed in the student's or staff's school medical file along with the parent or staff consent forms. The BINAX NOW Test Results sheet and the Principal's letter are mailed to the parents.

Additional Considerations: The Facilities Planning Department will ensure that schools receive the appropriate signage for social distancing and line movement; school custodians will set up the testing area as per the recommended testing diagram and sanitize the area between AM and PM testing; hand sanitizer and/or hand washing facilities will be made available, as well as sanitizing surface wipes for use during the testing day; all schools will receive the necessary supplies and materials to maintain safety for participants and timely submission of test data to State and County Health Departments.

Board of Education

Rachel Relkin, *President*
William Iannuzzi, *Vice President*
Adina Berrios Brooks
Katie Castellano Minaya
Todd Kern
Amy Moselhi
Julia Muggia Ochs
Paul Warhit
Valarie D. Williams

Dr. Alex Marrero
Interim Superintendent of Schools

Ryan Reed
Assistant Superintendent for Human Resources
District COVID-19 Coordinator

Dr. Brooke Balchan
District Medical Director

Natalie Ali
Principal Clerk
Health Services Department

Health Service Department's Nursing Staff