



Getting Started Checklist

School COVID-19 Testing



Begin the Process

- Opt your school/district into the Oregon K-12 Student Screening Testing Program through the Oregon Health Authority
- A representative with the ScoPE department at Santiam Hospital will get in touch with you to share information, answer questions and set target start date



Identify Your Testing Team and Learn the Program

- Identify a District Testing Program Manager, Individual Schools' Testing Coordinators, Communication and Information Managers, and staff to oversee kit distribution and specimen collection
- Complete trainings from the SCoPE lab to learn how to use the Smartsheet software to gather consent and manage your testing roster, how to administer the SalivaDirect PCR test, and how to use the LabDash software to collect and report data



School Communications

- Create your Three Phase Communications Plan
- Schedule initial introductory webinars for school staff & community
- Create a webpage to answer FAQs about the program
- Set a goal for participation in the program and make a plan to meet it
- Set up your dashboard and plan for regular communication of test results



Software and Regulatory Set Up

- Decide how the testing roster and results will be managed by the district as a whole and what actions will be taken when positive cases are identified
- Create a process for collecting consent that includes multiple languages and ways to give consent- on paper or online in Smartsheets
- Create a process for signing students up in LabDash, our online testing platform



Testing Logistics and Supplies

- Confirm start date with the ScoPE lab
- Establish and document testing schedule- either a drop off or in school collection day and time
- Identify testing or dropoff area(s) at each school
- Confirm process for transporting samples to the laboratory
- Distribute test kits and, if needed, PPE (surgical and N95 masks, eye protection, gloves, gowns) and supplies (hand sanitizer, sanitizing wipes, tissues) to each school



<https://youtu.be/pnpKRlucdh4>