

K12 Asymptomatic Testing Playbook Version 4

Released: 12/29/20

Revised: 2/26/21

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UPDATES

- New Contacts for Test Reordering: page 15
- Procedures for Quality Assurance: page 16
- Updated Training Video for BinaxNOW test result reporting: page 20
- Option 2 available for non-public schools
- Updated contacts for EdOC

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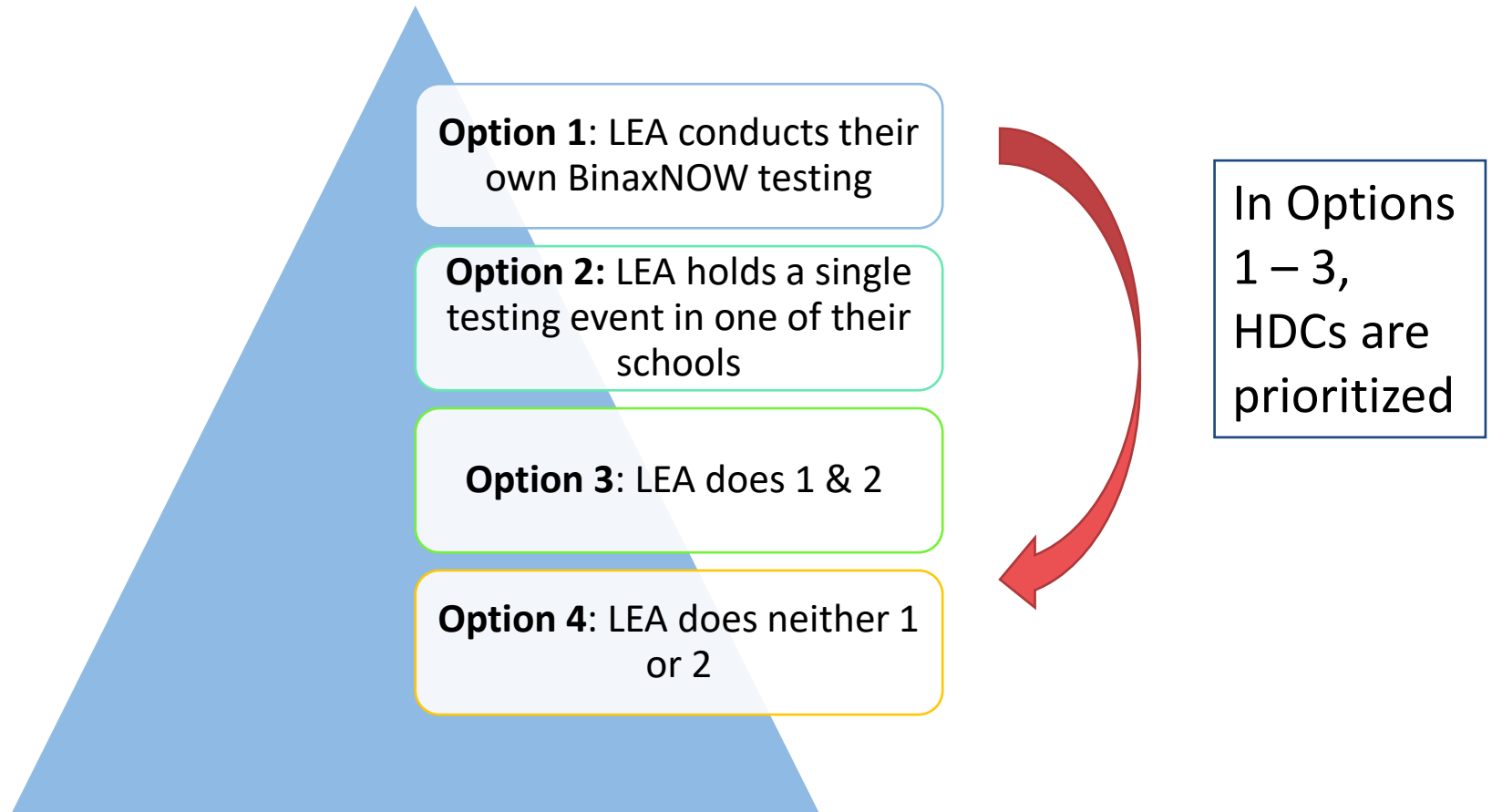
K12 School-Based Testing Options

Keeping our school communities safe

**RHODE
ISLAND**

Purpose

The State of Rhode Island will implement the next phase in COVID-19 K-12 testing beginning in January 2021. The purpose of this effort is to *expand access to asymptomatic testing for the state's K-12 students, faculty, and staff.*



Option Descriptions

Option 1: LEA conducts their own BinaxNOW testing

- BinaxNOW COVID-19 Antigen Tests provided to LEAs to enable them to implement testing programs tailored to their school population and unique needs
- Testing can be done in as many schools as the LEA decides
- Identified members of the LEA receive training to swab students/staff
- LEA staffs each testing session
- Enters test results in state portal
- Arranges for PPE & Biohazard needs

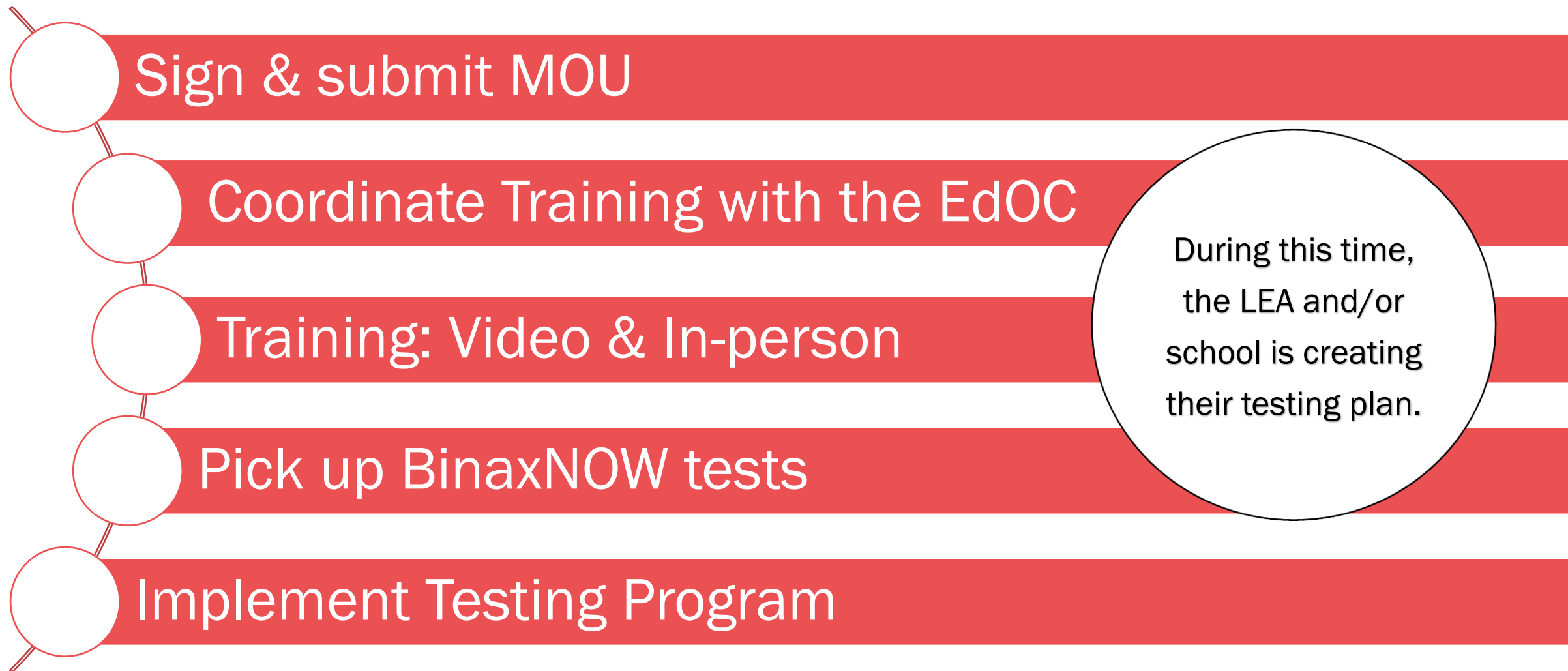
Option 2: LEA hosts a single testing event

- LEA works with EdOC to schedule a point-in-time testing event at one of their schools
- PCR test used for testing event
- Testing event occurs some point during the second semester. Scheduling will be done on a first come, first served basis with high density communities being prioritized
- Testing events primarily staffed by RIDOH and contracted testing team
- School/LEA assists in coordination of the event
- LEA provides testing roster to labs
- Testing Team arranges for PPE & Biohazard needs

Option 1

*LEA or non-public school
conducts their own BinaxNOW
testing*

LEA Responsibilities



Creating a Testing Plan

Below are a couple of options an LEA or school could use for their sentinel testing plan

Sentinel Testing

Random Sampling

- Random sampling of a % of your in-person population per week.
- Recommendation is for not less than 10% to be effective.
- Pro: Works well in settings with stable groups/pods.
- Pro: Least resource intensive since you control the % tested and cadence.
- Con: May miss some asymptomatic positives.
- Ex. Selection of 2 students per 20 in a class or "pod". Can be selected by SSN or other selection criteria. In a school of 300 in person students 10% per day is 30 students.



Random sample



Affinity Groups



Activities, locations & relationships

Sentinel Testing

Affinity Group Sample

- Test a set group of students/staff per week. Focuses on set groups & associations.
- Goal of 10% to 50% of student population per week. Test Coordinator manages daily/weekly testing roster.
- Pro: Works well in settings with older students or students on rotating schedule.
- Con: May miss some asymptomatic positives & more challenging to manage.
- Ex. Grades 9-10 one week & grade 11-12 the following week (alternating weeks) OR test all athletes OR test staff/students in settings with larger risk.



Creating a Testing Plan

Participants will have flexibility while designing their testing plans. When creating these plans, you may also want to consider:

- Pairing sentinel testing with a larger testing event
Ex. Testing all staff/students after a break
- Using testing to support quarantine decisions/policies
Ex. Allowing staff to return to work after a 7-day quarantine (if they have a negative test) + testing these staff on days 8-14 of their return
- Creating a written testing plan. Participants can utilize the sample template provided (pictured to the right) or one of their own. **All participants must post their plan on their district or school website as a condition of participation.**

LEA Testing Plan Template

Planning Questions	LEA Response
Engagement: <ol style="list-style-type: none">1) What type of consent will you require for student participation in the testing events?2) How will you track which students have opted-in to testing?3) What will you do to engage the community and answer questions?	
Test Administration: <ol style="list-style-type: none">1) Who will administer the BINAX tests and who will be part of the testing team?2) Explain the RIDOH recommended testing model(s) you will be using (including who will be tested and how often).3) How will you secure the necessary PPE and Biohazard supplies needed for testing?	
Test Location(s): <ol style="list-style-type: none">1) Where will testing take place in each participating school?2) How will the school ensure proper health and safety techniques are used in the testing locations?	

Creating a Testing Plan

Prior to Testing Event

Sign and return MOU to the EdOC (EDOC@ride.ri.gov) – one per LEA with <TESTING MOU> in email subject line

Identify testing team for each school and testing approach/frequency

Provide EdOC with initial test kit needs. EdOC places order and arranges training date/time

Send testing team to train and collect BinaxNOW Tests

Please use this link [RIDOH BinaxNOW Result Reporting Portal Account Registration](#) to set up an account for positive and negative results entry

Distribute consent forms, systematically track return, and create testing schedule

Secure adequate PPE for swabbers and biohazard materials and collection for testing days

Identify large space for testing (gym, cafeteria, band room) and set up space to meet health and safety guidance

Hold a walkthrough of the space and process with your team

To increase consent rates, host community engagement sessions to provide more information to students and families

Executing a Testing Plan

Day of Testing Events

Prior to the start of the event, conduct a second walkthrough of testing space and schedule with testing team to finalize logistics, roles, and responsibilities

Ensure all gloves used for swabbing and Binax Tests are disposed of in Biohazard bags

Track all positive and negative test results for internal recordkeeping

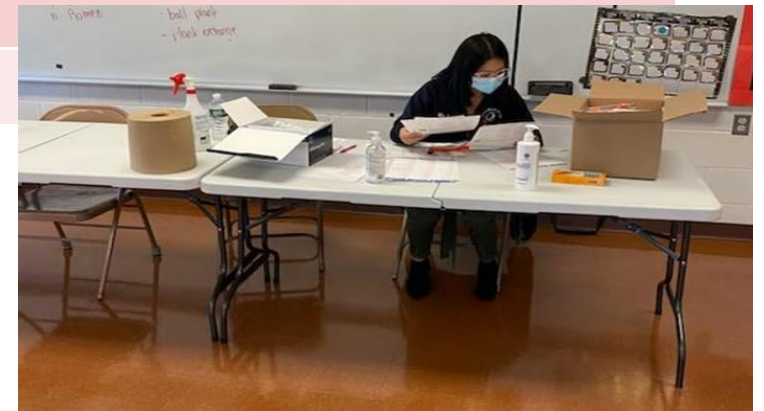
Respond to any positive tests following school established response protocol

Enter testing results to RIDOH portal: portal.ri.gov/reportcovidresult. See reporting instructions on page 20

Deep clean testing space after completion of testing event

Securely store Binax tests

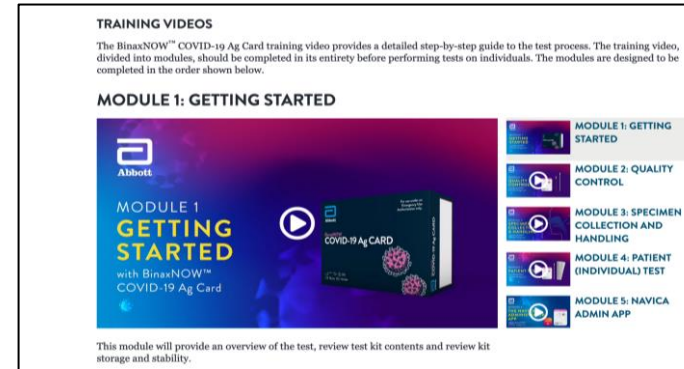
Track Binax tests needed for future testing events and order on a monthly basis



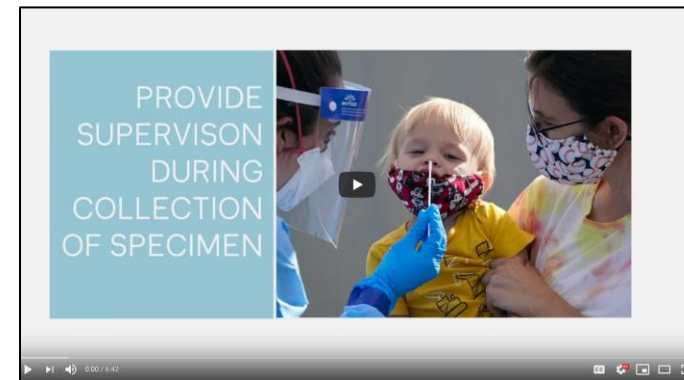
Mandatory Trainings:

- **VIDEO:** All staff who will be swabbing must watch one of the videos to the right prior to picking up the tests. School leadership & staff assisting with the testing may also wish to watch the video.
- **IN-PERSON:** Each LEA must send a minimum of one participant per LEA and a maximum of one participant per school for on-site training at the Dunkin Donuts Center when they pick up their test allotment.
- In-Person training will utilize a "train-the-trainer" model.

1. [Abbott BinaxNOW Training Videos](#)



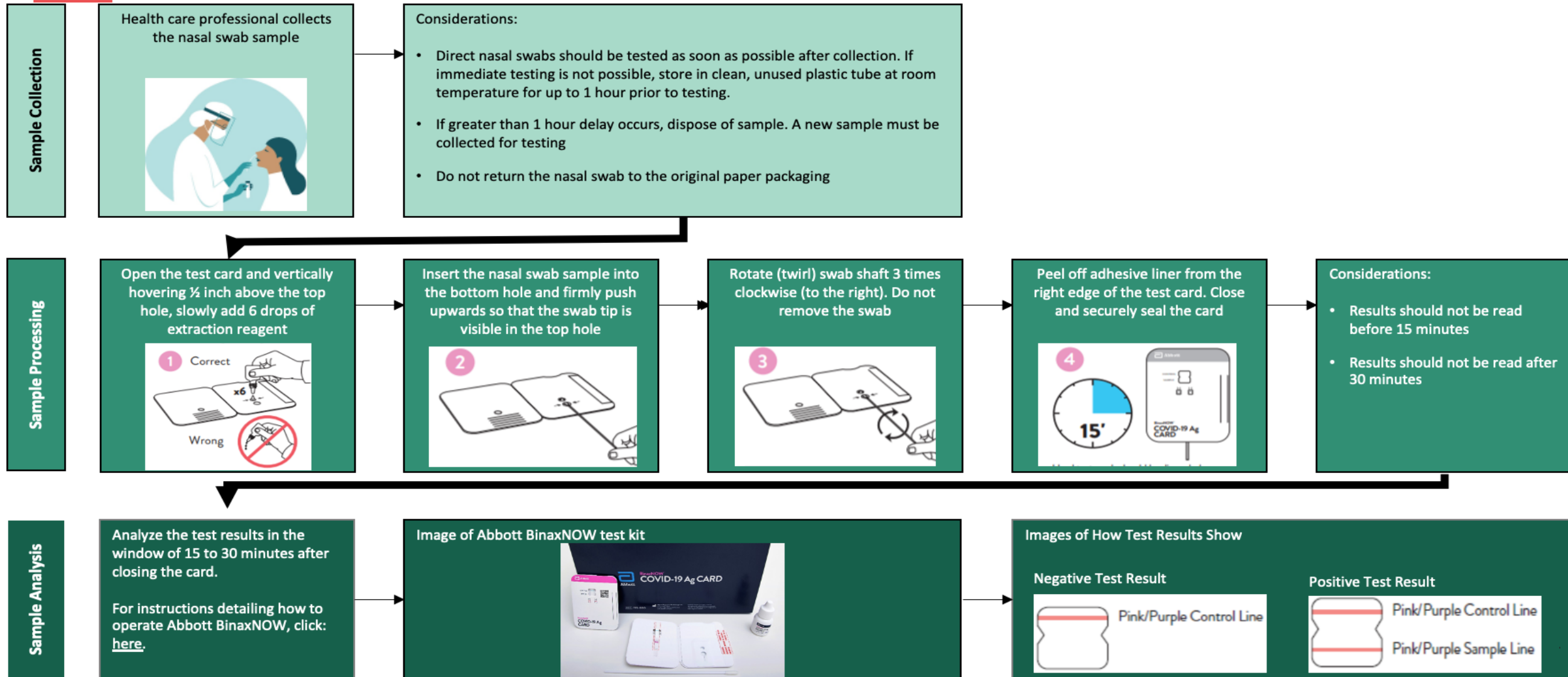
2. [RI National Guard Instructional Video Link](#)



Other Resources:

<https://www.hhs.gov/sites/default/files/abbott-binaxnow-fact-sheet.pdf>

Collection and Resulting Workflow

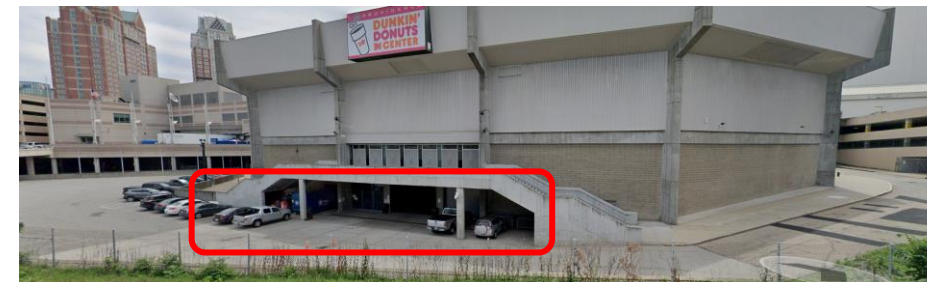
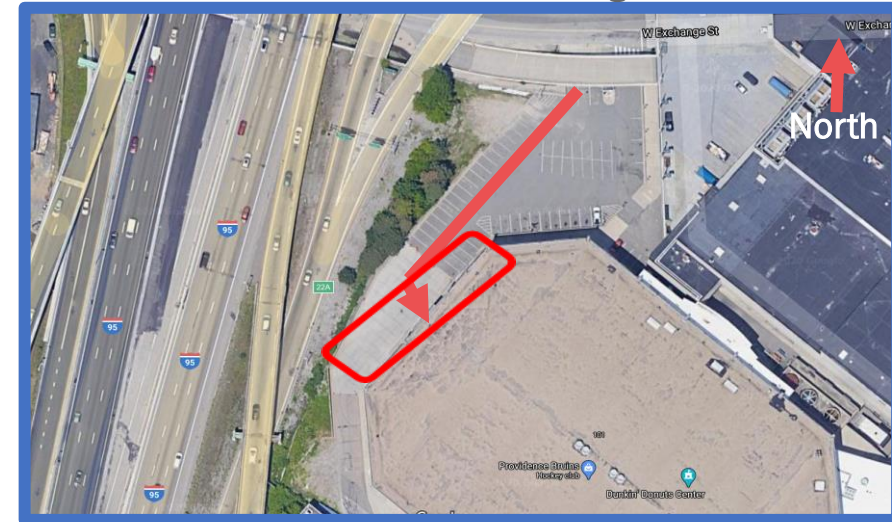


Test Kit Pick Up

All BinaxNOW tests must be picked up by the LEA at the Dunkin Donuts Center

- **Distribution Allotments:** BinaxNOW COVID-19 Antigen Test kits will be distributed in increments of 40. Each box has 40 tests with one bottle of reagent, which is used to activate the tests.
- **Initial Distribution:** LEAs can pick up their tests only after they have completed the training and signed/submitted the MOU to EDOC@ride.ri.gov. The EdOC will order the initial allotment once MOUs are returned and training is scheduled.
- **Ordering Replacement Tests:** LEAs/schools will request BinaxNOW tests and arrange for pick up by emailing mmcduffie@dunkindonutscenter.com and clewis@hchent.com.
- **Pick Up:** Test kits can be picked at the **Dunkin Donuts Center** loading dock off West Exchange Street, Providence. The site is open seven days a week from **08:30 a.m.** – **2:00 p.m.** Individuals picking up BinaxNOW supplies must be prepared to verify the request by providing the district name and quantity scheduled for pick up.

Dunkin Donuts Center-West Exchange St. Entrance



Loading dock and distribution point entrance

Quality Assurance for Binax Tests

Important Requirements:

- Store between 35.6° – 86° F or 2° – 30° C
- Bring kits to room temperature before use
- Use only the red swab for positive control testing
- The positive control swab contains a non-infectious SARS-CoV-2 antigen
- Avoid touching the tip of the swab. Dispose of control testing materials and PPE in an approved medical biohazard waste container
- Use sterile swabs to perform (2) negative control tests

Procedures for Control Testing:

- Conduct (1) positive control test using red swab/8 reagent drops
- Conduct (2) negative control tests using sterile swabs/8 reagent drops
- A properly conducted control test that displays invalid results invalidates the entire kit
- If you have an invalid kit, you should tape it shut, mark it “DO NOT USE,” and contact Cam Lewis clewis@hchent.com and Bill Adler william.adler.CTR@ohhs.ri.gov

Material Requirements

- PPE: Disposable gloves (must change after each swab unless self-swabbing), facemasks (to include Kn95 or n95 for those conducting swabbing), isolation gowns, face shields (non-disposable), hand sanitizer
- Cleaning materials: antiviral disinfectant wipes/cleanser
- Biohazard bags: LEAs/schools will be provided with an initial allotment of bags when initial batch of test kits are picked up. Each school/LEA should utilize existing contracts for biohazard waste removal or reach out to the contact provided on slide 19.

Glove Conservation

Due to the national shortage of medical-grade gloves, paired with the increased need for these items in our schools, there is a need to apply measures during testing that will lower the "burn-rate" of medical-grade exam gloves.

Self-swabbing:

- Staff members and capable students over the age of 12 administer their own nasal swabs and activate their own BinaxNOW test
- A patient who self-swabs does not need to wear gloves but should sanitize his or her hands after swabbing both nostrils
- If staff have direct contact with used test cards, swabs, or direct physical contact with patients, they will sanitize their hands and dispose of contaminated PPE before direct contact with other patients

Staff Administered Swabbing: Using High-grade Vinyl Gloves:

- Testers have medical-grade exam glove as base layer next to the skin, but use a high-grade vinyl glove for outer layer
- Vinyl glove is changed after handling each specimen and card
- Medical-grade gloves should be sanitized before each replacement of vinyl gloves
- Allows the staff member to use one pair of medical grade gloves throughout the testing period

Biohazard Materials and Pick Up

All LEAs participating in the BinaxNOW testing will receive at least one Biohazard bag and box per school when they pick up their test kits at the Dunkin Donuts Center (if needed).

Reminders:

- Bags can be re-used until full as long as they are safely secured between uses.
- When arranging for pick up, keep in mind that the biohazard bag must be secured in the biohazard box.
- To arrange for a pick-up, LEAs should contact:

Joanne Spaziante at APPROVED STORAGE & WASTE HAULING INC

914-664-4791 (MAIN LINE- OFFICE) or 914-652-4726

914-664-4777 FAX



Entering Test Results (Updated 1/25)

- 1) Each LEA or private school needs to set up an account. This can be done by using this link: [RIDOH BinaxNOW Result Reporting Portal Account Registration](#)
- 2) All individuals who will be entering data should watch this video: [Entering Binax Results](#). Please note:
 - All schools must report aggregate data
 - Aggregate data must be entered for total # of positive results, total #of negative results, and total #of invalid results broken down by staff and students
 - **All positive results must be entered individually and must be entered immediately!**
 - Schools have the option of also entering individual negative results. Documentation will be available through RIDOH for any results entered individually



If you experience problems with the portal or registration for an account, please email RIDOH.RCSAdmin@health.ri.gov and type <K12 Reporting Portal> in the subject line. This email can also be used if you enter data incorrectly in the portal and need to correct it.

Option 2



LEA or non-public school hosts a single testing event

LEA Responsibilities

Prior to the testing event:

- Planning meeting with EdOC/RIDOH team to review testing day logistics including expectations, consent form, and virtual walk-through of testing location
- Create testing plans: staff needed, schedule, and procedures
- Communicate testing plans with all school stakeholders involved in the event
- Send consent forms home and create system for tracking returned forms
- Create labels and spreadsheet with necessary data tracking fields for participating students/staff
- Consider family/staff engagement sessions

Day of testing event:

- Organize testing location
- Assist in testing event

After testing event:

- Results will be available to LEAs using this link: <https://portal.ri.gov/results/s/>
- Contact parents/guardians of any positive cases
- Begin contact tracing process using school/district procedures

Additional Resources

Protocol for a positive BinaxNOW School-Based Test

Situation	Isolation and Quarantine Protocol	Recommended Testing Protocol	Requirement to Return
<p>Staff or student tests positive</p>	<p>Person testing positive is isolated per CDC/RIDOH guidelines</p> <p>Parents/guardian are notified and pick up positive student. Student is kept in isolation until picked up</p> <p>Positive staff leaves building and begins isolation</p> <p>CI/CT process begins to identify close school contacts per current guidelines</p> <p>Close contacts are quarantined</p>	<p>Not recommended or required to confirm a Binax positive with a PCR test</p> <p>Close contacts in quarantine should self-monitor for symptoms, seek medical advice and test if recommended by RIDOH or healthcare provider</p> <p>Close contacts who have tested positive in the past 90 days do not have to quarantine. <i>However, RIDOH may recommend testing of close contacts in certain situations</i></p>	<p>Positive individuals must meet the CDC/RIDOH guidelines for ending isolation: RIDOH recommends the symptom-based strategy for ending isolation</p> <ul style="list-style-type: none"> • Isolate until: <ul style="list-style-type: none"> • Fever free for 24 hours without the use of fever-reducing medication and • Symptoms have improved and • 10 days since symptoms first appeared (20 days if severely immunocompromised) <p>OR time-based approach if asymptomatic at time of positive test</p> <ul style="list-style-type: none"> • Isolate until: <ul style="list-style-type: none"> • 10 days since date of specimen collection (20 days if severely immunocompromised) <p>RIDOH can provide a note for absence</p>

Lessons Learned

MAXIMIZE PARTICIPATION

Educate Parents and staff

- Distribute video of test
- Host information session

Be proactive with consent forms

- Teachers/staff follow up with parents on unreturned forms
- Send electronic and paper if possible

PREPARE

Prepare for multiple staff members to run testing (in case of absence or quarantine)

Walk through process with all involved staff prior to testing day

Plan for younger students

- Have someone they trust present
- Have teacher test first
- Have cartoons or prop ready for distraction

TESTING DAY

Remind staff to remain flexible and improvise as problems arise

Execute protocol for students/staff waiting for Binax results

- Return to Class
- Utilize a waiting room/area

Designate staff member responsible for results

- BinaxNOW – report to RIDOH
- PCR – monitor results

Video Tutorial: <https://youtu.be/8AbGpJz2lgk>



How the EdOC Can Support

Consult on testing plans

Assist in determining PPE needs

Meet with school-based teams

Answer questions

Contact Information

K-12 Testing Team

EdOC:

- Kristen Danusis: kristen.danusis@ride.ri.gov
- Raquel Woodmansee: raquel.woodmansee@ride.ri.gov for Option 2
- EdOC: edoc@ride.ri.gov

RIDOH:

- Chris Bresko: christopher.bresko.ctr@ohhs.ri.gov – Test kit & Biohazard questions