

LEA Test to Stay Planning Checklist

Test to Stay (TTS) is an evidence-based approach to balancing health and safety with the educational and social-emotional needs of K-12 students, allowing exposed unvaccinated individuals to attend school during quarantine rather than be excluded from school for five-10 days. The initial focus for TTS will be on pre-K through Grade 6 students. Please see the [Centers for Disease Control and Prevention's guidance](#) for additional information.

As local education agencies (LEAs) assess implementation of TTS, the following considerations are intended to help identify key operational questions or needs.

1. Assess the interest in, acceptance of, need for, and feasibility of TTS. LEAs may consider:
 - ✓ Vaccination rates of the student population (only unvaccinated students and students not up to date with the coronavirus (COVID-19) vaccine are eligible to participate).
 - ✓ The number of close contacts typically identified per positive COVID-19 case (are there a few students that would benefit from TTS? Are there an overwhelming number of close contacts identified?)
 - ✓ Does the LEA community understand and accept TTS?
2. Designate which LEA campuses will implement TTS, if applicable.
3. Apply for a [CLIA Certificate of Waiver](#) and for the DC Health [Application for Approval for Laboratory Communicable and Reportable Disease Testing](#). Steps include:
 - ✓ LEA reviews resources from Centers for Medicare and Medicaid Services, including [CLIA Quick Start Guide](#), [Guidance on obtaining a CLIA Waiver](#), and the [COVID School Testing Fact Sheet](#).
 - ✓ LEA designates a laboratory director. For a CLIA Certificate of Waiver, the director does not need to be a physician or medical professional. However, DC Health does require the individual signing their form to have [laboratory experience](#).
 - ✓ Laboratory director completes, submits, and coordinates payment (\$180).
 - ✓ Laboratory director completes and submits DC Application for Approval for Laboratory Communicable and Reportable Disease Testing to DC Health's Health Regulation and Licensing Administration at DCHealth.CLIA@dc.gov.
 - ✓ If there are any issues identified, DC Health's Health Regulation and Licensing Administration will contact the LEA for clarification.
 - ✓ Please submit any questions to Michele Tallent: Michelle.Tallent@dc.gov.

LEAs may begin testing as soon as CLIA Waiver Application is submitted to CMS.

4. Determine LEA's testing frequency requirement during TTS. (*Note: Students and staff participating in TTS should undergo COVID-19 testing at minimum **twice during the seven-day period after their last exposure: upon notification of their close contact and again five to seven days after their last close contact with someone with COVID-19.** More frequent testing, up to a maximum of daily testing, increases effectiveness for quickly detecting positive cases so that they can begin isolation.*)

5. Determine test supply needs, based on analysis of close contacts and quarantined students and TTS testing frequency.
 - ✓ Identify secure storage area for test supplies between testing days.
 - ✓ Become familiar with manufacturer's instructions for use and storage of test kits.
6. Identify a system for identifying and tracking close contacts participating in TTS, including:
 - ✓ Required days for each student to test
 - ✓ Test results
 - ✓ End of quarantine and TTS period.
7. Ensure that the LEA has the capacity to upload results to the [Rapid Test Submission Portal](#).
(Note: If positive cases are detected, charter schools must also report those to OSSE. Once five cases in five days are collected at the school, OSSE's Positive Case Response Team will report the cases to DC Health for close contact consultation through Quickbase, aligned with current practice. DCPS should follow current practice for reporting cases.)
8. Identify location in each school for testing.
 - ✓ Ideally, the location should be semi-private, near entry of school so students can test on the way in before interacting with peers.
9. Determine set up within the space and gather or acquire necessary supplies, which might include:
 - ✓ Tables or a countertop surface
 - ✓ Carts for holding test supplies (if needed)
 - ✓ Chairs
 - ✓ Trashcans (do NOT use for test swabs or kits)
 - ✓ Stopwatches
 - ✓ Markers, pens, and stickers for identifying samples (if necessary)
 - ✓ Laptop or other device to record and/or submit results to portal
 - ✓ PPE, as necessary, for testing staff
10. Arrange for biohazard disposal of test swabs and kits (packaging is not considered biohazard waste unless it is otherwise contaminated).
 - ✓ Check to see if the LEA has an existing contract.
 - ✓ Explore additional options for LEAs to partner on multi-site contracts.
11. Develop or adapt communications materials for your school community to explain TTS process and components, including but not limited to:
 - ✓ Letters to families/caregivers and staff explaining TTS
 - ✓ Letters to families/caregivers of students or staff identified as a close contact and process for testing
 - ✓ General information about testing for families and staff, as well as information on accessing COVID-19 vaccines
12. Determine which staff will conduct testing.

- ✓ Ensure that staff receive sufficient training on test administration and analysis. Training videos include but are not limited to [Abbott Binax Now Training](#) or [iHealth Training](#).
13. Document LEA's TTS policy using the [\[TTS Policy Template\]](#).
- ✓ Ensure that all staff understand the policy.
 - ✓ Share policy with school community.
14. Complete the [LEA TTS Participation Form](#).