



WORK INSTRUCTION

COVID-19 Testing in SKPS's K-12 schools HST-W018

Work instructions are continually revised and improved. For the most recent version, please visit <https://salkeiz.sharepoint.com/qam/SitePages/Home.aspx>

1.0 SCOPE: This work instruction describes the guidelines for COVID-19 testing options and reporting of the COVID-19 communicable disease within the student and staff population at Salem-Keizer Public Schools (SKPS). SKPS will follow the OHA COVID-19 Testing in Oregon's K-12 Schools. SKPS will work collaboratively with LPHA and OHA during the communicable disease or virus outbreak process. This work instruction and all addendums attached, provide the framework for the districts COVID-19 testing response. This work instruction will also cover all testing options for SKPS. SKPS will be using OHA Abbott BinaxNOW and IHealth Home tests.

1.1 COVID-19 On-site illness testing: The District Health Authority (DHA) and onsite testing team will be the liaison between SKPS and the LPHA and OHA for communicable disease response for COVID-19 testing. This protocol is intended to test staff and students with COVID-19 symptoms. Primary COVID-19 symptoms include cough, fever or chills, shortness of breath, difficulty breathing, or a new loss of taste or smell. Note that muscle pain, headache, sore throat, diarrhea, nausea, vomiting, new nasal congestion, and runny nose are also symptoms often associated with COVID-19 and students may be tested for these symptoms as well. Testing for non-primary symptoms is encouraged regardless of vaccination status as a significant proportion of children and fully vaccinated individuals with COVID-19 infection may present with non-primary symptoms. Site testing will be available for each SKPS school location and OSAA school sanctioned events and will follow guidance. OSAA testing will be completed by Athletic Trainers in collaboration with SKPS DHA. Confidentiality must be maintained at all times under FERPA, HIPAA, and local policy regarding student and staff health information, including a COVID-19 diagnosis.

1.1.1 [BinaxNOW](#)

1.1.2 [iHealth Home Test](#)

1.2 COVID-19 Screening Testing: Staff have the option to go directly to OHA through this site to sign up for weekly screening. Testing will happen in the staffs home and mailed back. SKPS students are partnered with Santiam Hospital and spit tests are sent to the students home and dropped off a the school site. These testing options are not run through SKPS, but we are a liaison for access to testing. Any questions or concerns should be directed to the contact person for those programs staff and student voluntarily opt into.

1.2.1 [Staff Screening](#)

1.2.2 [Student Screening](#)

2.0 Testing administrator and reporter: DHA and assigned testing team

1.3 The School Testing Administrator must complete all required online training modules for the BinaxNOW point-of-care antigen test and carefully review all training regarding personal protective equipment (PPE) use included in this guidance.

1.3.1 School Testing Administrators, DHA and trained backups will oversee specimen collection from a distance of greater than 6 feet. If school testing administrators follow the instructions in this guidance, they would not be considered a close contact of an individual who tests positive and they would not be required to quarantine.

1.3.2 The Testing Reporter will be the School Testing Administrator, DHA, or trained backup.



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1.3.3 DHA Coordinator must notify OHA via email to schooltesting.covid@dhsosha.state.or.us regarding any changes made to the information provided on the initial registration form, including changes in school testing staff, adding additional staff, and ordering testing supplies.

1.4 **Training:** The Abbott BinaxNOW point-of-care antigen test produces a COVID-19 test result in 15 minutes. The test does not require a machine or device to operate and can be administered by DHA or trained backup and has completed all required training modules for the Abbott BinaxNOW point-of-care antigen test and carefully reviewed all training regarding personal protective equipment (PPE) use included in this guidance.

1.4.1 The Abbott BinaxNOW training modules must be completed by the School Testing Administrator:

1.4.1.1 [BinaxNOW COVID-19 Ag Card and NAVICA App Set-Up and Training | Abbott Point of Care Testing \(globalpointofcare.abbott\)](#)

1.4.2 Staff will carefully review all training regarding personal protective equipment (PPE):

1.4.2.1 Proper putting on and taking off PPE: [OHA 3559 School Testing Admin Prep Step \(state.or.us\)](#)

- a) A disposable medical-grade surgical mask.
- b) Reusable eye protection (goggles or face shield).
- c) Disposable gloves.
- d) Blood Borne Pathogen and biohazard.

1.5 **Testing:** The School Testing Administrator must follow the instructions provided in the Abbott BinaxNOW package insert regarding test storage, quality control, specimen collection and handling, and specimen disposal as detailed in 5.1.1. The Abbott BinaxNOW testing instructions detailed in this section must be followed exactly to ensure an accurate result.

1.5.1 [iHealth Home Test](#)

1.5.2 [BinaxNOW™ COVID-19 Ag Card - Instructions for Use \(fda.gov\)](#)

1.5.2.1 Abbott BinaxNOW tests should only be used to test students with consent ([HST-F016-COVID-19 Consent Form](#)) on file or staff who agree to testing in the following scenarios:

2.0

2.1.1 **When to offer test (BinaxNOW or iHealth):**

2.1.1.1 When a student or staff member develops symptoms of COVID-19 while at school. Symptoms include cough, fever (temperature of 100.4 degrees or higher) or chills, shortness of breath, difficulty breathing, or a new loss of taste or smell. Note that muscle pain, headache, sore throat, diarrhea, nausea, vomiting, new nasal congestion, and runny nose are also symptoms often associated with COVID-19. Any symptomatic student who is tested (even if they test negative) must leave school immediately and not return until allowed by the OHA Communicable Disease Exclusion Guidance. Students or staff with symptoms consistent with COVID-19 should not come to school for COVID-19 testing if symptoms develop while not at school. Under no circumstances should an individual with



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symptoms consistent with COVID-19 be asked to return to school specifically for testing alone.

2.1.2 All COVID-19 testing performed under this CLIA waiver must be performed in accordance with the procedures outlined in this guidance. Standing order and CLIA waiver will be maintained through OHA.

2.1.3 If a student or staff member is not able to self-collect the specimen under observation, the school testing administrator should refer the student or staff member to their healthcare provider for COVID-19 testing. Consider sending home iHealth Home Test.

2.2 **Reporting:** Student and staff positive test results will be reported to OHA via the reporting portal, as required under ORS 433.004 and ORS 433.008. Schools must train staff on confidentiality requirements under FERPA, HIPAA, and local policy regarding student and staff health information, including a COVID-19 diagnosis.

2.2.1 Test result will also be logged into Synergy-Health-COVID-19 testing tab.

2.2.2 All positive cases should be reported immediately to building nurse to preform further COVID-19 investigation. DHA is the liaison with the LPHA. DHA will activate the SKPS COVID-19 response team as needed.

2.2.3 All students must have written consent (see Appendix C) [documented in Synergy](#) prior to BinaxNOW COVID-19 testing (iHealth Home Test does not need consent as completed at home).

2.3 **Test Results:** All COVID-19 tests are imperfect and false negative results may occur. A negative COVID-19 test result should never be interpreted as evidence that a student or staff member is not infected with COVID-19, especially when symptoms compatible with COVID-19 are present. Any symptomatic student who is tested (even if that test is negative) must leave school immediately and not return until allowed by the communicable disease guidance.

2.3.1.1 Understanding Your Results

2.3.1.1.1 [OHA 3560C Understanding your positive COVID-19 result](#)

2.3.1.1.2 [OHA 3560D Understanding your negative COVID-19 result](#)

3.0 APPLICABILITY:

3.1 DHA and backup testing team.

4.0 ADDENDUMS:

4.1 [OHA 3560 COVID-19 Testing in Oregon's K-12 Schools \(state.or.us\)](#)

5.0 REVISION HISTORY:

Date	Description
3/2/2021	New work instruction
12/9/2021	Updated Work instruction
3/8/2022	Updated work instruction

6.0 APPROVAL AUTHORITY:



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6 . 1 District Health Authority