

IN-SCHOOL TESTING: STEP BY STEP



WEEKLY TESTING

- Schools will be scheduled for COVID-19 PCR testing every week.
- A school's threshold is calculated as 20% of all students who are unvaccinated or have an unknown vaccination status.
 - If your school's threshold is higher than the number of students whose parents have consent to testing, your administration should work with your school community to collect more consent forms from parents.
 - Every week, the DOE creates a new randomized list of students to test, known as the RCOV list. The list includes only students who have consent forms on file and are eligible for testing. Be sure to use it on test day.
- **This randomized list must be refreshed and downloaded weekly** (on each testing day).
- The testing population will consist of all students, both vaccinated and unvaccinated, whose parents have consented to testing.
- The school testing team will communicate the schedule up to a week in advance via email to the principal. Any requests to reschedule should be made via the Reschedule Request Form.

UPLOADING CONSENT FORMS AND VACCINATION CARDS

- Consenting for COVID-19 testing is voluntary for students.
- Parents/guardians can submit consents electronically through the **NYC Schools Account** or via a **paper consent form**
- Schools must ensure all paper consent forms are entered into ATS as they receive them; it may take up to a week for these students to be part of the school's random sample.
- Parents of vaccinated students should upload proof into the student vaccination portal at **vaccine.schools.nyc**.

UPDATES TO IN-SCHOOL TESTING

- Beginning on Jan. 3, 2022, student thresholds will double.
- The testing population will consist of all students, both vaccinated and unvaccinated, with consent forms on file.
- Previous updates from Dec. 6, 2021, still in effect:
 - Testing teams will be able to test at least an additional 10% of DOE staff on testing days beyond the 20% student threshold. If time permits, more than 10% of staff may be tested.
 - On a school's testing day, student testing must be completed first before any staff are tested. Testing providers are not permitted to extend their testing window to accommodate staff who want to be tested.
 - If there is not enough time to test the staff, staff should use the at-home test kits they are to receive from their school each week in January.
 - COVID-19 staff testing is voluntary; however, DOE staff must give consent via the **DOE's daily health screening form**. Make sure you are on the "Consent Tab," which is on a separate tab from the daily health screening form. Consent only needs to be given once, but it may take up to five days to process.
 - Staff will not appear on the RCOV list and do not count toward meeting the threshold.

TEST RESULTS

- Results are typically communicated within 48-72 hours.
- Backpack letters should be distributed to all students who are tested so their parents/guardians know how to obtain results.
- The Situation Room manages closures and will discuss classroom and school closures as necessary with the principal.
- The Situation Room phone number is 212-393-2780.
- The Situation Room will only notify principals about positive results; principals will not be notified of negative results nor will they get a list of results directly from the testing provider.

TEST DAY PROTOCOLS

- The principal should designate a staff point person to manage test day and supervise students during testing.
- The school should print the school's RCOV list from ATS the morning of testing and have it available to show the testing team.
 - **The list must be refreshed and downloaded on testing day so the school has a new and accurate randomized list each week.**
 - Please be sure to confirm the date is correct in the 'Testing Week' column when preparing for the current week's testing and refresh the list if needed.
- Students should be called down for testing using the RCOV list: Testing should start with the first person on the list, and then students should continue to be tested until the school has met its threshold.
- If a student is absent, move on to the next student.
- The testing team will only test students that are on the RCOV list that day.
- The testing team should have a safe indoor space.

HELP PROVIDED BY THE DOE

- If a school has any questions, issues or day-of problems with testing, the principal should submit an escalation ticket to the school testing team via the Escalation Form.
- Escalations are actively monitored from 8 a.m. to 5 p.m. on school days and responses are swift. The principal should be sure to leave a direct phone number, such as a cell phone number or extension.
- Feedback Forms are sent after testing is completed so the school can grade testing and the Situation Room can improve its program; escalations should not be entered in the feedback form.
- For questions about at-home rapid test kits, please email **stayinghealthy@schools.nyc.gov**

HELP PROVIDED BY THE UFT

- Chapter leaders have a hotline to call to report testing issues or shortages of rapid tests or KN95 masks for staff
- If your school is not following the new health and safety protocols, please contact the UFT at 212-331-6311 from 8 a.m. to 6 p.m., Monday through Friday.