

## Test to Stay Onboarding Checklist

### Introduction:

When a student or staff member with COVID-19 is present in school during their infectious period, the school may implement Test to Stay for unvaccinated close contacts.

Test to Stay utilizes **rapid antigen tests** and there are several steps that supervisory unions (SU/SDs)/schools will need to take before they will be permitted to use this new testing tool.

Some antigen tests will require a Clinical Laboratory Improvement Amendments (CLIA) waiver to use, others will not. The Agency of Education will support SU/SDs/schools in obtaining a CLIA waiver so that they have the flexibility to use any antigen testing tool that is available. SU/SDs/schools should obtain a CLIA waiver number as soon as possible to ensure that the state is able to maintain a steady supply of antigen tests to support the Test to Stay program. In order to prevent interruptions to test kit distribution, it is critical that all SU/SDs/schools act quickly to receive a CLIA waiver.

### Onboarding:

The following onboarding checklist is broken up into two phases: **Phase I** are the steps that an SU/SD/school needs to take to begin using non-CLIA waived antigen tests and to initiate the CLIA-waiver approval process; **Phase II** are the remaining steps that need to be taken to use CLIA-waivered antigen tests.

<b>PHASE I</b>		✓
Enables use of non-CLIA waived antigen tests; Initiates CLIA-waiver approval process		
1	Complete the <a href="#">Intent to Participate and CLIA waiver data collection</a> webform (additional information about the <a href="#">CLIA Waiver Application Process</a> is outlined on page 2-3)	
2	Have at least one team member from your SU/SD/school attend the 1-hour Abbot BinaxNow training webinar. a. Trainings will be offered regularly starting Oct. 6 and attendees must preregister. i. <a href="#">Preregistration link</a>	
3	Send out template letters, flow charts and other communications to families regarding the COVID-19 School Testing Program and Test to Stay	

### Contact Information:

If you have questions about this document or would like additional information, please contact the AOE COVID-19 Response Team at [aoe.covid19testing@vermont.gov](mailto:aoe.covid19testing@vermont.gov).

<b>PHASE I</b>		✓
Enables use of non-CLIA waived antigen tests; Initiates CLIA-waiver approval process		
4	Obtain consent for COVID-19 Response Testing <a href="#">Universal Consent for Response Testing for SU/SDs</a> <a href="#">Universal Consent for Response Testing for Independent Schools</a>	
5	Register your district/school in SimpleReport ( <a href="#">step by step instructions</a> are included on page 3-4). <b>Please note:</b> registration should happen at the SU/SD level and schools will be listed as separate facilities.	
6	Review the <a href="#">brief guidance document</a> on the proper storage and disposal of antigen test kits as medical waste. Determine if your school/district can meet these requirements and, if not, contact SanPro (contact information in guidance doc) to arrange for the delivery of supplies and disposal of medical waste.	
7	When Steps 1-6 are complete, the district/school should contact the <a href="mailto:AOE.COVID19testing@vermont.gov">AOE.COVID19testing@vermont.gov</a> . The AOE COVID Response team will then request the delivery of non-CLIA waived antigen test kits to the district/school main office and the Test to Stay program can begin.	

<b>PHASE II</b>		✓
Onboards and initiates use of CLIA-waivered antigen tests		
6	Execute <b>CLIA waiver application</b> (through e-signature process) when sent by AOE	
7	Receive CLIA waiver certification number via email	
8	<b>When Steps 7-8 are complete, the district/school should contact the <a href="mailto:AOE.COVID19testing@vermont.gov">AOE.COVID19testing@vermont.gov</a>.</b> <b>The AOE COVID Response team will then request the delivery of CLIA waived antigen test kits to the district/school main office.</b>	
9	Pay the CLIA waiver fee (online, approximately \$200)	
10	Receive paper copy (or print out virtual copy) of CLIA waiver certificate and keep at every school site where antigen testing is taking place	

11	<p>Complete reorder request using AOE COVID Testing Supplies Reorder Form (district level or independent school level).</p> <p>You will be asked for the number of kits you used and how many you need to resupply. This request can be done weekly or less frequently, depending on the rate of use.</p> <p>This order request will be for:</p> <ul style="list-style-type: none"> <li>a. Antigen test kits</li> </ul> <p>Take Home PCR test kits</p>
----	--

## CLIA Waiver Application Process

The Agency of Education will streamline and facilitate the CLIA waiver application process by gathering the district/school-specific information and then submitting the application on behalf of the district/school.

### Steps to Receive a CLIA waiver certificate

- 1) The [Intent to Participate and CLIA waiver data collection](#) webform is intended to collect the necessary information to create the application.

The required information is not burdensome to collect and it should not take long to complete the form. Please see the list of required information below to expedite the submission process.

#### **Please note:**

1. The Superintendent or Independent School Head will submit the application as the “Facility Director”
2. The CLIA application identifies the “Facility” as the entity that owns a Federal Tax Identification Number.
  - This may mean that some SU/SDs will need to submit multiple CLIA applications, one for each district that holds the Federal TIN.
  - In this case, the SU/SD will need to submit a webform for each TIN-holding district.
  - The AOE will collate these applications on behalf of the SU/SD.
3. TIN-holding districts with more than one school will list each school site where they plan to conduct antigen testing, effectively making them “satellite laboratories.”

#### **Required information for webform:**

- Determine who holds the federal TIN in your SU/SD. You will need to complete the webform for each TIN-holding district.

- Federal TIN
  - Number of school sites where antigen testing will be performed
  - Name and address of each school site where testing will be performed
  - Central office address (main office for an independent school, central office for SU/SD)
  - Contact information for Superintendent or Independent School Head
  - Type of entity: Private Nonprofit or School District
  - Signature of Superintendent or Independent School Head
- 2) Once the application has been created, the AOE will request an electronic signature (using the DocuSign platform) and then submit the application for review. For SU/SD's with multiple TIN-holding districts, there will be separate applications to sign.
  - 3) The Superintendent or Independent School Head will receive an email from the (Vermont) Department of Disabilities, Aging and Independent Living with their CLIA waiver number and a link to pay the CLIA waiver certification fee.
  - 4) The district/school should contact [AOE.COVID19testing@vermont.gov](mailto:AOE.COVID19testing@vermont.gov) once they receive their CLIA waiver number so that the AOE can request delivery of CLIA-waivered antigen tests.
  - 5) Once the CLIA waiver certification fee has been paid, the district/school will receive a virtual copy of their certificate. This certificate should be printed out and kept at each school site where antigen testing will take place.

## SimpleReport Registration Process

Schools will be using [SimpleReport](#) for all rapid antigen tests. It can accommodate all antigen test types and links directly to the Vermont Department of Health so that test results do not need to be reported separately.

SimpleReport is a free web tool created by the CDC that helps make COVID-19 rapid testing and reporting easier for schools.

Please note that there is an option to do a bulk upload of participant data, rather than asking families to preregister (see the linked guide below for information about this process).

This reporting tool includes the option for test results to be sent in real time via text or email to parents/guardians if their contact information has been added to the participant's information.

### Resources

- [Onboarding/Registration](#)
- [SimpleReport guide for K-12 schools](#) (how to use on testing day)
- [Training videos](#) (short tutorials for each step)
- [Demo site](#)
- [User Guide](#) (with helpful screenshots of the interface)

- Technical Assistance: email [support@simplereport.gov](mailto:support@simplereport.gov) or visit the [Support desk](#)
- [SimpleReport bulk upload guide](#)

### **Steps for Onboarding**

- 1) [Onboard the organization and administrator](#) (there will only be one organization administrator, whose identity will be verified during this onboarding process. Additional staff/volunteers can be added after this initial step)
- 2) Complete [Organization Access Form](#)
  - a. The Organization should be the SU/SD or Independent School (additional school sites can be added as “facilities” after this step)
- 3) [Add “facilities”](#) (school testing sites)
- 4) [Invite additional users](#) and [manage their permissions](#) (access)
- 5) [Add your participants](#)
  - a. [Participants can self register](#) by sending them a link; OR
  - b. [The district/school can add participants](#); OR
  - c. The district/school can [request a one time bulk upload](#)
  - d. Or all of the above
  - e. [A participant can also be archived](#) if they are no longer participating in the Test to Stay program