VERMONT AGENCY OF EDUCATION

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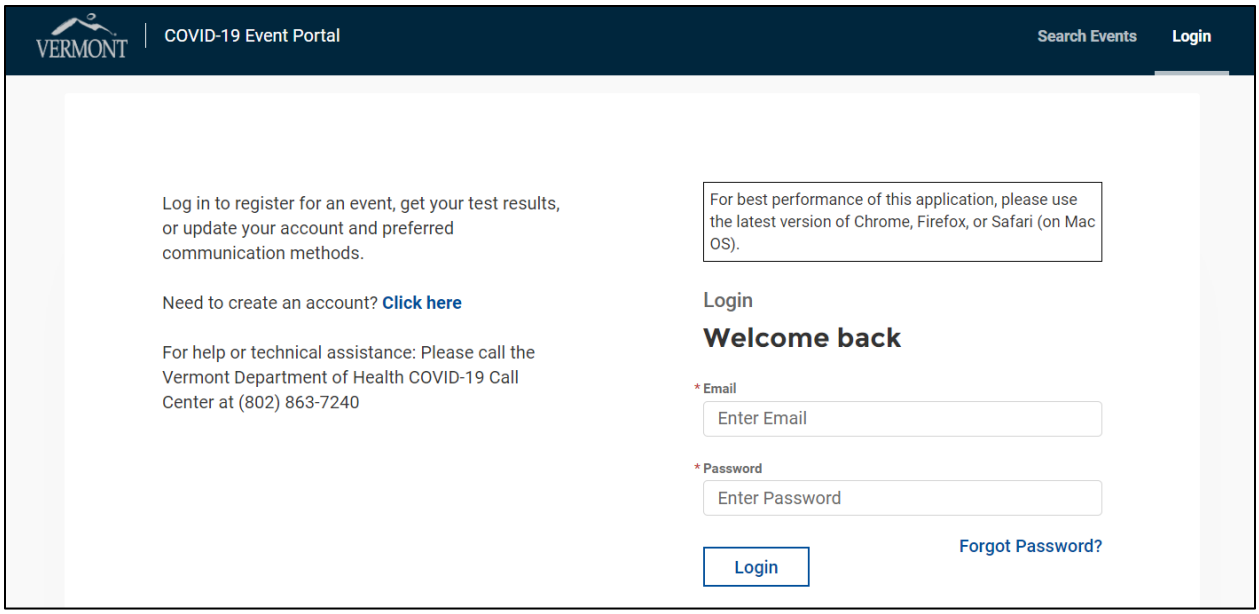
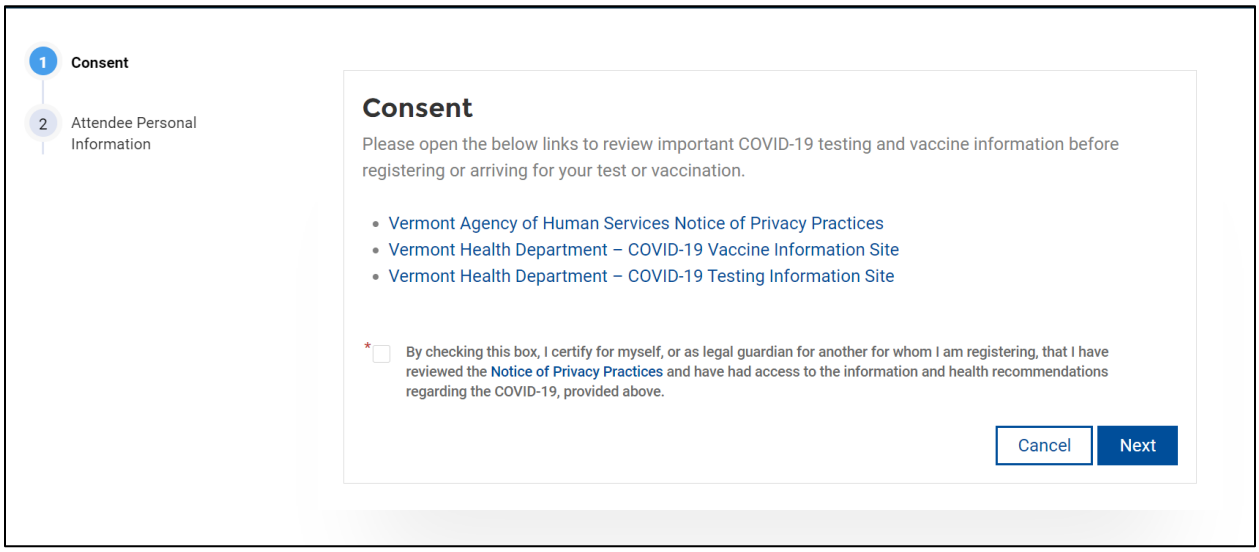
Registering for School Staff Surveillance Testing: Updated Procedure

1. Click on the School Staff COVID-19 Surveillance testing link for users who have tested before, then enter your email address and password to login.



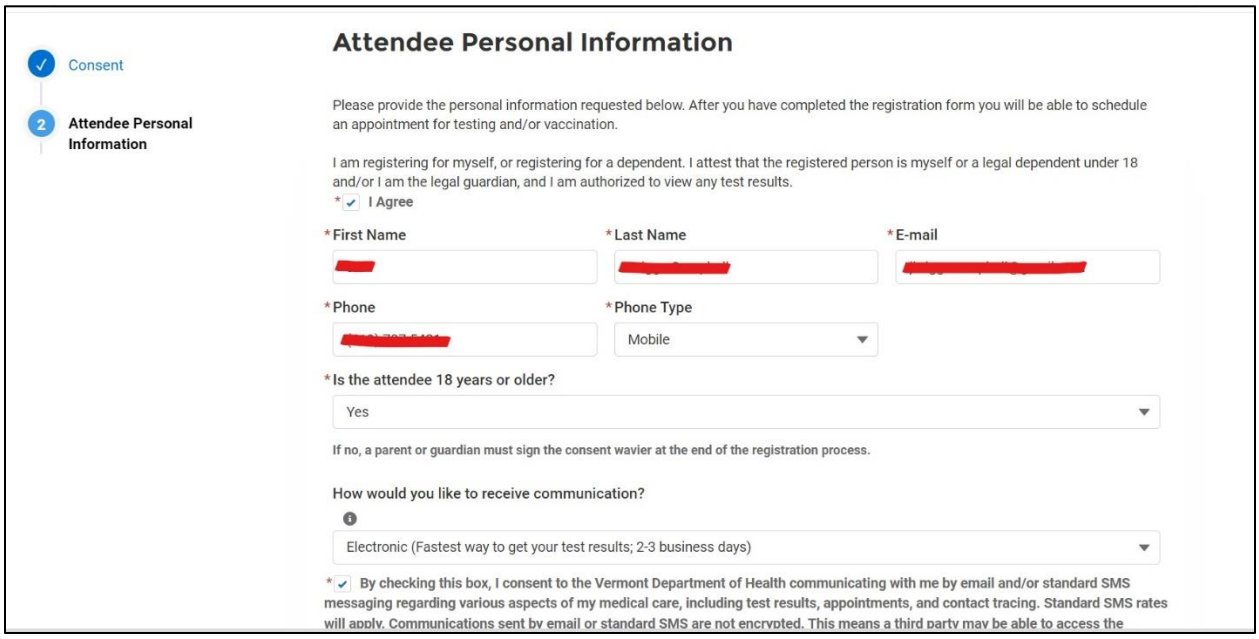
2. Click the "Next" button the Consent page to re-confirm your consent.



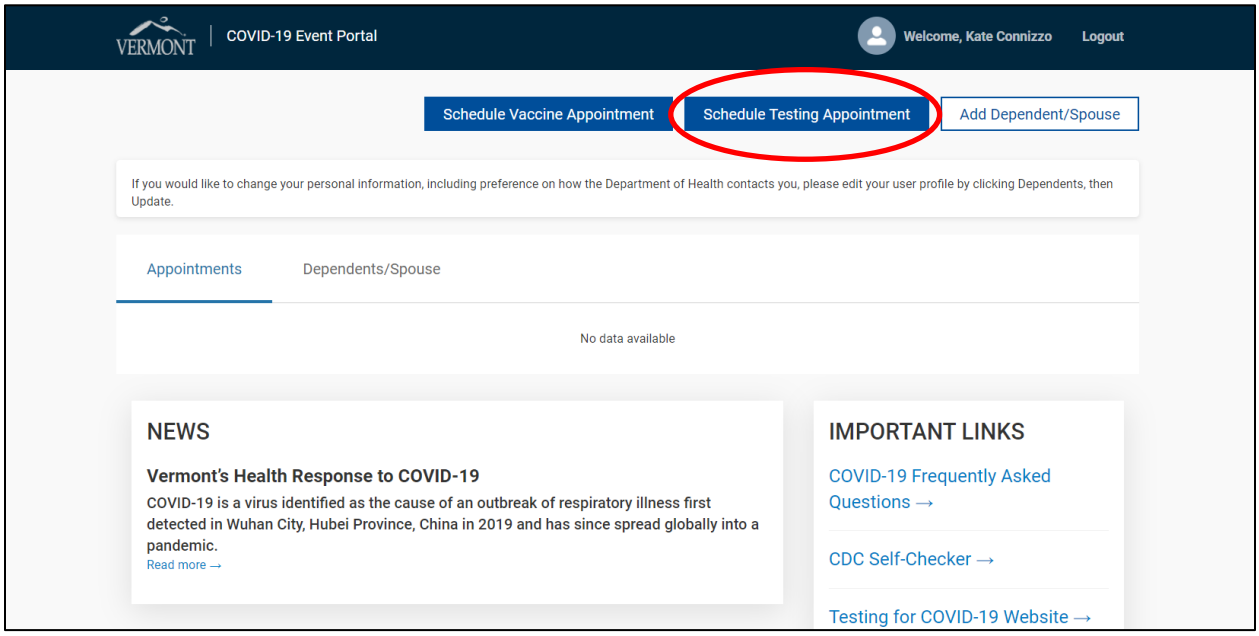
Contact Information:

If you have questions about this document or would like additional information please contact COVID19TeacherTesting@vermont.gov

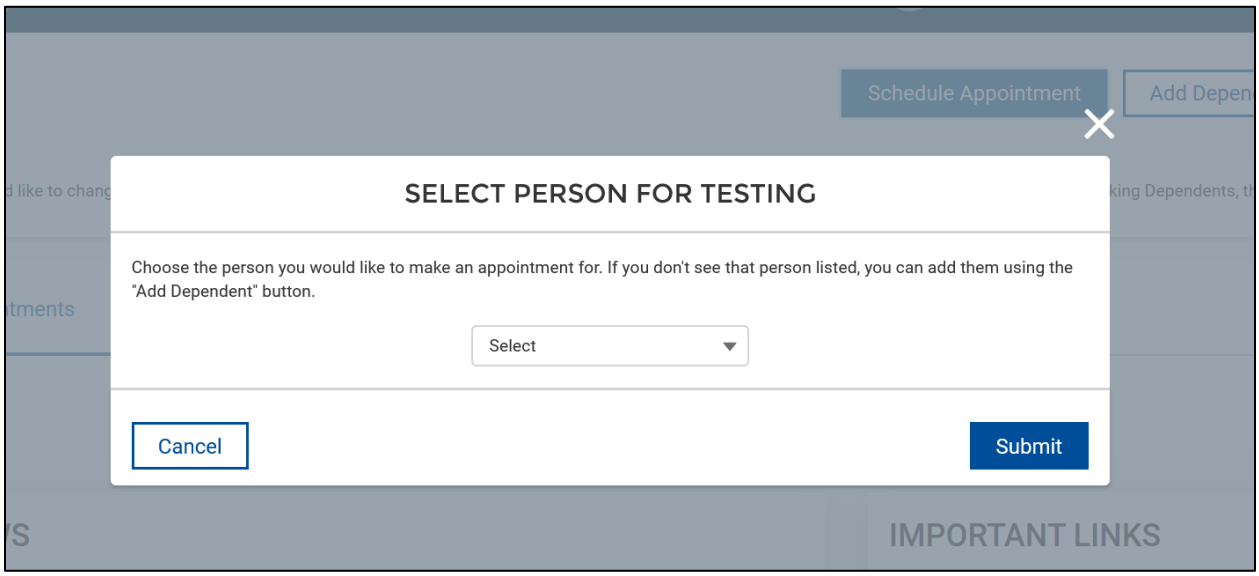
3. Reconfirm your Attendee Personal Information by clicking the "Submit" button at the bottom of the page (this section will be pre-filled with your responses from your previous registration).



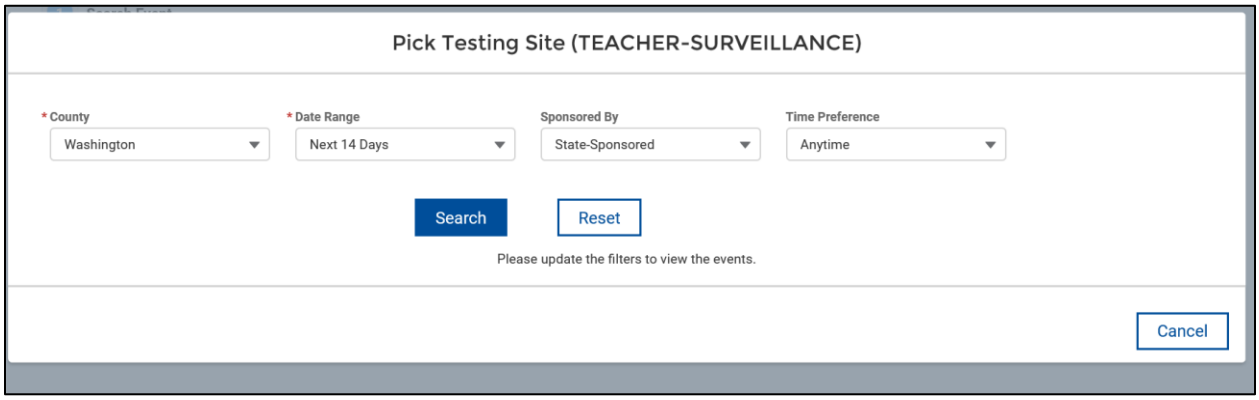
4. This brings you to your personal dashboard. Click the blue "Schedule Testing Appointment" button in the upper right-hand corner of the screen.



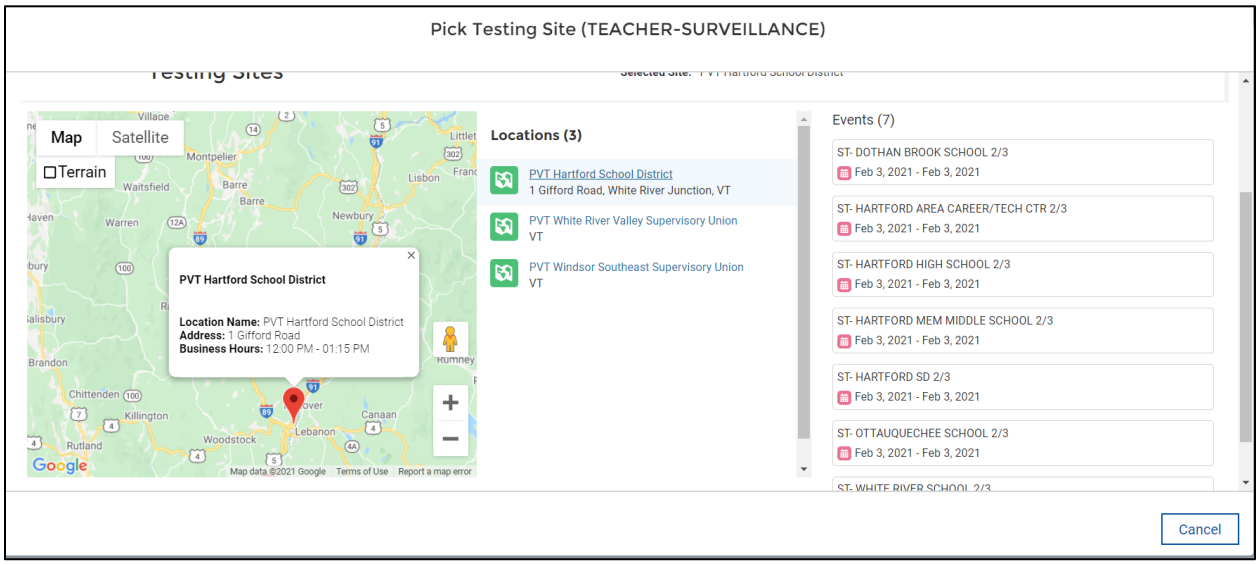
5. In the “Select Person for Testing” drop down that pops up, select yourself, then click the “Submit” button.



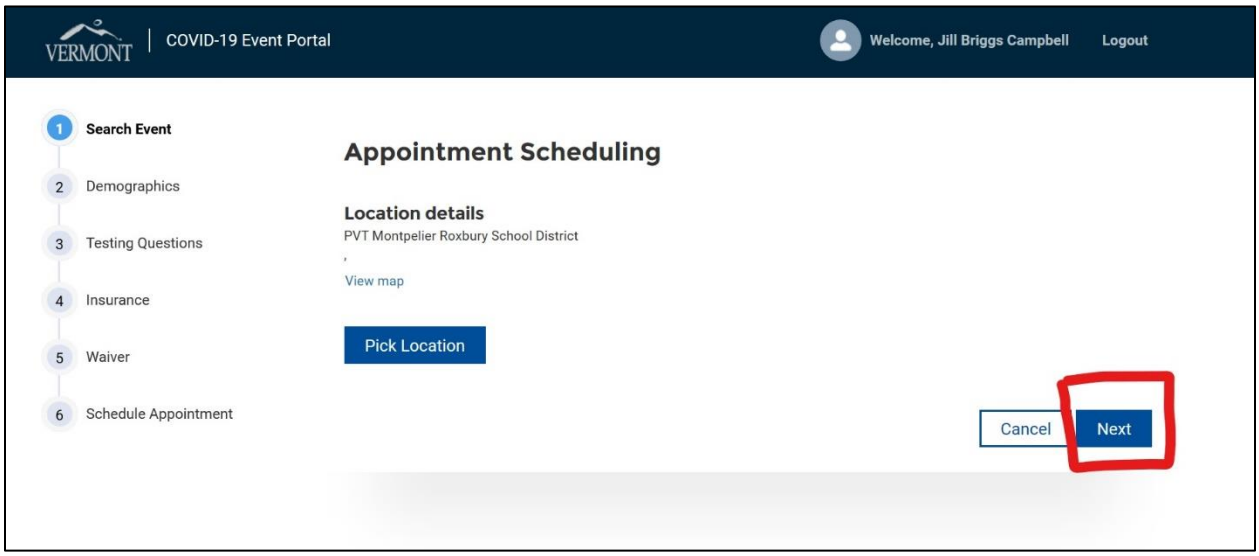
6. On the “Pick Testing Site” screen, under the “County” drop down, chose the county where your district’s central office or independent school is located, then click the “Search” button.



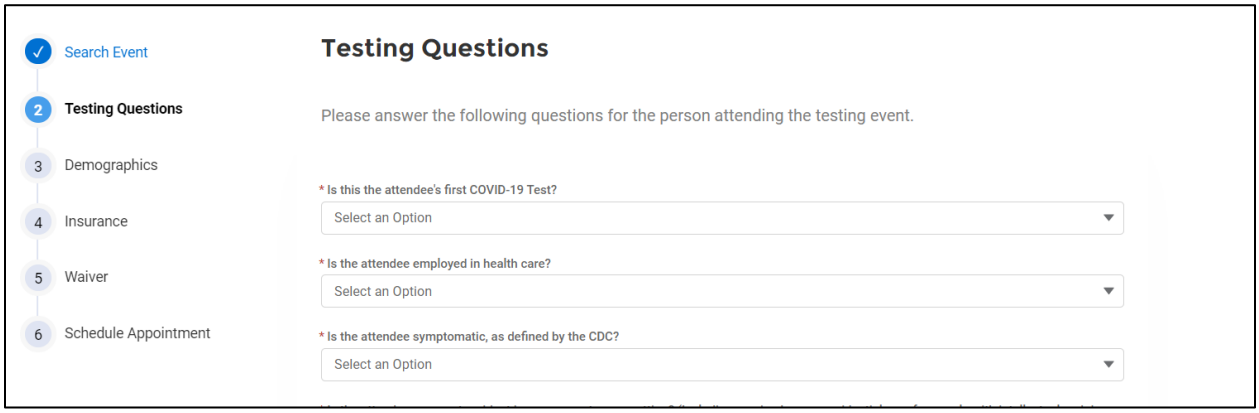
7. On the next screen, first click on your school district or independent school in the "Locations" column to make the correct events populate in the right hand "Events" column. Click on the appropriate event/testing site where you will be testing.



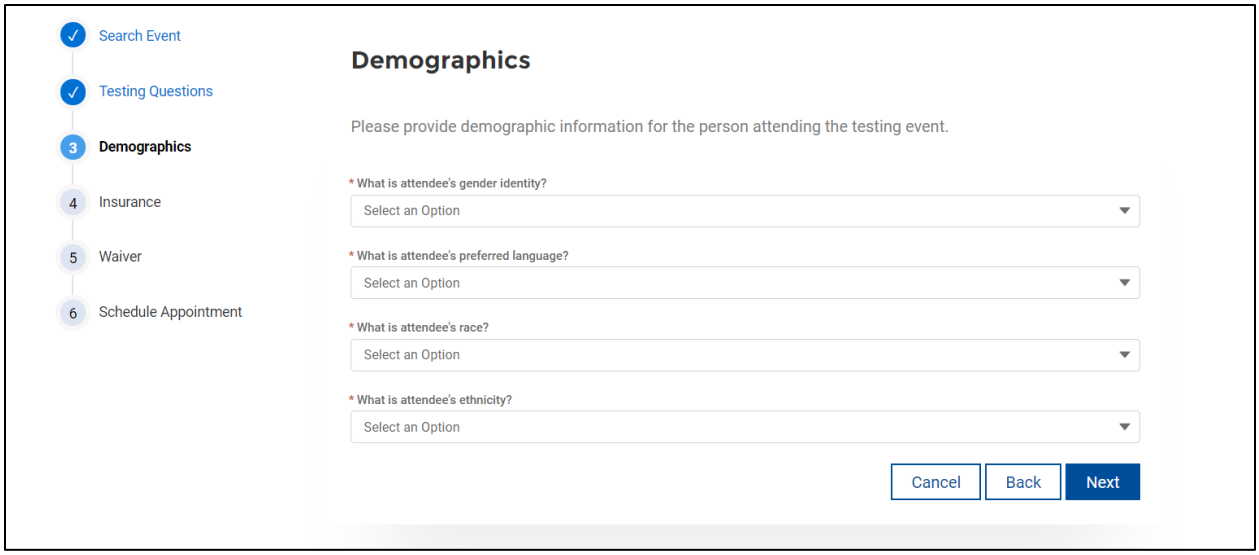
8. You will be taken to the "Appointment Scheduling" screen. Confirm the location details are correct and click the "Next" button.



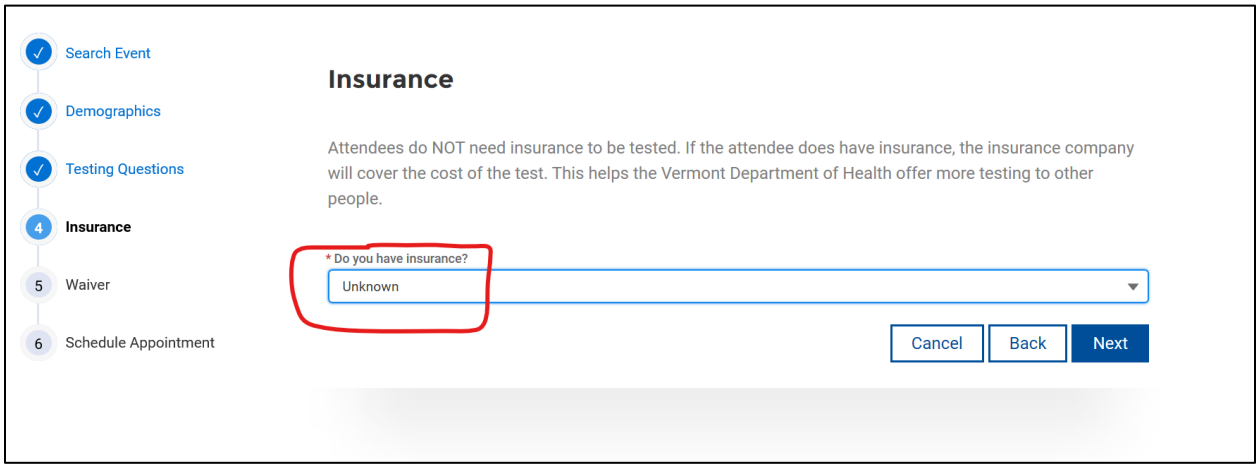
9. Complete the "Testing Questions" and click the blue "Next" button.



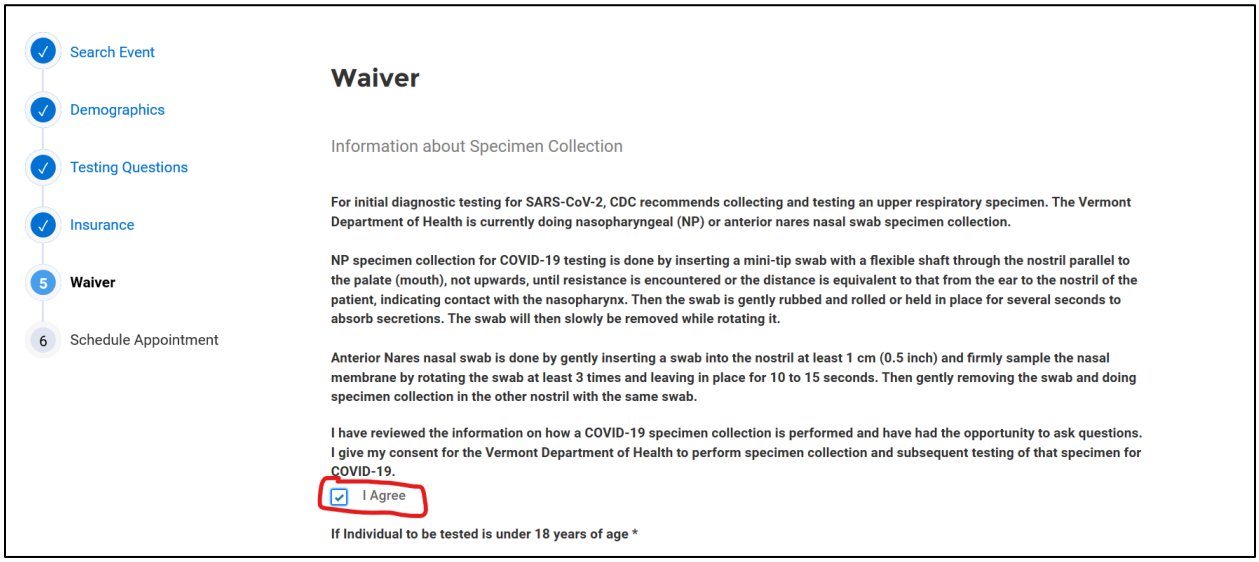
10. Complete the "Demographics" section and click the blue "Next" button.



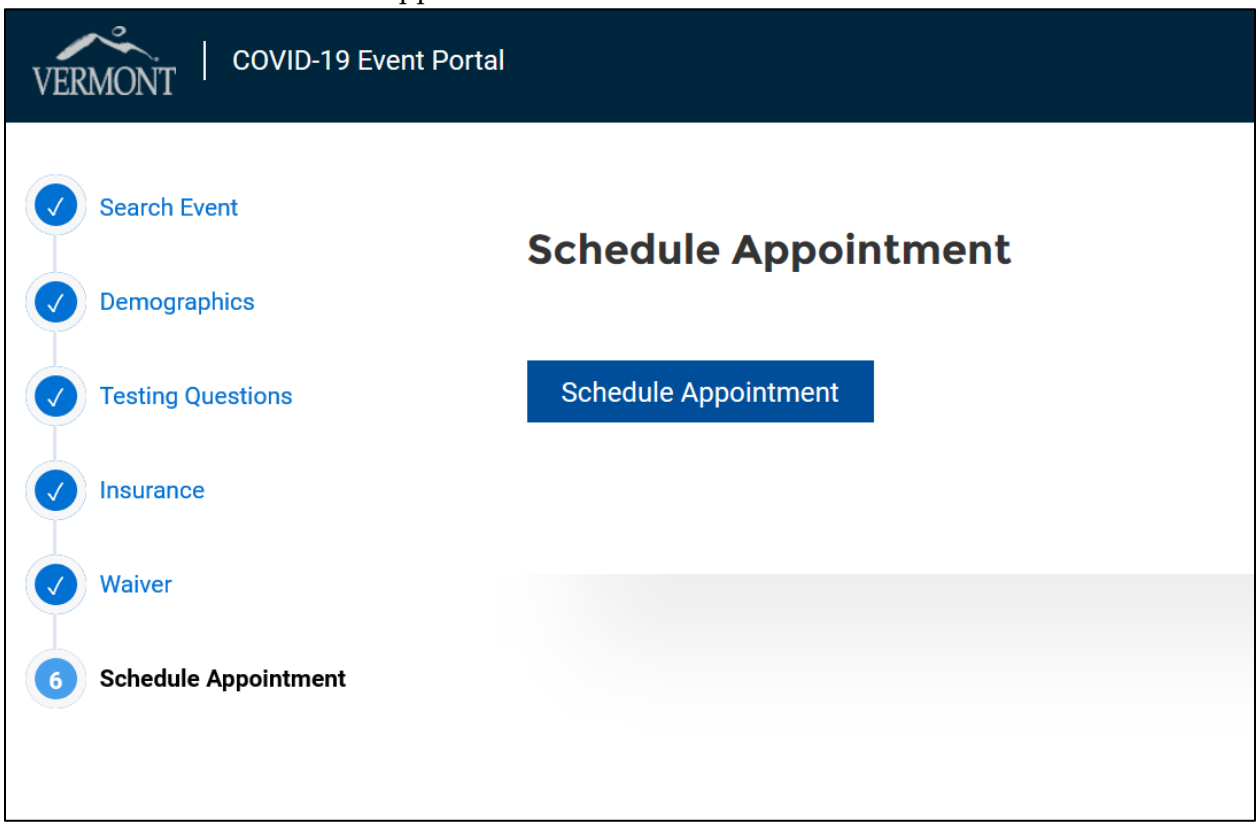
11. On Insurance page, select "Unknown" then click the blue "Next" button. Insurance is not a factor for school staff surveillance testing.



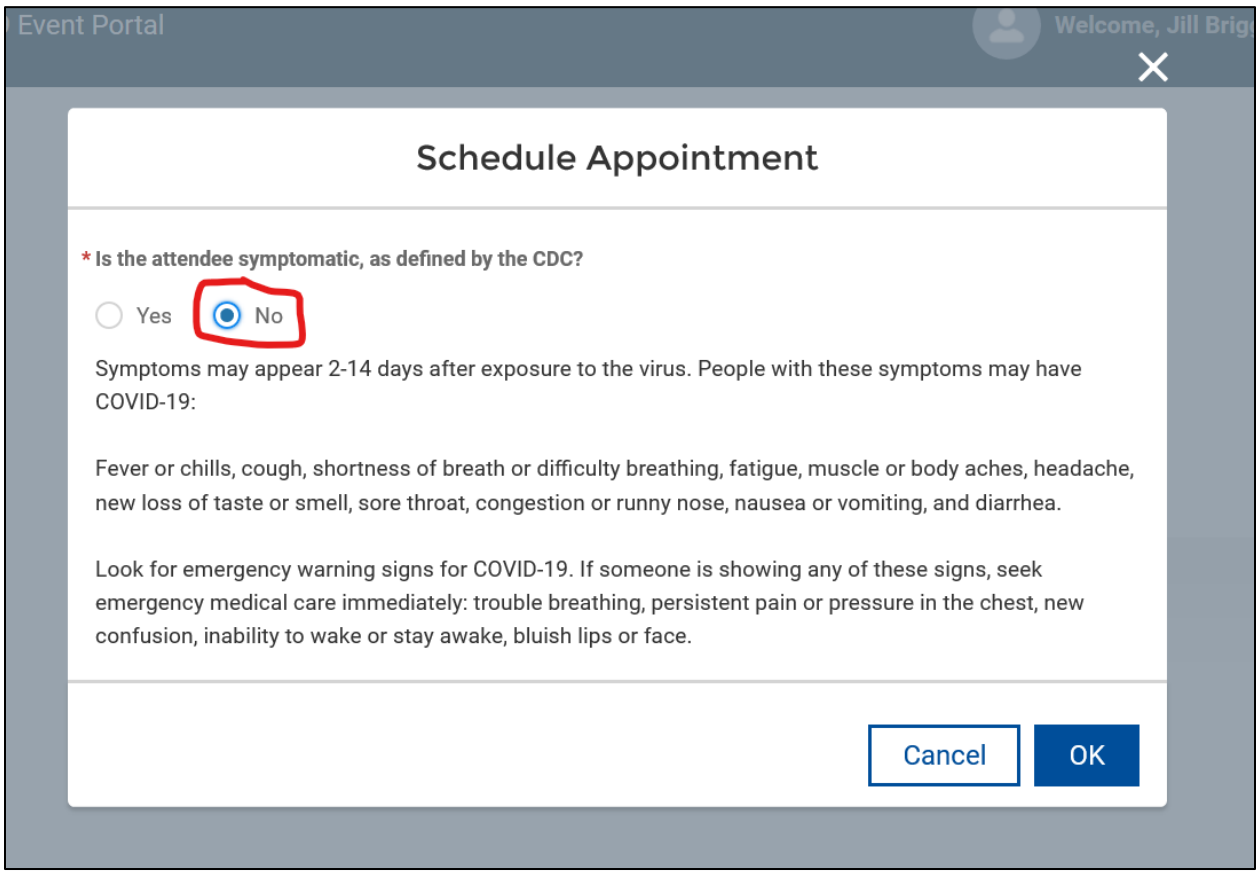
12. Check the "I agree" box on the Waiver page then click the blue "Next" button.



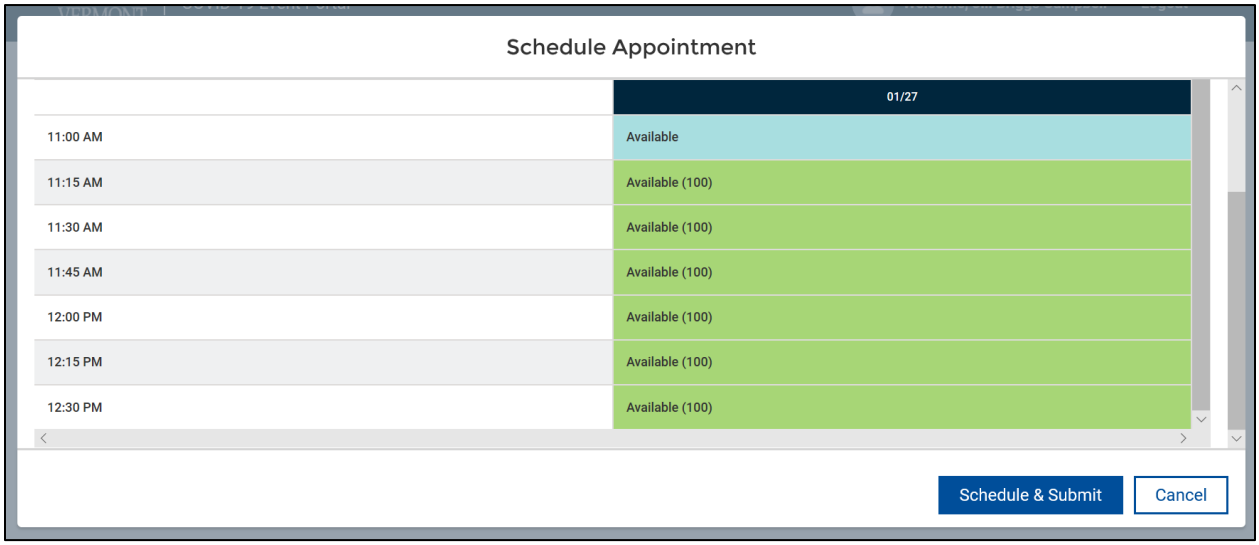
13. Click the blue "Schedule Appointment" button.



13. The next screen will ask you if you are symptomatic (Yes/No). If you select Yes, you will be prompted to contact your Primary Care Physician to schedule an immediate test.



14. Select an appointment time to register. You can select any available time. The appointment times exist because the system requires them and is not necessarily the time you would show up for testing. Your district/school leadership will inform you what time(s) to pick up your test kit and return your sample. Once you've selected a time click the blue "Schedule & Submit" button.



15. Once you hit "Schedule & Submit" your scheduled appointment should appear on your dashboard home screen. You will also receive a confirmation email.

---------- Forwarded message ---------
From: **Vermont AHS** <ahs.vdhhocenhancedtestingcoordinationteam@vermont.gov>
Date: Mon, Nov 16, 2020 at 3:30 PM
Subject: Your Appointment Confirmation
To: youremail@email.com

Hello Samantha,

Thank you for scheduling the following appointment. Please review the appointment details below. If you need to change your appointment, click here.

Vermont Department of Health Testing Event

DATE: 11/20/2020
TIME: 12:00 PM
WHERE: PVT Bennington Rutland Supervisory Union, , , VT

This form is to sign up for a COVID-19 test to tell you if you currently have a COVID-19 infection. This is not a serology/antibody test, and will not tell you if you were sick with COVID-19 in the past. These test sites are for testing asymptomatic community members for the COVID-19 virus. If you currently have symptoms (fever, cough and shortness of breath, chills, repeated shaking with chills, muscle pain, headache, sore throat, new loss of taste or smell) or had direct exposure to someone who has COVID-19 in the past few days, please contact your primary care physician to be referred for testing.

Thank you,
The Vermont Department of Health