**Ysleta ISD BinaxNOWTM Rapid Testing Pilot**

DRAFT

**Summary of Testing**

Monday, October 12th – Kick off meeting

Tuesday, October 13th – @YISD Central Office with 50% of staff – Approximately 174 tested.

Wednesday, October 14th – @YISD Central Office with remaining 50% of staff, M&O, Grounds, Warehouse, and Transportation. Approximately 182 tested.

Thursday, October 15th – @Del Valle High School – Various Student Athletes and district-wide staff. Approximately 524 tested.

At least **880 tested** over 3 days. (approx. 17 hours)

**Prior to 1st Day of Testing**:

Receive and inventory test kits and PPE. Quality control each test lot. Separate bottles of reagent from each box of 40 test kits.

Provide link for TDEM training, request initial administrators (~10) complete training at least 48 hours before 1st opportunity to test. Ensure they can access and login to the app. They must be certified and have their own login in order to submit a test result. The delay to get access to the app can be as long as 48 hrs.

Determine whether ISD will use own form of tracking because TDEM only includes basic demographic information which does not include school attended or other information needed to identify clusters within a district. YISD developed QR codes for students and employees to facilitate tracking and population of the app’s fields. Contact Tiffany Payne at [TPayne1@yisd.net](mailto:TPayne1@yisd.net) for more information.

Prepare “invitation” to test for staff since they are not required to test. Prepare parent permission letter for students. Templates are in Teams.

**Identify Personnel to Fulfill Roles and Responsibilities**:

Coordinator – Ensures area is ready, all PPE is in its proper area, assigns roles and responsibilities to staff, maintains inventory control of PPE and tests, answers questions and assists monitors, ensures area is clean and disinfected upon completion of the testing. PPE needed — N95, Face Shield, and gloves

Monitor/Speaker/Nurse– Explains steps of the test and walks individuals through the testing process. PPE needed — N95, Face Shield, and gloves

Isolation Nurse – Documents positive cases and follows ISD’s procedures for positive cases, contact tracing, and ensuring proper leave from work. PPE needed — N95, Face Shield, and gloves

Custodians – Assist with disinfection in between testing and fogging of the area before lunch break and at end of testing session (fog all areas to include restrooms). PPE needed – Surgical Mask and gloves

\*Monitor/Demonstrators – Follow along with Speaker and assist large groups with “dud” kits PPE needed — N95, Face Shield, and gloves

\*Monitors/Readers – Assist Demonstrators with reading test kits from start to finish (Blue line, swab insertion, drops, removal of tape, closure of kit, and initial 3-minute read) PPE needed — N95, Face Shield, and gloves

\*Monitors/Registrars – Registers patients by following the app QR procedures. Assists with reading test results as needed. PPE needed — N95, Face Shield, and gloves

\*Timekeeper – Monitors the various time intervals and advises when to read kits. Resupplies the swabs at patient areas and keeps track of back up PPE during testing. PPE needed – Surgical Mask

\*IT – Develop or work with IT to create QR for district employees and students. Play demonstration video and ensure data network connections PPE needed – Surgical Mask

\*Security – crowd control, check students at dropoff area to ensure they have parent permission slip, ask if individual has symptoms, radio ahead for assistance with symptomatic individuals. PPE needed – Surgical Mask (Updated 10/25/2020)

\*Optional roles which depend on the number of patients being tested at once

**For Testing Groups of 50 or More**

**Application:**

To initially qualify and teach many administrators how to perform the test. Intended for use as the first introduction to a large number of teachers/campus staff who will either perform their own self-tests thereafter or help administer tests to small groups. It is important enough personnel are already certified to act as monitors in this setting.

**Physical Setup:**

**Registration Area**: Tables, plastic chairs, hand sanitizer, masks for patients, patient QR codes, testing area assignment, cellular/handheld devices. Ensure patients have masks on and that staff have control of who enters. PPE needed – N95 mask and face shield

**Testing Area - ”HOT/ RED Zone”**: Student desks (no chairs), microphone, white board, timer/watch, appropriate signage, hand sanitizer, caution tape, two boxes (pos/neg) for QR codes if applicable, blank “Post –its”, two 55 gal. Trash cans with cut tops (circle/rectangle with RED “X”), disinfection kits -bleach water sprayer & paper towels, power banks, and fogger (optional).

Demonstration table to hold PPE for immediate use by Speakers and Monitors.

Small tables set up in various locations around the testing area to hold disinfection kits and back up PPE (mask, gloves, and swabs)

Isolation room with electrical and data available. Room should have a sink and trash can. “ISOLATION” sign on the door. This should be a restricted area located within visual site of testing area. Should be “fogged” after each use.

Break Room – A “Clean Room”: Staff area for food, water, and personal items. Plastic chairs and tables.

Separate Symptomatic Testing Area – Designate spaces and traffic area for symptomatic people to keep them out of the healthy population (Updated 10/25/2020)

**Staff Needed (Estimated Quantity):**

Coordinator – (1).

Monitor/Speaker/Nurse– (1)

Isolation Nurse –(1)

Custodians – (1-3)

\*Monitor/Demonstrators – (3)

\*Monitors/Readers – (3)

\*Monitors/Registrars – (3)

\*Timekeeper –(1)

\*IT (2)

\*Security – (2)

**Process:**

Place 50-100 student desks socially distanced in large common area, cafeteria, or gym. Don’t use chairs to avoid more spaces to disinfect. Register and stage each round of participants in large entry or hallway.

Monitor/Speaker leads group through instructions for testing:

1. Monitor emphasizes need for audience to act together to ensure timekeeping is accurate for all individuals who are being tested.
2. Monitor directs subjects:
3. To remove personal masks and replace with temporary surgical masks.
4. To remove test kit from packet, check for blue control line on front, lay kit flat on desk. Advises from this step forward not to pick up test from the desk to avoid spilling reagent.
5. To place index finger under nose, huff three times through nose to moisten nostrils.
6. To remove swab from package and hold. Explains swabbing process emphasizes need to follow monitor’s instructions.
7. To pull mask down leaving mouth covered but exposing nostrils. Swab one nostril (Timekeeper tracks 15 seconds for each nostril. Monitors/Readers/Demonstrators with reagent walk room to apply drops in kits while subjects are swabbing.)
8. To insert swab in card. (Monitors/Readers/Demonstrators assist with ensuring swabs are appropriately placed.)
9. To close cards from left to right without picking card up. (Timekeeper sets timer for 3 minutes. Monitors/Readers/Demonstrators begin to observe tests and prepare to isolate positives.)
10. To replace personal masks and prepare to exit when released.
11. To leave everything behind except what they brought with them.

Room monitors read at 3 minutes and release clear negatives, holding positives. After 3 minutes, remove non-biohazard trash from desks. Mark high-risk desks for careful handling. After 12 more minutes, enter final result, dispose of biohazard trash, file QR codes in +/- boxes, respectively. Custodians sanitize. Timekeeper/supply team replace surgical mask, test kit, and swab at each test station.

A “Post it” was placed on testing stations where positive tests were observed to notify the other monitors of the positive case and to exercise caution in the disposal of the testing kit and materials which were placed into the “red” trash can. Once all the other individuals were released, positive patient location was disinfected by the custodian and items were properly disposed of. Positive patients were taken into the ISOLATION room and processed via existing YISD procedures (See [Back to School Central](https://www.yisd.net/Page/15805) for YISD’s plan when a positive case is identified).

**For Testing Less Than 50**

**Application:**

To test a group of student athletes (football or volleyball teams) or small group of non-certified administrators.

**Physical Setup:**

**Drop Off Area**: Station security guards or non-certified administrators at drop off zone. Ensure students exiting cars have parent permission slip prior to proceeding. PPE needed – N95 mask and face shield

**Registration Area**: Only necessary for collection of parent permission slips and dissemination of QR codes. PPE needed – N95 mask and face shield

**Testing Area - ”HOT/RED Zone”** : a large classroom or space where desks can be socially distanced but grouped in pods of five to create testing stations. One certified coordinator can perform all roles and responsibilities in each pod. This process can take approximately 20 minutes from cradle to grave.

**Staff Needed:**

Coordinator – (1)

\*Custodian – (1)

**Process:**

Test Coordinator in each small group:

1. Emphasizes need for students to follow directions.
2. Asks each student to set phone on desk and open stopwatch/timer.
3. Directs them to remove personal masks and replace with temporary surgical masks.
4. Asks them to remove test kit from packet, check for blue control line on front, lay kit flat on desk. Advises from this step forward not to pick up test from the desk to avoid spilling reagent.
5. Directs them to place index finger under nose, huff three times through nose to moisten nostrils.
6. Asks each student to remove swab from package and hold. Explains swabbing process emphasizes need to follow instructions.
7. Directs them to pull mask down leaving mouth covered but exposing nostrils. Swab each nostril for 15 seconds while coordinator circles room and supplies reagent.
8. Explains the process to insert swab in card and to close cards from left to right without picking cards up.
9. Advises students to set personal timers for 3 minutes and to replace personal masks.

While tests are processing, coordinator registers students: scans test card, QR code, asks for signs & symptoms, if required, and performs preliminary read during this 3-5 minute window. After completing registration for pod, releases those who are clearly negative, retaining those who are positive.

If a custodian will be utilized, Test Coordinator placed a “Post it” on the testing station after testing of the positive case and to emphasize the need for extra caution in the disposal of the testing kit material and station disinfection. Used tests should be discarded in the “red” trash can. Once all the other patients were released, testing stations were disinfected by either the Test Coordinator or custodian and items were properly disposed of. Positive patients were taken into the ISOLATION room and processed via existing YISD procedures (See [Back to School Central](https://www.yisd.net/Page/15805) for YISD’s plan when a positive case is identified).

After the 15 minutes had completely elapsed. Tests were read and recorded via TDEM app.

If additional groups were to be tested, custodians follow and sanitize pod while coordinator gathers next group of five from waiting area. With 5-7 coordinators this process can be used for groups exceeding 50 and still move groups through quickly.

**Plan for Weekly Testing of Campus Personnel**

**Application:**

For teachers and campus personnel to voluntarily self-test bi-weekly on Mondays prior to the start of school. Ideally, the entire process would take no more than 30 minutes. Teachers/staff would arrive 20-30 minutes early and be allowed to leave early on Friday to accommodate the testing schedule.

**Physical Setup:**

**Registration Area**: Registration not required. At entry, provide hand sanitizer, surgical masks for staff, QR codes, and TDEM cellular devices, if needed.

**Testing Area - ”HOT/ RED Zone”** : Individual desks to serve as testing stations (no chairs), use TDEM or personal cell phone or watch as timer, appropriate signage, hand sanitizer, two 55 gal. trash cans with cut tops (circle/rectangle with RED “X”), disinfection kits -bleach water sprayer & paper towels.

Isolation room with electrical and data available. Room should have a sink and trash can. “ISOLATION” sign should clearly identify room as it is a restricted area. It should be located within visual site of testing area. Should be “fogged” after each use.

**Roles and Responsibilities**:

Coordinator –(1)

Isolation Nurse –(1)

Monitor/Reader – (self)

Custodians (1-2)

**Process:**

Assuming staff have completed the training and qualification, are able to access the app, and have participated in at least one group session, provide individual testing stations and ask them to self-administer the test. Have them wait three minutes for test to process. Test Coordinator confirms negative and releases or sends a positive test to isolation.

If a positive test is identified, nurse is notified to confirm. A “Post it” will be placed on the test station to notify others of the positive case and to exercise additional caution when disposing of the testing material and when disinfecting the station. Positive patient should be taken into the ISOLATION room and processed via existing YISD procedures (See [Back to School Central](https://www.yisd.net/Page/15805) for YISD’s plan when a positive case is identified). If, for any reason, the school nurse is not available, record the positive result, escort the staff member to their car, and follow the process for positive case notification found in the Back to School Central Plan.

After the 15 minutes have elapsed, Coordinator performs test result verification and enters final result in TDEM app.