**Email to Staff**

Dear DISTRICT staff,

In DISTRICT, we are committed to doing all we can to keep staff and students healthy and safe. With this goal in mind, we are pleased to share that we will be taking part in a statewide program offering rapid tests for use in schools. This program will allow DISTRICT to test both symptomatic and asymptomatic individuals and reduce the risk to our community. This email offers further information on the tests and the testing program. If you have additional questions, please contact [XXX@DISTRICT.NET](mailto:XXX@DISTRICT.NET)

**What tests are used in this program?**

This program uses [BinaxNOW tests](https://www.abbott.com/BinaxNOW-Test-NAVICA-App.html), which provide results in 15 minutes and are administered using a nasal swab in the front area of the nostril. These tests have been shown to be highly accurate, with accuracy rates of 97-98% for symptomatic individuals.

**Who will be tested and when?**

DISTRICTS SHOULD DESCRIBE THE TESTING PROGRAM THEY WILL IMPLEMENT IN THIS SECTION.

In DISTRICT, we will be offering these tests to staff working on campus on a WEEKLY/BIWEEKLY/ MONTHLY basis. These tests are optional, but we encourage all staff who work on campus to participate in the testing program.

Additionally, DISTRICT will test any individual who is experiencing symptoms consistent with COVID-19.

**How will the information from the tests be used?**

Staff will receive test results via text within X minutes and will also receive a confirmation email within 24 hours. The results will also be shared with the school/district and with the local health department to allow for public health reporting and contact tracing and to determine the stay-at-home period for staff who test positive. Additionally, the total number of positive tests per school will also be shared with the Texas Department of State Health Services as is required by law.

**What steps are required to participate in the program?**

The staff testing program is available to all staff who work on a campus. To participate, staff must complete this form. The first date testing will be available is XX.