#### *Last updated 7/11/2022*

#### Schools may find the below checklist useful in ensuring all necessary tasks are completed for successful program implementation. The School Testing Coordinator could be responsible for managing the tasks below.

#### Identify Team Members

* Maintain contact info for Division Testing Coordinator or other division leader(s) responsible for testing program oversight (where applicable)
* Identify appropriate point of contact (POC) at local health department who should be notified of suspected outbreaks
* Identify School Testing Coordinator (in some cases, a testing coordinator might cover more than one school)
* Identify individual(s) responsible for results notification and data reporting, if not the School Testing Coordinator
* Identify individual(s) responsible for school and community communications and outreach (communications with parents, media, school board, etc.)
* Identify groups that may require additional support for testing (e.g., very young students, students with disabilities) and develop a plan for caregivers or trained staff to be present for testing

#### Set Testing Schedule

* Review ViSSTA Program Playbook for program and implementation guidance
* Identify the populations that will be eligible for testing (e.g., all students, all staff, extracurriculars only). Consider who will be recommended to be excluded (e.g. those who have had COVID-19 in the prior 90 days, etc).
* Determine frequency of testing (for example, once a week)

#### Determine testing schedule and confirm availability with the vendor. Develop Logistics Plan

* Select testing location(s)
* Ensure school has chairs/tables, other needed supplies, and a power outlet available in testing location
* Communicate with vendor to determine other logistics needs
* Identify individual(s) responsible for setting up room for testing
* Identify individual(s) responsible for meeting vendor on the day of testing
* Determine how students and staff will be directed to the testing location (or notified that a vendor will visit their classroom)

#### Communicate with School Community

* Consider opportunities to encourage program participation (Back to School Night, PTO meetings, webinar, website, social media)
* Adapt and disseminate consent form, registration links, and FAQs
* Communicate with stakeholders who should be aware of the testing program and potential impacts to their activities (coaches, teachers, club advisors, etc.)
* Communicate with vendor to confirm how individuals will receive test results
* Develop notification procedures for positive results, It is important that no personally identifiable information is released if you plan to communicate with the broader school community

#### Develop Data Management Plan

* Identify method for securely storing completed consent forms

#### Prepare for Day 1 of Testing

* Communicate preferred testing schedule and location with vendor and confirm testing start date
* Build list of individuals eligible for testing based on consent forms
* Ensure students / staff participating in testing have received and completed vendor registration process, if necessary
* Notify students/parents and staff of the date testing will begin.
* Review the division/ school’s notification and containment protocols
* Review VDH’s [quarantine and isolation guidance](https://www.vdh.virginia.gov/coronavirus/protect-yourself/isolation-quarantine/)
* Review VDH’s [COVID-19 Guidance for K-12 schools](https://www.vdh.virginia.gov/coronavirus/schools-workplaces-community-locations/k-12-education/)