Virginia Department of Health Test to Stay (TTS)
Implementation Checklist for Schools

Identify and Gather Resources

Test Kits & Supplies
☐ How will test kits be ordered and delivered to schools?
☐ Where will they be stored?
☐ How will test kits then be delivered to parents/guardians of students enrolled in Test to Stay?
☐ If a parent needs additional test kits (destroyed, lost, etc.) how will these be delivered?

Staffing
☐ Who will be the point person at the school (recommended to be a dedicated staff member, not the school nurse or other staff who already have existing responsibilities) who will coordinate Test to Stay?
☐ Who will be the backup if this point person becomes ill or takes leave?

Coordination with the Local Health Department
☐ Who is the point of contact at the Local Health Department for:
  ☐ Positive cases identified through Test to Stay
  ☐ Contact Tracing/Outbreak Investigations

Coordination with the School Support Unit
☐ Who is the point of contact at the School Support Unit for:
  ☐ Questions related to Test to Stay

Introduce Concept to Staff, Parents/Guardians and Students

Information Sharing
☐ Share information on Test to Stay with all Staff (through written/electronic communication, staff meetings, etc.)
☐ Share information on Test to Stay with all parents/guardians and students (through traditional communication methods)
☐ Determine if a school-based assembly for parents/guardians is necessary to facilitate questions and answers

Distribute and Store Consent Forms
☐ Encourage parents to consider signing the consent form now, before their child is identified as a contact
☐ Who at the school will distribute, collect and store consent forms?
Begin Enrollment

**Identifying Eligible Participants**
- Who normally identifies close contacts of COVID-19 cases in the school setting, (including contact tracing and outbreak investigations) as well as those reported by parents/families?
- Once the Test to Stay point person has information on a close contact, how will they reach out to the parents to confirm or obtain consent and explain the program?

**Distribute Test Kits & Supplies**
- Have a plan for distributing test kits to families
- Have a plan for how parents will notify the school of the test result

**Monitor Participants**
- How will test results obtained at home be reported to the school?
- How will parents report signs or symptoms of COVID-19 in their child to the school?
- Who will ensure that a student has a negative test result, is asymptomatic, and is willing/able to wear a mask all day before allowing the student to proceed to the classroom?
- Where will students go when they arrive at school, before being allowed to proceed to the classroom?
- If a student is identified as having a positive test, symptoms of COVID-19, or is unwilling or unable to wear a mask all day, where will that student stay while their parent/guardian is contacted to pick them up?
- How will parents be notified that their child has been released from Test to Stay?
- Ensure parents/guardians have a mechanism for reaching someone to ask questions during the program, including if they have questions about whether or not to send their child to school in the morning, difficulty with test kits, or need to notify the school of another exposure (such as a household or community exposure)
- Ensure parents/guardians have a mechanism for providing general feedback on the Test to Stay program

**Identify & Share Concerns and Solutions**
- As more schools implement Test to Stay, unforeseen challenges will be identified and creative solutions will be developed. Please share these challenges and solutions with the School Support Unit at Test2Stay@vdh.virginia.gov to ensure that VDH Guidance can be updated accordingly.

1/28/2022