

**Virginia Department of Health Test to Stay (TTS)
Implementation Checklist for K-12 Schools and Early Care and Education (ECE)/Child
Care Programs**

Identify and Gather Resources

Test Kits & Supplies

- ☐ How will test kits be ordered and received by the school or child care facility?
- ☐ Where will test kits be stored?
- ☐ How will test kits then be delivered to teachers, staff, and parents/guardians of students enrolled in Test to Stay?
- ☐ If a teacher/ staff member or parent needs additional test kits (destroyed, lost, etc.) how will these be delivered?

Staffing

- ☐ Who will be the point person at the school or child care facility (recommended to be a dedicated staff member), 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 VDH K12 Testing Team

- ☐ Who is the point of contact at VDH for:
 - ☐ Questions related to Test to Stay

Introduce Concept to Teachers, Staff, and Parents/Guardians

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 (through traditional communication methods)
- ☐ Determine if an assembly for teachers, staff, and parents/guardians is necessary to facilitate questions and answers

Distribute and Store Consent Forms

- ☐ Consider encouraging staff, teachers, and parents/guardians of students 2 years of age and older to consider signing the consent form now, before they/ their child are identified as a close contact
- ☐ Who at the school or child care facility will distribute, collect and store consent forms?

Begin Enrollment

Identifying Eligible Participants

- ☐ Who normally identifies close contacts of COVID-19 cases in the school or child care facility 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 teacher/ staff member or parents/guardians to confirm or obtain consent and explain the program?

Distribute Test Kits & Supplies

- ☐ Have a plan for distributing test kits to teachers, staff, and families
- ☐ Have a plan for how teachers/staff and parents/guardians will notify the school or child care facility of the test result

Monitor Participants

- ☐ How will test results obtained at home by staff or parents be reported to the school or child care facility?
- ☐ How will parents, teachers and parents/guardians report signs or symptoms of COVID-19 in themselves or their child to the school or child care facility?
- ☐ Who will ensure that a teacher, staff member, or student has a negative test result and is asymptomatic before proceeding to the classroom?
- ☐ Where will staff members or students go when they arrive at the school or child care facility, before proceeding to the classroom?
- ☐ If a student is identified as having a positive test or symptoms of COVID-19, where will that student stay while their parent/guardian is contacted to pick them up?
- ☐ 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 or the child care facility in the morning, difficulty with test kits, or need to notify the school or child care facility of an exposure
- ☐ Ensure parents/guardians have a mechanism for providing general feedback on the Test to Stay program

Identify & Share Concerns and Solutions

- ☐ Please share your questions, challenges, and solutions with the VDH Testing Team at testinginfo@vdh.virginia.gov