

Identifying Your Testing Team

On-Site Pooled Testing



In order to support your testing program, it's important to identify internal, external, or volunteer resources that can take on the responsibilities listed below. One individual can take on multiple roles, and in many cases this is recommended. While school nurses tend to make great candidates, a nursing degree or specialized medical training is not necessary to fulfill any of these roles.

At each school district, you need:

1. Testing Program Manager

At each school, you need a:

1. Testing Coordinator & Software Manager
2. Pooled Test Observer & Swabber
3. Follow-Up Test Outreach Lead (*not* contact tracing)
4. Follow-Up Test Observer & Swabber

See below for detailed descriptions of each role.

AT THE DISTRICT LEVEL

Program management and contact tracing

(1) Testing Program Manager

A successful school testing program will have at least one dedicated person at the district level who will be responsible for initiating the program, managing the day to day, and handling the communications around the program.

Responsibilities

- **Program initiation;** in the 2 weeks leading up to the program's launch and during the first week of testing, a staff member or volunteer will spend significant time on program design and communication with stakeholders. This will include:
 - Liaising with testing service provider (Ginkgo, CIC Health, Project Beacon)
 - Designing testing schedule
 - Working with school-based testing coordinators to identify and set up testing spaces in each school
 - Hosting webinars to explain program to staff and families
 - Identifying personnel to fill school-specific roles
 - Ensuring relevant personnel have completed trainings
 - Answering questions from parents, staff, students, etc.
- **Ongoing program management**

- Ordering and inventorying supplies
- Tracking test participation
- Monitoring issues and solving problems
- Reporting to the community each week on test participation and test positivity
- **Contact tracing and counseling**
 - Two hours per positive case. Expect 0.5% of tests to be positive after the initial 2 weeks of testing.

Qualifications

- Completed all relevant trainings for the testing program and familiarity with all relevant materials (est. 5-10 hrs)
- Experience with project management
- Experience with school communications
- Comfortable utilizing technology
- Highly organized with strong attention to detail
- Understanding of basic public health principles related to COVID-19 testing

Time commitment estimate

- Program initiation: 20-30 hours / week for 2-3 weeks
- Ongoing program management: 5 hours / week
- Contact tracing and counseling: 2 hours / week / 200 participants

AT THE SCHOOL

The roles below can be filled by one individual or shared across multiple people. School nurses often take on these jobs, but that is not a requirement. Anyone can be trained to complete the tasks below.

(1) Testing Coordinator & Software Manager

Responsibilities:

- **Software management;** administer software platform(s) provided by testing service provider, including
 - Managing consent forms and maintaining list of testing program participants
 - Registering students in specific pools weekly, as needed
 - Tracking and reporting results for follow-up testing (BinaxNOW and/or molecular PCR tests)
- **Supply management**
 - Tracking inventory of testing kits and supplies delivered to school, noting when supplies run low
 - Coordinating delivery of pools to the lab in collaboration with the District Testing Program Manager
 - Preparing materials for swab collection; may include labeling and/or color coding tubes
- **Testing schedule oversight**

- Ensuring each testing day is staffed by appropriate personnel
- Communicating with staff members serving as observers and swabbers for pooled testing
- **Follow-up test oversight** (if done at school level)
 - Monitoring software platform for pooled test results and noting any necessary outreach
 - Notifying Follow-up Test Outreach Leads when necessary
 - Ensuring each follow-up testing day/station is staffed by appropriate personnel
 - Working with Follow-Up Test Observer & Swabber to report results of any rapid antigen tests on provided software platform
 - Logging any necessary PCR follow-up tests in provided software platform
 - Ensuring handoff to contract tracing team is completed

Qualifications & Training:

- Must have watched training video and read user guide materials from testing service provider (est. 1.5 hrs)
- Highly organized with strong attention to detail
- Comfort utilizing technology
- Able to work in person with students, wearing appropriate PPE

Time commitment estimate:

- 5 hours / week for a school of up to 500 participants; +1 hr/week for every additional 200 participants
- Expect heavier load during first 2-3 weeks of program launch

(2) Pooled Test Observer & Swabber

Responsibilities:

- Set up testing station
- Administer or observe tests
 - For younger students (Grades K-1) or students with disabilities who are unable to swab themselves, swab individuals.
 - For the majority of students (Grades 2+), observe individuals self swabbing and placing into the correct tubes.

Qualifications & Training:

- Must have watched a training video from testing service provider or have received live training from school Testing Coordinator or district Testing Program Manager (est. 1 hr)
- Able to work in person with students and comfortable with wearing appropriate PPE
- Organized and attentive to detail
- Able to work as a part of a team

Time commitment estimate:

- 1 hour / week / 200 participants, likely split across two days if school is in hybrid schedule

(3) Follow-Up Test Outreach Lead (not contact tracing)

Responsibilities:

- Call individuals who are in positive pools to explain and schedule them for follow-up tests

Qualifications:

- Understanding of testing program logistics
- Able to communicate moderately complex information to students and families
- Appropriate language skills for student population

Time commitment estimate: less than 1 hour / week / 200 participants

(4) Follow-Up Test Observer & Swabber

Many districts will choose to centralize follow-up testing at one school in the district.

Responsibilities:

- Set up testing station
- Observe and Read
- Provide instruction to testing participant based on test results (results in 15 minutes)
- If necessary, perform or observe follow-up PCR test swab collection
 - Note: in situations where parents are bringing young children back for follow-up testing, the parent can swab young children while the trained staff member observes
- Collaborate with school-based testing coordinator on all details of follow-up testing

Qualifications

- Must have completed the BinaxNOW training modules #1-4 found [here](#) (note: module 5 isn't necessary) or be trained by someone who has attended the BU Shield BinaxNOW train-the-trainer program.
- Must have watched training videos from testing service providers regarding follow-up molecular testing administration
- Must be comfortable with PPE (gloves & mask in accordance with CDC recommendations)
- Understanding of program logistics
- Organized and attentive to detail

Time commitment estimate: less than 1 hour / week / 200 participants

Example Watertown Public Schools: Staffing a Pooled Testing Program

 SAMPLE COLLECTION

TRAINED

 CALLING POSITIVE POOLS

ADMIN


























 FOLLOW-UP TESTING & CONTACT TRACING

PROG MGMT + COMMS

ABOUT WATERTOWN PUBLIC SCHOOLS

5 schools

2,500 students

SCHOOL	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	TOTAL HR	
FOR THE DISTRICT	28 HRS <small>split across 2 lead testing coordinators does not include contact tracing</small>					28	
			3 HRS 	5 HRS 	3 HRS 	11	
						0	
CUNIFF ELEMENTARY <small>250 students</small>		1 HR 	1 HR 			2	
			30 MIN 	30 MIN 		1	
HOSMER ELEMENTARY <small>600 students</small>		2 HRS 	2 HRS 			4	
			1 HR 	1 HR 		2	
LOWELL ELEMENTARY <small>500 students</small>		1.5 HRS 	1.5 HRS 			3	
			1 HR 	1 HR 		3	
WATERTOWN MIDDLE SCHOL <small>700 students</small>		1.5 HRS 	1.5 HRS 			3	
			1 HR 	1 HR 		2	
WATERTOWN HIGH SCHOOL <small>600 students</small>	30 MIN 	30 MIN 				1	
	1 HR 	2 HRS  	1 HR 			4	
WEEKLY	TRAINED	0.5 HRS	6.5 HRS	9 HRS	5 HRS	3 HRS	24 HRS
	ADMIN	1 HR	2 HRS	4.5 HRS	3.5 HRS		11 HRS
	PROG MGMT	28 HRS					28 HRS

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