



WEEKLY COVID TESTING LOGISTICS MEMO

OVERVIEW

Every Thursday routine COVID testing will occur during the school day at a fixed weekly time by CORE.

WEEKLY SCHEDULE

Day	Time	Location	Participants
Thursday	1:00-1:25pm	K-2 Hallway	Staff and Students
Thursday	1:30-1:50pm	3-4 Hallway	Staff and Students
Thursday	2:25-2:45pm	5-6 Hallway	Staff and Students
Thursday	1:55-2:20pm	7-8 Hallway	Staff and Students

IMPLEMENTATION OPTIONS

Below is the model that CORE teams will use:

- **Hallway Model**
 - LFC will set up a table/cart at a central point within each hallway of the school prior to CORE arrival.
 - School-based staff (Nurse Bush and Mrs. Route) will retrieve any registered participants from their classrooms, bring them to the hallway station, and have CORE staff administer the test.
 - Once one hallway is done, CORE staff move onto the next hallway's station and the process repeats.

ADVANCE PLANNING NEEDS

- CORE workers will only come to the campus with a list of names and DOBs of registrants, not classroom location, nor if the person is a student or staff member. As such, **LFC will create a clear roster for the CORE staff to use. This is absolutely critical** as we are using the Hallway Model. This list will be the largest for week one, while subsequent weeks will only require tweaks to existing rosters to reflect any newly registered additions. The roster should be designed to make retrieving students and staff as fast as possible, e.g. for each room #, include a list of all those within that space who are registered for testing. Be mindful that CORE workers do not know our schools' context; use numerical room numbers and grades, and homeroom teacher's name. *Rosters will also factor in staff testing.*
 - The designee will send each school a roster of who is registered by 5pm the day before testing.
 - Nurse Bush will have access to a live registration roster [by using the "onsite tool" feature on the Color dashboard.](#)
- LFC will provide at least 2 staff (Nurse Bush and Mrs. Route) to support CORE workers during testing. This number may be reduced after the first week or two based upon the efficacy of the testing process on a school-by-school basis.

DAY-OF LOGISTICAL NEEDS

- CORE staff will arrive at or slightly after the scheduled start time, not earlier than that to set up, thus LFC's preparation in advance of their arrival is absolutely critical.
- CORE staff will arrive with an iPad connected to a cellular signal for logging the barcodes of tests with.
- LFC's school-based staff should work with CORE staff to locate and retrieve all registered students and staff while following the Hallway model. The only functions performed by CORE staff are (a) logging the barcode of the test tube in the iPad and (b) swabbing the patient. All other operational actions to implement testing are solidly within the wheelhouse of the school-based staff supporting this.



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FAQs

- **Can parents, non-LFC students, or other stakeholders participate?**
 - Currently testing is only open to LFC students and staff. This includes contracted janitorial, maintenance, and cafeteria workers. Children of staff, siblings of students, etc., cannot test through LFC.
- **If an employee/student misses their weekly testing block, can they go to another site?**
 - Not at this time. If an employee or student is still interested in testing that week, they can use the Core sites provided by NOLA-PS, however, they will not receive the weekly monetary incentive from LDH for that week.
- **How long do test results take to receive?**
 - Results should be received within 48 hours of the swab being collected, however may be as soon as the same day for schools. Registrants receive both a text and email as soon as the results are available. Please note that whether the test is positive or negative is not contained in the text or email; they must click the link provided to receive the actual result.
- **What if a student refuses to test?**
 - Students have the right to refuse any medical procedure. At no point should a child be physically forced to test under any circumstance. However, we should approach this the same way we approach a student refusing to take a LEAP test: counseling the student, notifying their family, having their family speak with the student on the phone, etc. If refused, no monetary incentive is provided by LDH for that week.
- **Where can I view additional information or register?**
 - Staff-testing info: <https://tinyurl.com/LFCstaff>
 - Student-testing info: <https://tinyurl.com/LFCstudent>