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GROW BEYOND!

Rantoul City Schools #137 COVID-19 Testing Program

Overview of the RCS COVID-19 Testing Program

Rantoul City Schools #137 (District), as part of its commitment to continually enhance its COVID-19 safety protocols, is contracting with BinaxNOW, the Illinois Department of Public Health (IDPH), and Illinois State Board of Education (ISBE) to enable on-site testing capabilities to respond to:

1. Staff members or students presenting with COVID-19 symptoms within a school building
2. Monitoring and testing of exposed students and/or staff when exposed to a potentially infected individual
3. Providing students and staff within the District (BlendEd and LEARN academy) the capability to get tested for COVID-19 when they:
 - a. Present with COVID symptom(s)
 - b. Have been notified by the district or a local health department through designated communication protocols that a student or staff member has been exposed while in school

Intended Outcomes of the Program

With the knowledge that the latest [CDC list of COVID-19 symptoms](#) are broad in nature, similar to normal/traditional illnesses seen in students and staff, and can result in significant interruptions of in-person learning models, the District is implementing an on-site testing capability to support the following outcomes:

1. Minimization of educational time lost by students and/or staff when presented with COVID-19 symptoms
 - a. Timely confirmation of an actual COVID-19 infection
 - b. Expedited return of students to in-person instruction when testing yields a negative result
 - c. Monitoring of person(s) exposed over time
 - d. Testing/Symptom trend analysis by class and building to provide early warning of potential outbreaks (in combination with daily certification screening data)
2. Peace of mind for students, staff, and parents
 - a. Knowing this is a very stressful time, and not knowing the status of infection when exposure can add to that stress, the District is endeavoring to provide testing availability to appropriate individuals when symptoms are present and/or exposures occur
3. Confidence in, and validation of, risk mitigations in place during execution of any in-person educational model
4. The intended use of currently available rapid POC testing equipment is for evaluating persons with symptoms suggestive of COVID-19.

Service Provider (Laboratory)

Contracted Lab: BinaxNOW

1. Type of Test to be Used: BinaxNOW Rapid Point of Care (POC) Molecular test
 - a. Test performance characteristics were determined by the BinaxNOW. The tests are used for clinical purposes and should not be regarded as investigational or for research use.

Rantoul City Schools is a collaborative community of empowered learners that inspires all to grow beyond limits.

2. Pricing: No cost to students, staff or district. District does pay for medical waste disposal and is partially paid through a Rantoul Rotary grant.
3. Turn-Around-Time: Test time is 15 mins. Results provided the same day.
4. Nasal swab but not as invasive as the RT-PCR test.

Procurement and requirements for execution of the program for District staff will be provided by ISBE and BinaxNOW. Training will be conducted by a third party.

Symptomatic Individuals:

- The intended use of currently available rapid POC testing equipment is for evaluating persons with symptoms suggestive of COVID-19. The test should be performed as soon as possible from onset and up to seven days after symptom onset.

Asymptomatic (no symptoms) Individuals Determined as Close Contacts by District or IDPH:

- Students:
 - Students are not allowed to return to school early from a close contact situation. Students can be tested so parents and the school know of COVID status but close contacts still quarantine for 10 days.
- Staff:
 - Staff are allowed to return early from quarantine on day 8 if tested on day 7 or later. Staff can request testing at any time during quarantine, although not recommended until at least day 5.

COVID-19 Testing Scenarios

SCENARIO 1: An individual presents with CDC identified symptoms and/or is exposed to an individual with confirmed COVID-19 at a distance less than 6ft for more than 15 minutes cumulative within 24 hours.

- If the student/staff member are already at school, they will immediately be removed to the “waiting room” to await testing.
- If the student or staff member is at home and wishes to be tested, they must contact the school nurse/administrator to arrange for safe testing which will occur at the car.

Step 1: The symptomatic individual, either student or staff member, would be escorted to the school’s “waiting room” for symptom screening while maintaining social distancing protocols and utilizing appropriate PPE.

Step 2: The nurse/administrator will utilize the “COVID-19 Symptom’s Screening Checklist” provided by IDPH. If COVID-19 is suspected, move to Step 3. Otherwise, the symptom is treated as part of standard school nursing operations.

Step 3: Permission Slips

- If there is already a pre-signed parent/staff consent form, the nurse/administrator will contact the parent/staff to confirm the test will be administered. If no consent form completed, the nurse/administrator will contact the parent/staff member, to see if interested in testing. The parent will need to come sign consent before the test can be administered.
- At the same time of contact, the nurse/administrator will inform the parent to come pick up their child because symptomatic children must go home until symptoms are gone.
- Siblings can remain at school IF the test result is negative AND if the siblings do not have symptoms.
- Individuals that decline a district provided test would then quarantine for the directed period of time outlined in the IDPH Exclusion Guidance and follow all requirements as laid out in that guidance (e.g., doctor’s note to return) **OR** secure a negative COVID test through their own physician.

Step 4: Once the results are determined by the nurse/administrator, they will contact the tested individual (or their parents/guardian) with the results as soon as is feasible and communicate additional steps (if any) they

should take. For staff this will include the HR department. In addition, RCS is mandated to report all results to R the local health department.

Step 5: The nurse or administrator will either promptly send the staff member home or contact the student's parents/guardians for immediate pick-up.

SCENARIO 1A: The COVID-19 Test Confirms No Infection (Negative Result)

- Step 1: If the COVID test result is negative, IDPH states it is presumed negative and no PCR test is needed.

SCENARIO 1B: The COVID-19 Test Confirms Infection (Positive Result)

- Step 1: The School nurse/administrator will notify the local HD.
- Step 2: The staff member or parent/guardian will be directed to contact their local health department for further guidance and to read the documentation required to return to school following the most recent IDPH Exclusion Guidance (provided by nurse and on the district website).
- Step 3: The school nurse/administrator, upon notification from the recipient of the positive test results, will begin contact tracing with the local HD to assist in identifying all individuals with potential close contact.

SCENARIO 2: The individual does not have symptoms and/or is not identified as having close contact with a positive COVID case (determined by RCS or health department for the purposes of testing).

Step 1: If the nurse/administrator determines there are no COVID related symptoms nor that the individual was in close contact with a positive COVID case, then the test will not be provided.

District Testing Procedures & Requirements

Location and Hours of Operation

- Testing is limited to RCS students and staff only.
- Testing will be held at each school in a designated location (“waiting rooms”) where additional PPE is available and where the hazardous waste material disposal containers are located.
- COVID-19 tests conducted using the Anterior Nares Nasal Swab will be proctored by a Registered Nurse, Health Clerks or Administrators at Rantoul City Schools #137 with appropriate training may perform collection of nasal specimens or supervise patient self-collection of nasal specimens for Covid-19 Antigen Testing (BinaxNOW Abbott).

Preparation & Verification

1. Review medical order for COVID-19 test utilizing the Anterior Nares Nasal Swab method.
2. Review [precautions for personal protective equipment \(PPE\)](#) required for doing an Anterior Nares Nasal Swab.
3. Ensure you have reviewed the videos in [Donning and Doffing PPE](#) and are familiar with this procedure.
4. Review and understand all specimen collection, handling of the specimen(s).
5. Assure and review a plan for doing specimen collection on the individual or individuals to be tested.
 - a. Agreed upon process on what will occur and where you and the individual(s) to be tested will be
 - b. Arranged time, date, and location
 - c. Assure all equipment needed is available (pen, chair, hand sanitizer or hand washing location, PPE, paperwork) that may be needed as part of testing.
6. Verify that students or staff have a signed consent form from the parent or guardian.

Testing

1. To be performed by the school nurse, health clerk or Administrator.
2. Assure proper equipment is provided for testing.

- a. Personal protective equipment: N-95 or KN95 mask, eye protection, gloves, gown, hand sanitizer
 - b. Viral laboratory collection kit for Anterior Nares Nasal Swab
 - c. Face mask for the patient (to give them if they do not have their own)
 - d. Consent form, and handouts applicable to the testing situation
 - e. Tissues
 - f. Plan for waste disposal
 - g. Hand sanitizer or access to the handwashing station
 - h. Cleaner and paper towels or disinfectant wipes
3. Review the specimen collection process with the person to be tested.
 4. Position individuals so they are comfortable.
 5. Ask the individual to make sure their mask is covering their mouth but not their nose. Ask them to adjust the mask until nasal passages are visible.
 6. Instruct the individual that if they feel they might need to move, they should sit on their hands.
 7. Remove the sterile swab from the packaging and collect the sample.
 - a. Gently insert the swab into the nostril until resistance is met (less than one inch into the nostril). Rotate the swab 5 times against the nasal wall, then slowly remove from the nostril
 - b. Gently remove the swab and sample the other nostril with the same swab.
 - c. Swab the second nostril using the same technique
 - d. While holding the swab, hold the extraction reagent bottle vertical above the top hole on card.
 - e. Squeeze 6 drops. Make sure to NOT touch the card with the dropper tip.
 - f. Insert swab into the bottom hole on the card and push upwards so that the swab tip is visible in top hole.
 - g. Rotate the swab shaft 3 times clockwise (to the right). DO NOT remove the swab.
 - h. Peel off the adhesive strip on the right edge of the test card. Close and securely seal the card
 - i. Read results in the window promptly at 15 minutes and NOT before. (Results should not be read after 40 minutes).
 - a. Negative - a single pink/purple line in top half of window
 - b. Positive - two pink/purple lines (bottom line may be faint, but any visible line on bottom is positive).
 - j. Discard specimens once read in biohazard container and remove personal protective equipment and wash hands.
 - k. All results of COVID-19 antigen tests have to be recorded into RedCap (online) within 24 hours of testing.
 - l. In the event of a positive result, immediately notify designated point of contact at local health department to begin contact tracing and appropriate control measures.
 - m. Discard medical waste in appropriate biohazard receptacles provided by RCS (Stericycle company).
 8. Assure that the individual is ok and receives/understands guidance regarding recommendations while awaiting test results; recommendations for those who are sick or potentially sick with COVID-19.
 9. Gloves must be changed and hand hygiene performed between each patient tested. If a individual touched any part/piece of PPE, that piece of PPE should be changed.
 - a. Discard PPE following appropriate procedures and place in a bag in the trash receptacle provided.
 - b. When testing is complete or leaving the clinical area please remove all PPE and discard as medical waste as appropriate.
 10. Wash hands or use hand sanitizer between clients and when testing is complete or if leaving the testing area.
 11. Follow instructions for appropriate disposal of testing materials in waste disposal container.
 12. Document testing by completing the consent form and holding the form(s) on file at the District Office following designated [HIPPA](#) procedures.
 13. Results - positive and negative - provided to central office for online mandated reporting database. If not provided within 24 hrs the district could be fined up to \$5000.

How to Obtain Test Results

- The nurse/administrator will contact the student's parent/guardian or staff member by phone.

Contact Tracing

Management of the COVID-19 pandemic will rely on a tried and true public health measure called contact tracing to keep staff members and students safe. This method has been employed successfully for decades by the Illinois Department of Public Health and local health departments to prevent the spread of infectious diseases, such as vaccine-preventable diseases, Ebola, HIV/AIDS, and sexually transmitted infections. Contact tracing for COVID-19 is a bit different because it needs to be executed on a significantly larger scale, adapting to unique challenges of the virus, including its spread by people without symptoms.

Contact Tracing for COVID-19 Typically Involves

- In general, contact tracing involves identifying individuals who have COVID-19 and identifying people who they came in contact with (contacts) and working with them to stop the spread of the disease. This includes asking people with COVID-19 to isolate and their contacts to quarantine at home voluntarily.
- Interviewing people with COVID-19 to identify everyone they had close contact with during the time they may have been infectious.
- Notifying contacts of their potential exposure.
- Referring contacts for testing.
- Monitoring contacts for [signs and symptoms of COVID-19](#).
- Connecting contacts with services they might need so they can remain at home during the self-quarantine period.

To prevent the further spread of disease, people who had contact with someone with COVID-19 are encouraged to stay home and maintain social distance (at least 6 feet) from others until 10 days after their last exposure to a person with COVID-19. Adults are able to return to work on day 8, after a negative test result no earlier than day 7, if no symptoms during quarantine. Contacts should monitor themselves by checking their temperature twice daily and watching for COVID-19 symptoms, such as cough or shortness of breath.

Contact tracing steps

Generally, contact tracing includes the following steps:

- Case investigation: Local public health department staff work with a patient to help them recall everyone they have had close contact with during the time they may have been infectious.
- Contact tracing: Local public health department staff begin contact tracing by notifying exposed people (contacts) of their potential exposure as rapidly and sensitively as possible, not revealing the infected patient's identity.
- Contact support: Contacts are provided with education, information, and support to help them understand their risk, what they should do to separate themselves from others who are not exposed, and how to monitor themselves for illness. In addition, they are informed of the possibility that they could spread the infection to others even if they do not feel ill.
- Self-quarantine: Contacts are encouraged to stay home, monitor their health, and maintain social distance (at least 6 feet) from others until 10 days after their last exposure to the infected patient in case they also become ill. Adults are able to return to work on day 8, after a negative test result no earlier than day 7, if no symptoms during quarantine.

What a person diagnosed with COVID-19 can expect to happen during contact tracing

If a student or staff member is diagnosed with COVID-19, a local health department worker may make contact, discuss who they've been in contact with, and ask where they spent time while they may have been infectious and able to spread COVID-19 to others. They also will be asked to stay at home and [self-isolate](#), if they are not doing so already.

- Names will not be revealed to those who may have exposed, even if they ask.
- Self-isolation means staying at home in a specific room away from other people and pets and using a separate bathroom, if possible.

- Self-isolation helps slow the spread of COVID-19 and can help keep your family, friends, neighbors, and others that the individual may have come in contact with healthy.
- Symptoms of COVID-19 can include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and diarrhea. If symptoms worsen or become severe, the individual should seek medical care. Severe symptoms include trouble breathing, persistent pain or pressure in the chest, confusion, inability to wake or stay awake, or bluish lips or face.

What a close contact can expect to happen during contact tracing

If the individual has been in close contact with someone who has COVID-19, he or she could be contacted and informed by a local health department worker that an exposure to COVID-19 occurred.

The individual should stay at home and [self-quarantine](#) for 10 days, starting from the last day he or she was possibly exposed to COVID-19. Adults are able to return to work on day 8, after a negative test result no earlier than day 7, if no symptoms during quarantine. The local health department worker will help identify the start and end dates of self-quarantine.

- Self-quarantine means staying home, monitoring personal health, and maintaining social distancing (at least 6 feet) from others at all times.
- If the individual needs to be around other people or animals in or outside of the home, wear a cloth face covering. This will help protect other people.

The individual should take his or her temperature twice a day, watch for symptoms of COVID-19, and notify the local health department if symptoms develop. Also, please notify people who were recently in close contact if illness develops, so they can monitor their health. If symptoms worsen or become severe, seek medical care. Severe symptoms include trouble breathing, persistent pain or pressure in the chest, confusion, inability to wake or stay awake, or bluish lips or face.

Key Talking Points for those Being Tested

Messages for people who have been around someone with COVID-19

- If you have been around someone with COVID-19 (also known as a “close contact”), someone from the health department may call to tell you that you have been exposed to COVID-19. They will ask you to stay at home, away from others and [self-quarantine](#).
- For COVID-19, a close contact is anyone who was within 6 feet of an infected person for at least 15 minutes. An infected person can spread COVID-19 starting from 48 hours (or 2 days) before the person had any symptoms or tested positive for SARS-Cov-2, the virus that causes COVID-19.
- Stay at home away from others and self-quarantine for 10 days after you were last around someone with COVID-19. Adults are able to return to work on day 8, after a negative test result no earlier than day 7, if no symptoms during quarantine. Health department staff will help identify the dates of your self-quarantine. They can also provide resources about COVID-19 testing in your area.
 - Self-quarantine means staying home, monitoring your health, and maintaining social distancing (at least 6 feet) from others at all times.
 - If you need to be around other people or animals in or outside of the home, wear a mask. This will help protect the people around you.
 - If you need support or assistance with self-quarantine, then your health department or a local community organization may be able to provide assistance.
 - Self-quarantine helps slow the spread of COVID-19 and can help keep your family, friends, and other people you have been around from possibly getting COVID-19.
- Take your temperature twice a day, monitor yourself for any [symptoms](#) of COVID-19, and notify your health department if you develop symptoms. Seek medical care if symptoms worsen or become [severe](#).
- Discussions with health department staff are confidential. This means that your personal and medical information will be kept private and only shared with those who may need to know.

- Your name will not be shared with those you came in contact with, even if they ask. The health department will only notify people you were recently around that they might have been exposed to COVID-19.
- Your information will be collected for health purposes only and should not be shared with any other agencies, like law enforcement or immigration.

Messages for People who are Waiting for a COVID-19 Test Result

- If you think you may have COVID-19 and are [waiting for a COVID-19 test result](#), stay home and monitor your health to protect your friends, family, and others from possibly getting COVID-19.
- Think about the people you have recently been around.
 - While you wait for your COVID-19 test result, think about everyone you have been around recently. This will be important information to have available. If your test is positive, someone from the health department may call you to check on your health, discuss who you have been around, and ask where you spent time while you may have been able to spread COVID-19 to others.
- Answer the phone call from the health department.
 - If the health department calls you, answer the call to help slow the spread of COVID-19 in your community.
 - Discussions with health department staff are confidential. This means that your personal and medical information will be kept private and only shared with those who may need to know, like your health care provider.
 - Your name will not be shared with those you came in contact with, even if they ask. The health department will only notify people you were in close contact with (within 6 feet for more than 15 minutes) that they might have been exposed to COVID-19.
 - Your information will be collected for health purposes only and should not be shared with any other agencies, like law enforcement or immigration.

Messages for People Diagnosed with COVID-19

- If you are diagnosed with COVID-19, someone from the health department may call you to check on your health, discuss who you have been around, and ask where you have spent time while you may have been able to spread COVID-19 to others. The health department and community organizations may be able to help connect people to services during self-isolation.
- Discussions with health department staff are confidential. This means that your personal and medical information will be kept private and only shared with those who may need to know, like your healthcare provider.
- Your name will not be shared with those you came in contact with, even if they ask. The health department will only notify people you were in close contact with (within 6 feet for more than 15 minutes) that they might have been exposed to COVID-19.
- Your information will be collected for health purposes only and should not be shared with any other agencies, like law enforcement or immigration.
- Health department staff will ask you to stay at home away from others and [self-isolate](#), if you are not doing so already.
 - Self-isolation means staying at home in a specific room away from other people and pets, and using a separate bathroom, if possible.
 - Self-isolation is critical to protecting those who you live with as well as your community.
 - Self-isolation helps slow the spread of COVID-19 and can help keep your family, neighbors, and other close contacts from possibly getting COVID-19.
 - If you need support or assistance while self-isolating, then your health department or a local community organization may be able to provide assistance.

- Seek medical care if your symptoms worsen or become severe. Severe symptoms include trouble breathing, persistent pain or pressure in the chest, confusion, inability to wake or stay awake, or bluish lips or face.

Privacy & Other Considerations

Uses and Disclosures with your Permission

RCS will not use or disclose your personal health information for any other purposes unless you give the District your written authorization to do so. In most cases, you may revoke your written authorization at any time. Your revocation will be effective from the date the District received the revocation forward for all your personal health information that the District maintains regarding your COVID-19 testing.

Your Rights

This notice gives you information, as required by law, about the duties and practices of the District to protect the privacy of your personal health information. Because the District provides you COVID-19 testing, the District receives and maintains personal health information about you. The District will work with Illinois Department of Public Health, BinaxNOW, C-UPHD, or individuals to help provide these services to you; therefore, they will also receive and maintain your personal health information.

You may make a written request to the District to do one or more of the following concerning your personal health information maintained by the District:

- To put additional restrictions on the District's use and disclosure of your personal health information. The District does not have to agree to your request under certain circumstances.
- To have the District communicate with you in confidence about your personal health information by a different means or at a different location than the District is currently doing. Your request must be in writing specifying the alternative means or location to communicate with you.
- To see and get copies of your personal health information. You may be charged a nominal fee for the copies.
- To request a change to your personal health information. The District does not have to agree to your request.
- To have the District provide you with another copy of this notice.

If you want to exercise any of the rights described in this notice, contact your school's administration.