END-TO-END SERVICES
ROLES & RESPONSIBILITIES

DISTRICT

VENDOR

DEVELOP A TESTING PLAN

- Determine goals, frequency, volume & resource needs
- Create plans for positive or false positive/negative test result
- Notify local public health department of cases & outbreaks

ENGAGE & CONSENT SCHOOL COMMUNITY

- Inform students, families, & community members about the purpose & availability of testing
- Provide linguistically accessible resources & support
- Upload student & staff rosters to Primary.Health
- Proactively encourage, obtain & track consent from school community (levels of 90%+ are achievable)

COMMUNICATE WITH VENDOR

- Appoint testing leads at district & at schools & share contact info
- Provide list of schools, enrollment, & parking info
- Estimate number of participants
- Propose testing approach & schedule
- Generate & update list of consented students by class for screening or modified quarantine
- Schedule regular check-ins
- Review inventory with vendor
- Resolve vendor-related complaints directly
- Proactively communicate scheduling changes within 48-72 hours

COMMUNICATE WITH CDPH

- Provide feedback & report unresolved issues with vendor to CDPH/SOS
- Reorder antigen & PCR test kits with at least 14 days notice

SUPPLIES & RESOURCES

- Provide all required supplies for site set-up (e.g., tables, chairs, signage)
- Provide storage for testing kits & collected samples
- Provide Wi-Fi & electricity/power
- Ensure a safe testing environment

COMMUNICATE WITH DISTRICT/SCHOOL

- Coordinate with district to align weekly testing plan & standing schedule for each participating site within the district

COMMUNICATE WITH CDPH

- Maintain regular communication with CDPH
- Confirm compliance with all CLIA rules & regulations, including training personnel

STAFF THE TESTING SITE

- Hire, contract, train & deploy qualified personnel
- Require staff to complete CDPH training & follow testing protocol, including district background check & vaccinations
- Identify back-up plan to maintain staffing levels for district/school

MANAGE THE TESTING SITE

- Execute testing plan as agreed upon with district
- Designate a lead staff member on each site team who will communicate with district & vendor supervisor
- Enter test results into Primary.Health
- Notify supervisors at the district/school of positive or questionable test results

MANAGE THE SAMPLES

- Coordinate transportation of PCR samples to CDPH-designated laboratory or Covid-19 Courier Network(CCN)/Valencia drop box
- Dispose of positive tests & exposed materials as medical waste

SUPPLIES & RESOURCES

- Provide required supplies needed for: Staff (PPE, disinfectant, paper towels, etc.); Technology (iPads/ tablets, scanners, power cords, barcode scanner); & Admin (scissors, tape, tape measure, box cutters, sharpie, etc.)

END-TO-END SERVICES
ROLES & RESPONSIBILITIES

CDPH

SAFELY OPENING SCHOOLS

ALLOCATE GRANT FUNDING
- Advise district & vendor of allocated grant amount or number of personnel provided

ADVISE ON TESTING OPTIONS
- Help districts decide which testing options (screening, symptomatic, modified quarantine support), which tests, and what delivery strategy best meets their needs

OVERSEE VENDOR
- Confirm vendor capacity for testing services, including 6-month budget
- Initiate handoff with the district

TECHNICAL ASSISTANCE
- Provide on-site &/or virtual training, & logistical support to build out testing infrastructure
- Support CDPH to assure smooth vendor service roll out
- Observe testing & provide feedback when needed

IMPLEMENTATION
- Manage programmatic changes & resources if/when public health guidance is updated
- Provide oversight & feedback to vendor from district/school participants

COMMUNICATION PLANNING
- Work with districts/schools to promote an effective communication & consent strategy with students, staff, parents, & community

NAVIGATION OF STATE RESOURCES
- Support qualifying school districts to access and implement resources, including personnel support

TRAININGS & SUPPORT
- Provide online & remote resources, including trainings & guidelines for testing services

SUPPLIES & RESOURCES
- Share multilingual comprehensive templates, videos, & other materials to support the success of the program

SUPPLIES & RESOURCES
- Provide test kits, vendors, & Primary.Health platform at no cost to districts/schools

SOS
Safely Opening Schools

safelyopeningschools.org

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