

DOE Testing Program



Principal's Guide



The State of Hawaii Department of Education (DOE) and the Department of Health (DOH) through the National Kidney Foundation of Hawaii Consortium (NKFH) are committed to the safe reopening of Hawaii's public school system. Launching the DOE Testing Program at participating schools may provide a safer learning environment and another layer of prevention for slowing the spread of COVID-19 in our communities.

1.0 Purpose

The purpose of this guide is to help DOE principals understand the NKFH process for the neighbor island in-school DOE Testing program.

2.0 Roles and Responsibilities

Principals have the overall responsibility to implement and disseminate necessary guidelines and information to assigned school personnel and/or their designated point of contact (POC) person.

3.0 School Requirements

3.1 All schools participating in the DOE Testing Program will undergo a Site Assessment by a member of NKFH's testing team prior to initiating COVID-19 testing on school campuses. The assessment evaluates the following:

- a. Site meets CDC guidelines for physical distancing. Preferred sites are gymnasiums, cafeterias, or sites with a separate exit and entry door.
- b. Site should have multiple electrical outlets that are easily accessible
- c. If the designated site is located outdoors, it should be protected (covered) from inclement weather and poses no safety hazard to the students, staff and testing equipment.
- d. Private Isolation Room or area for secondary testing in or near the venue.

4.0 Testing Eligibility

4.1 The DOE Testing Program offers federally funded Covid-19 testing to all vaccinated and non-vaccinated students and staff at no cost to participants. Although testing is optional, we strongly encourage everyone to join the program to help prevent the spread of COVID-19 on school campuses.

4.2 Testing may be performed on students in Kindergarten through Grade 12 in participating schools with parental consent.

5.0 Pre-Registration Requirements

- 5.1 Parents and staff must pre-register for their initial test at alohaclear.com. Once registered, it is not necessary to register again for future testing. Parents may opt out their child for testing at any time at alohaclear.com simply by clicking on their child's profile and selecting Revoke Consent.
- 5.2 Students and staff participating in the testing program must be pre-registered by 7:00 p.m. the night before on the alohaclear.com site to be eligible for testing the next day.
- 5.3 Students that have been pre-registered by their parent or guardian online have agreed to the Terms and Conditions & have provided consent to testing. No paper Consent form is required.
- 5.4 Paper Consent Forms may be distributed to students. Parents who wish for their child to participate in the program will complete the paper Consent Form. The paper Consent Forms should be submitted to the on-site testing team on testing day. Identifying data from these forms will be used to pre-register the students into the system for testing the following week.

6.0 Point of Care COVID-19 Test - Type and Method

- 6.1 Rapid Antigen Testing
 - 6.1.1 The *CareStart*[™] COVID-19 Rapid Antigen or similar test will be used for the initial testing.
 - 6.1.2 Students and staff will self-collect nasal swab samples under the supervision of trained personnel. Trained personnel will assist young children and/or children with disabilities. If the school allows this, a parent and/or guardian may be present to assist their child.
 - 6.1.3 Testing Staff will read and interpret samples in 10-15 minutes.
- 6.2 Confirmatory PCR testing
 - 6.2.1 The Accula[™] SARS-CoV-2 PCR test will be used for confirmatory testing.
 - 6.2.2 Students and staff will self-collect nasal swab samples under the supervision of trained personnel.
 - 6.2.3 Testing Staff will read and interpret samples in 30-45 minutes.

7.0 On-Site Testing Workflow Process

7.1 Preparation

- 7.1.1 Principals will be provided access to the DOE Dashboard for their schools. The dashboard will contain the names of registered students. This is protected information that participants consent to sharing during the registration/consent process. This dashboard is being provided to principals for purposes of (1) coordinating the escort of registered participants to the testing area and (2) to provide information that will assist in protecting the health and safety of those on campus.
- 7.1.2 Students participating in the testing program will be escorted by assigned school personnel to the designated testing site (classroom, gymnasium, health room, etc.).
- 7.1.3 All participating Students and Staff should be present at the pre-determined location at the agreed upon time set by school principals and testing team. All participants must maintain appropriate social distancing and mitigation measures to ensure the safety of participants and staff.

7.2 Registration

- 7.2.1 Students will present their Student ID card or a name tag (that displays their full first & last name) at the registration desk. If no ID or name tag is available, students will be asked to verify their name by the testing staff. All adult Staff must present an ID (School or Gov't ID) for verification purposes.

7.3 Specimen Sample Collection

- 7.3.1 Students and staff will perform their own self-swab collection under supervision of our testing team.
- 7.3.2 Once the specimen has been collected, students and staff may return to the classroom or office. Some schools may prefer their students and staff to wait in designated areas on campus until results are received. Each school may establish their own procedures.

7.4 Positive COVID-19 Test Result

- 7.4.1 In the event a positive case for COVID-19 has been detected, the testing team will notify the Principal or POC.
- 7.4.2 The student or staff will be brought to a private isolation room area where the testing team will conduct a PCR confirmatory test. Principals will

select the isolation room site and the testing team shall be made aware of the location.

- 7.4.3 The student or staff will remain in the isolation area until the test is analyzed which should take between 30-45 minutes.
- 7.4.4 For Negative Result: Student or staff may return to their classroom or work area.
- 7.4.5 For Positive Result: School Principals will be notified, and can implement DOE COVID-19 response protocols for positive results.

8.0 Test Results

8.1 Test Results and Recording

- 8.1.1 All test results will be read and interpreted by the testing team on campus and principals will be notified promptly of any positive cases.
- 8.1.2 All initial Antigen COVID-19 Test results will be recorded and results will be readily available thereafter in the alohaclear.com account.
- 8.1.3 All confirmatory PCR Sars-CoV-2 Test results will be recorded and results will be readily available thereafter in the alohaclear.com account.
- 8.1.4 A hard copy of test results will be made available upon request. All requests should be made during the on-site testing registration process. A hard copy of their test results will be given to the student or staff in a sealed envelope once their results are recorded.

For more helpful tips and information, please click on the links below:

Parent Guide, Create Profile and Minor Consent: <https://youtu.be/m2qCza56x50>
Parent Guide, How to Access Test Result: <https://youtu.be/mRQVzSqXDhA>
Parent Guide, Revoke OnCampus Testing: <https://youtu.be/dPqx5YuV1f8t>
How to Self-Swab: <https://www.youtube.com/watch?v=DQjh4TAuqb0&authuser=0>

For more information on the CareStart™ Antigen and Accula™ SARS-CoV-2 PCR test kits, please visit the websites below:

CareStart™ Antigen: <https://accessbiagnostics.net/carestart-covid-19-antigen/>

Accula™ SARS-CoV-2 PCR: <https://www.mesabiotech.com/about-us/#product-documentation>