



Welcome to the Oregon Health Authority (OHA)/University of Oregon (UO) K-12 COVID-19 Screening Testing Program. We are glad that your school has opted-in to the program and is providing this tool to keep your students and communities safe.

In this folder, you will find all the material you need to begin the program. Supplies are being sent to you, including student welcome packets and sample collection kits which are to be distributed to students, and shipping boxes/packing material for you to pack sample collection kits in for pickup by couriers or UPS.

Please do not hesitate to reach out if you need any help during the program. We understand that there is a lot on your plate, and we look forward to partnering with you.

Updates for 2022-2023

If your school participated in the screening testing program last year, you will notice a few changes to the process. Here is an overview of what changed:

- We will deliver bags of 12 collection kits per enrolled student. Schools can choose to send kits home all at once or hand out one kit per student per week.
- Students no longer need to seal the testing tube with a round sticker.
- Large bag labels with a barcode and student name, school, and school district are now being sent home with students for them to apply to the outside of the clear and orange sample collection kit bag.
- Schools are not required to date stamp samples but should still check samples to make sure tubes are labeled and complete a manifest.
- Schools with courier collection no longer need to tape the 14-gallon sample collection bin closed.
- The online school supply request form will no longer be used. Email us at c19schoolsupport@uoregon.edu to request additional program supplies.

Inventory

At the start of the program, you should receive:

- **Folder containing:**
 - Cover Sheet and Inventory List
 - K-12 Screening Testing Program Process document
 - Inventory Ordering Instructions
 - Kit Return and/or Shipping Checklist
 - Blank tube labels
- Fine point Sharpie pens
- Red biohazard bags – Please place any biohazard waste or old samples that you would like us to dispose of in these bags.
- Small orange and clear biohazard bags – All tubes need to be in a bag.
- A bin for storing supplies and extra collection kits

- File box with alphabetized student welcome packets
- Student manifest (a list of students eligible to test that week), emailed or printed
- **Student Welcome Packets (one per participating student):**
 - 2-pocket folder
 - Student/Parent Program Overview
 - Business card w/ UO contact information
 - Sheet of small tube labels with student name and date of birth
 - Sheet of large, personalized bag labels with barcodes to affix to the outside of the bag
 - Fridge magnet
 - How-to-Collect detailed instructions
- **Collection Kits (package of 12 kits per participating student):**
 - Screw-cap collection tube
 - Funnel
 - Single-use alcohol wipe
 - Biohazard/collection bag
 - Absorbent sheet
 - How-to-Collect simple instructions
- **Courier Supplies (if using UO couriers):**
 - Bin(s) – 14-gallon opaque bin for samples
 - Poly document envelope - use to pass documents back-and-forth with the UO
- **Mailing Supplies (if using UPS):**
 - Poly document envelope - use to pass documents back-and-forth with the UO
 - Packing tape
 - Corrugated boxes
 - UN3373 Category B labels
 - Pre-addressed shipping labels
 - Large clear closable bag to put all samples in

Each subsequent week you should receive:

- A new manifest, printed or emailed
- Additional welcome packets and kits for newly registered students
- Courier schools will swap out their used 14-gallon sample collection bin with an empty one.

Each school will be responsible for providing Personal Protective Equipment (PPE) as necessary (gloves, etc.) and for training personnel on HIPAA and biosafety. We have provided brief overviews of each in this material and recommend you review them with the staff who will be managing the program.

If you did not receive any of these items, please contact us at c19schoolsupport@uoregon.edu.

Please monitor your supplies and inventory and let us know if you are running low. We will drop off or ship additional material to you once they have been requested.

This project is supported by the U.S. Department of Health and Human Services (HHS) as part of a financial assistance award to the State of Oregon. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by HHS, or the U.S. Government.



K-12 Screening Testing Program: Partnering with the University of Oregon

Thank you for joining the K-12 Screening Testing Program provided by the University of Oregon (UO) in partnership with the Oregon Health Authority (OHA). This program is free for all public and private schools in Coos, Crook, Curry, Deschutes, Douglas, Grant, Harney, Lake, Lane, Jackson, Jefferson, Josephine, Klamath, and Wheeler counties and will be conducted during the 2022-2023 school year.

As your partner in this important program, the UO will provide you with training, supplies, student instructions, and support throughout the process. Process steps are outlined below.

Main School Contact

It is important that you identify a main contact at your school to oversee the COVID-19 screening testing program. This person will oversee the program needs at the school, the distribution and collection of test kits, packing and shipping kits for return to the UO lab, and managing the supply inventory. This contact may also be the main school contact for students and parents that have questions about the program, but they are welcome to refer parents to the UO's team (c19studentsupport@uoregon.edu or by phone via our lab voicemail at 541-346-6553).

Training

Once you have registered with OHA and UO, the UO's testing team will reach out to the school's designated contact person. The UO will provide two, one-hour training webinars to review the specifics of the program and answer any questions you may have. During training, we will cover topics such as: the school's responsibilities, supply delivery and returns, student documents, the collection kit contents and how they work, and how to request additional supply inventory.

Student Participation and Opt-In

Since parents and students know and trust your school, you play a key role in getting information about this program to your students. We will partner with you to notify students and parents that your school is participating in the COVID-19 screening testing program by providing flyers and email templates. Your school should plan to send out messages to all students and parents within your school informing them of this opportunity and outlining how to opt-in to the program.

The UO will provide fliers for schools to distribute to students, including links to the student registration site and copies of the OHA waver form, which must be signed and returned to the school. Some schools are distributing this information through their summer registration programs or by sending signup fliers and waivers home during the first week of school. UO's student registration site is <http://tinyurl.com/k12covidscreening>. The data captured through registration (name,

school, email, phone, etc.) are needed for the UO lab to provide secure online portal results to each student participant.

Student Registration

Students must complete a two-step registration to participate in the program.

1. Step 1: Complete the Oregon Health Authority waiver and return it to the school.
 - Students age 5-14 years:
<https://sharesystems.dhsoha.state.or.us/DHSForms/Served/le3560B.pdf>
 - Students age 15 years +:
<https://sharesystems.dhsoha.state.or.us/DHSForms/Served/le3560e.pdf>
2. Step 2: Fill out the registration survey at: <https://tinyurl.com/k12covidscreening>

Scheduling Collection (Test) Kit Distribution and Collection

Students will need to be told what day of the week (and where) they should pick up their welcome packet and collection kits at school and what day of the week (and where) they should return them to school (on kit pick up and return days). We will do our best to identify a day that fits your schedule and matches when couriers or UPS can be in your area to pick up completed collection kits. Pick-ups will occur on the same day each week unless other arrangements have been made. All student welcome packets include a magnet where students or parents can write in the collection day of the week (return day) to help them remember when to return the sample.

Collection Kit Distribution

On the initial collection kit distribution day(s), either when each school first begins the program or when a new student joins the program, each student will pick up the following items from their school at a location you determine to be convenient:

- A welcome packet containing: a student/parent overview of program, business card with UO contact information, instructions on how to collect the sample, small tube labels containing the student's name and date of birth, large bag labels with a barcode, and a reminder magnet.
- A package of 12 collection kits that include: collection tube, funnel, single-use alcohol wipe, absorbent sheet, clear and orange collection bag, and "how to collect" instructions

Sample Collection

Each participating student will complete the take-home collection kit following the enclosed instructions*. Participating students should collect their sample the night before or the morning of their school's pre-determined collection day and return it to school in the morning.

Students may need to be reminded to:

- Label the tube with the name and date of birth label (each school will have extra blank tube labels if the student loses theirs) and label the clear and orange bag with their bag/barcode label.
- Seal the cap to the tube by screwing it down by hand.
- Place the tube in the clear and orange bag and securely seal.
- Adhere the large bag label to the outside of the bag

It is best to remind students what day to return the sample collection kits.

*Collection Instruction Note: Simple collection instructions are attached to this document.

Because students know and trust their school staff, they may direct questions about how to collect a sample to you. If you feel comfortable doing so, please refer to the instruction sheet included here. It is important that students follow these instructions, including not brushing teeth or eating 30 minutes prior to collecting the sample, correctly labeling the tube, and packing it back in the collection bag for return. If these steps are not followed the sample will either be rejected at the lab or may return an inconclusive result.

Collection Kit Return

On the pre-determined kit return day of the week, students will bring in their completed collection kit to school for drop-off. When each collection kit is received, the school will:

- Check in the student collection sample on the manifest.
- Confirm that the information on the bag and tube label matches the student submitting the collection kit. *Sample tubes must be labeled for the sample to be processed.*
- Place the collection bag in the courier bin or, if shipping via UPS, place samples in a larger closable bag inside the shipping box.

School administrative staff should never open collection kits. If a tube is not labeled, write the student's first and last name and date of birth on one of the blank tube labels that were provided. Give the student the label and have the student leave the room, open the bag, and affix the label, being sure not to cover the barcode. Please refer to your school's biosafety best practices when handling collection bags. Practice proper hand hygiene before and after distributing/collecting test kits, prohibit food/eating while around or handling testing kits, and disinfect commonly touched surfaces often.

If a student does not complete a sample one week or fails to return it in time for packaging and shipping, that is okay. They will be automatically signed up for the next week's test and may complete a new sample collection the next week. If they are feeling ill, they should either see their health care provider and/or utilize the diagnostic testing program available at the school.

Packaging Completed Collection Kits to Ship/Courier to UO Lab

The UO will determine which schools utilize UPS and which schools we are able to accommodate using courier routes. We will communicate this to you as you enter the program and we finalize courier routes. Any changes in use of courier or UPS will be communicated in advance between you and your school liaison. The UO will provide each school with the following items for courier pickup or shipping:

- **Courier Supplies (if using UO couriers):**
 - Bin(s) – 14-gallon opaque bin for samples
 - Poly document envelope - to use to pass documents back-and-forth with

the UO

- **Mailing Supplies (if using UPS):**

- Poly document envelope - to use to pass documents back-and-forth with the UO
- Packing tape
- Corrugated boxes
- UN3373 Category B labels
- Pre-addressed shipping labels
- Large clear closable bag to put all samples in

Before packaging the completed collection kits for shipment, the school's main contact should tally the number of completed collection kits received on the manifest.

Next:

- Place completed collection kits directly in the plastic bin (if using UO courier) or in the large plastic bag, inside cardboard box (if shipping via UPS).
- Confirm that the student manifest is complete, including: names of students who submitted collection kits, total number of collection kits in the box, and number of boxes or bins used.
- Place the student manifest in the poly document envelope and include it in the cardboard box or bin.
- If shipping samples, mark each shipping box with its number out of total (i.e. 1/3, 2/3, 3/3 if there are three boxes)
- Adhere the shipping labels and secure the box, if shipping

Courier Pick-ups

If your school is using one of the UO's couriers, we will establish a day of the week that our courier will come to your school to pick up completed sample kits. If you requested supplies through our inventory survey, our courier will deliver the ordered supplies when they arrive to collect samples. Our couriers will wear polos/jackets with the UO MAP name and UO logo and are expected to identify themselves and follow your school's visitor rules. Please communicate expectations regarding signing in and accessing the sample collection bin's location with the courier.

UPS Shipments

UO has partnered with UPS to facilitate the delivery of sample kits back to our laboratory in a timely manner. Working with you, we will establish a routine pick-up on the same day each week. If shipping samples using UPS, the outside of each shipping box must have a UN3373 Category B Label as well as a shipping label – be sure to only use the printed shipping labels provided to you at the start of the program. Let us know if you are getting low and need more. If you request supplies, these will be UPS-ed to you as soon as possible.

Requesting More Inventory

The UO will provide each school with initial screening testing supplies once they have joined the program. The school's main school contact will need to manage supply

inventory and notify the UO when supplies are running low by emailing us at c19schoolsupport@uoregon.edu. Please give us 1-2 weeks to prepare your requested inventory items.

Additional supplies will be delivered before winter and spring breaks.

Questions/Concerns


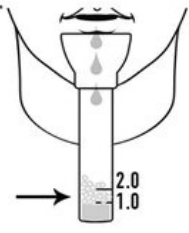


Should you have additional questions about screening testing provided by the University of Oregon, please contact us by email at c19schoolsupport@uoregon.edu or by phone at 541-346-6553.

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Simple Saliva Collection Instructions

Each week, complete the saliva collection sample the night before or the morning you return the sample to your school on the school's designated collection day. For at least 30-minutes prior to saliva collection, do NOT: eat, drink (including water), chew gum, brush/floss your teeth.

How to collect your sample:

<p>1</p> 	<p>Attach funnel securely to the tube. Avoid touching inside of funnel. Allow saliva to pool in your mouth.</p>	<p>2</p>  <p>Gently release the pooled saliva from mouth into the funnel. Do not spit. Fill tube with saliva up from the bottom of tube to the height of a quarter or width of an adult thumb.</p>
<p>3</p> 	<p>Hold the bottom of the tube tightly in one hand while beginning to unscrew the funnel with the other. Discard funnel.</p>	<p>4</p>  <p>Attached the cap securely on to the tube opening, secure the cap tightly.</p>

5. Wipe the tube and hands with the alcohol wipe, then discard the wipe.
6. Once tube is dry, secure the small tube label (name, DOB) onto the tube. **Do not cover the tube's barcode with the label.**
7. Place labeled tube and absorbent sheet into the clear and orange sealable collection bag (biohazard bag).
8. Place the large bag label with the barcode on the outside of the bag.
9. Return bag to school on designated collection day of week.

Double check! Is your tube labeled, tube barcode not covered, and tube cap securely closed and sealed?

Scan QR code below to view more detailed instructions. If you have any questions during this process, please contact the University of Oregon at c19studentsupport@uoregon.edu or (541) 346-6553.



tinyurl.com/UOk12testing

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Inventory Ordering Instructions

The University of Oregon will provide each school with the supplies needed for the COVID-19 testing screening program. Supplies can be requested by contacting us at c19schoolsupport@uoregon.edu.

Note: On a weekly basis, your school will receive a shipment of collection kits and materials for any additional students who have opted-in to the program. If your inventory is running low, please let us know.

Please allow 1-2 weeks for inventory to reach you by mail or courier.

If you have any questions or concerns, please contact us at c19schoolsupport@uoregon.edu.

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Kit Collections Checklist

Kit Return and Shipping Checklist

- Verify the student returned their sample in the provided clear and orange collection bag.
- Verify the student has placed their small name and date-of-birth label on their sample tube and secured the cap (do not open the bag – just look through it). *Samples without tube labels can not be processed.*
- Confirm the information on the tube label matches the student submitting the collection kit.
- Check that the small tube (name and date of birth) label is not covering the barcode on the sample tube.
- Check in the student's collection sample on the manifest.
- Check that the student's large bag label (with barcode) is on the collection bag.
- Put the collection bag in the bin (if using UO courier) or in a large plastic bag inside the cardboard box (if shipping with UPS).

Shipping Checklist (Courier)

- Confirm manifest is complete, including: names of students who submitted collection kits, total number of collection kits in the bins, and number of bins used.
- Place manifest in one of the collection bins.
- Store bin until Courier arrives at their usual weekly day/time.

Shipping Checklist (UPS)

- Confirm manifest is complete, including: names of students who submitted collection kits, total number of collection kits in the boxes, and number of boxes used.
- Place manifest in one of the shipping boxes.
- Place Shipping Label on box.
- Label boxes using sharpie with box # / total box count (if you have three boxes, write 1/3 on the first, 2/3 on the second, etc.).
- Place UN 3373 Category B Label on the outside of the box.
- Affix pre-printed shipping label to box.
- Store box until UPS arrives at the scheduled weekly day/time.

Troubleshooting

- A student brings back a sample without a tube label.
 - Extra, blank tube labels have been provided to you. Please instruct the student to write their name and date of birth on the label with the provided Sharpie marker and to place it on their sample tube. Ask them to step outside to remove the sample from the collection bag and complete this process.
- A student signed up for testing but has not received their bag and tube labels.

- It will take 1-2 weeks for the lab to get a student signed up, print their tube and bag labels, and deliver/ship them to you for distribution. The student can reach out to us at c19studentsupport@uoregon.edu with any questions.
- A student brings back a collection kit but has not signed up for testing.
 - Students who would like to participate in weekly testing must register online through the UO's student registration site (tinyurl.com/k12covidscreening) and return the OHA consent form to the school. If a student is not on the weekly manifest or you do not have a consent form on file, we cannot process their sample.
- If a student brings their sample back without a bag.
 - We have provided extra clear and orange collection bags to use if a student loses theirs. Please provide a collection bag to the student, have the student place the sample in the bag and place the appropriate bag label on the bag.
- If a student returns their sample in a bag other than the lab provided collection bag.
 - Please provide a collection bag to the student and ask them to place their bag inside the collection bag. Be sure to have them affix their bag label on the outside of the collection bag. All samples must be in a collection bag.
- A student brings back more than one sample in a week.
 - We can only process one sample per week per student. Place the additional sample (the older sample, if the samples were not collected on the same date) in a red biohazard bag and return it to us. We will dispose of the extra sample.
- Student brings back their collection kit after the designated kit return date.
 - To process and disseminate results back to participants in a timely manner, our couriers and laboratory are on a tight schedule. If a student misses their kit return date, please encourage the student to collect a new sample again the next week. You may place the sample in a red biohazard bag and return it to us for disposal the following week.
- Student is having trouble accessing their test result.
 - Have the student reach out to us at c19studentsupport@uoregon.edu or by phone at 541-346-6553.

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