Welcome to the Oregon Health Authority/University of Oregon 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 binder you will find all the material you need to begin the program. Supplies are being sent to you, including sample collection kits which are to be distributed to students, labels for collection bags and shipping boxes/packing material for you to pack sample collection kits in for pickup by couriers or FedEx.

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 as we all navigate reopening in-person education and we look forward to partnering with you.

**Inventory**

At the start of the program, you should receive:

- **Binder containing:**
  - Cover Sheet and Inventory List
  - K-12 Screening Testing Program Process document
  - Inventory Ordering Instructions
  - Kit Return and Shipping Checklist
  - Sheets of bag labels w/ student information (alphabetized)
  - Tube labels (blank)
- Fine Point Sharpie pens
- A bin (for storing supplies and collection kits)
- Eligible student manifest, emailed or printed (w/ list of students testing that week)
- **Welcome Packets (one per participating student):**
  - 2-pocket folder
  - Student/Parent Program Overview
  - Business card w/ UO contact information
  - Sheet of tube labels (w/ student name and date-of-birth)
  - Sheet of round stickers (to seal the collection tube)
  - Fridge magnet
  - How-to-Collect detailed instructions
- **Collection Kit (one per participating student):**
  - (1) Screw-cap collection tube
  - (1) Funnel
  - (1) Single-use alcohol wipe
  - (1) Biohazard/collection bag
  - (1) Absorbent sheet
  - (1) How-to-Collect simple instructions
• **Shipping Supplies (if using FedEx):**
  - Packing tape
  - Corrugated boxes
  - UN3373 Category B labels
  - Pre-addressed shipping labels
  - Large closable bag

• **Courier Supplies (if using UO couriers):**
  - Bin(s)
  - Large closable bag

Each subsequent week you should receive:

• A new manifest
• Collection kits
• Additional welcome packets (if additional students opt-in)

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 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’re running low. We will ship additional material to you once it has been requested. Supply requests can be made by filling out the Qualtrics survey found at the link or QR code below:

![QR Code](https://example.com/qrcode)

tinyurl.com/k12inventory

*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, Curry, Douglas, Lane, Jackson and Josephine Counties and will be conducted during the 2021-2022 school year.

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

**Registration**
First, each school must register to participate in the program. Schools are required to complete registration through both OHA and the UO. OHA registration is available on the OHA registration page (tinyurl.com/OHAregistration). Once you have registered with OHA, the University of Oregon testing team will reach out to you using the contact information you provide to OHA to collect additional registration information (school coordinators, shipping locations, preferred test collection days etc.).

**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 at 541-346-6553).

**Training**
Once you have registered with OHA and UO, University of Oregon’s testing team will call the designated contact person to set up a short training webinar for staff involved in the process. The UO will provide a one-hour webinar training 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. Onboarding a school can take up to two (2) weeks, so register as soon as possible.

**Student Participation & Opt-In**
It is the participating school’s responsibility to notify students and parents that their school is participating in the COVID-19 screening testing program. Your school will need to send out communication to all students and parents within your school informing them of this opportunity and outline how to opt-in to the program. UO will provide fliers for schools to distribute to students, including links to the student registration site and copies of the OHA waiver 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 tinyurl.com/k12covidtesting. 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.

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 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). UO will work with you to identify a day that fits in your schedule and matches when couriers or FedEx can be in your area to pick up completed collection kits. Pick-ups will occur on the same day each week. All student welcome packets include a magnet where students and/or parents can write in the collection day of the week (return day) to help them remember when to return the sample. Please refer to the flow-chart attached to this document which outlines the process for collection kit distribution, collection and shipping.

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, a roll of small tube labels containing the student’s name and date of birth, a sheet of round stickers to place over the cap and tube to secure the seal, and a reminder magnet.
- A collection kit that includes: a collection tube, funnel, a single-use alcohol wipe, an absorbent sheet, a clear and orange collection bag, and “how to collect” instructions

On each *subsequent distribution day(s)*, participating students will pick up their weekly collection kits from the school at the pre-determined location.

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 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)
- Seal the cap to the tube by screwing it down by hand
- Secure the cap to the tube with the round sticker
- Place the tube in the clear and orange bag and securely seal
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 aren’t 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 completed collection kit is received, the school will:

- Check in the student collection sample on the manifest
- Confirm the information on the tube label matches the student submitting the collection kit
- Affix the appropriate bag label onto the corresponding student’s collection bag
- Place the collection bag in the larger closable bag inside the shipping box or courier bin

While school administrative staff will never need to open collection kits, 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, disinfect commonly touched surfaces often, etc.).

If a student doesn’t 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 should pick up and complete a new sample collection 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 FedEx 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 FedEx will be communicated in advance between you and your school liaison. The UO will provide each school with the following items for shipping (or sending via courier):

- UN3373 Category B labels (if FedEx)
- Pre-addressed shipping labels (if FedEx)
- Packaging tape
- Cardboard shipping boxes
- Plastic bin(s) (if UO courier)

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 in the large plastic bag, inside cardboard box (if shipping via FedEx) or the provided plastic bag inside the plastic bin (if using UO courier)
• 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.
• Inside the box or bin, add a paper copy of the student manifest.
• Mark each shipping box with its number out of total (i.e. 1/3, 2/3, 3/3 if there are three boxes)
• Secure the box(es)/bin(s).

FedEx Shipments
UO has partnered with FedEx to facilitate 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 FedEx, 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 FedEx-ed to you as soon as possible.

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 would also deliver the ordered supplies.

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 using this form: tinyurl.com/k12inventory. Please give us 1-2 weeks to prepare your requested inventory items.

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

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Register for program with OHA and UO

Identify main school contact (to oversee distribution and collection of kits, shipping kits to UO, and managing supply inventory)

Webinar training hosted by UO, and receipt of materials and supplies (onboarding takes up to 2 weeks)

Determine collection kit distribution day of week and collection day of week (include in student announcement)

Announce to students that testing is available at your school and encourage students to register online

On initial distribution day, provide each student with a welcome packet (includes instructions, collection kit, roll of tube labels, reminder magnet, etc.)

Every week: distribute collection kit to students and remind them of collection day of week (when to return sample)

On collection day, check in student sample on manifest, confirm tube label matches the student submitting sample and affix appropriate student bag label to the collection bag

Package all samples for transit to UO lab, confirm number of samples against manifest, pack and seal box to UO specifications

Notify UO of low supply inventory via online request form (as needed)
Simple Saliva Collection Instructions

*Each week, complete the saliva collection sample the night before 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:**

<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Attach funnel securely to the tube. Avoid touching inside of funnel. Allow saliva to pool in your mouth.</td>
</tr>
<tr>
<td>2</td>
<td>Gently release the pooled saliva from mouth into the funnel. Do <strong>not</strong> spit. Fill tube with saliva up from the bottom of tube to the height of a quarter or width of an adult thumb.</td>
</tr>
<tr>
<td>3</td>
<td>Hold the bottom of the tube tightly in one hand while beginning to unscrew the funnel with the other. Discard funnel.</td>
</tr>
<tr>
<td>4</td>
<td>Attached the cap securely on to the tube opening, secure the cap tightly.</td>
</tr>
<tr>
<td>5</td>
<td>Wipe the tube and hands with the alcohol wipe, then discard the wipe.</td>
</tr>
<tr>
<td>6</td>
<td>Once tube is dry, secure the tube label (name, DOB) onto the tube. Do <strong>not</strong> cover the tube’s barcode with the label. Affix round sticker over cap and tube seal.</td>
</tr>
<tr>
<td>7</td>
<td>Place labeled tube and absorbent sheet into the sealable collection bag (biohazard bag).</td>
</tr>
<tr>
<td>8</td>
<td>Seal and return bag to school on designated collection day of week.</td>
</tr>
</tbody>
</table>

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

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.

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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 via our Qualtrics survey found at the QR code or link below:

![QR Code](https://via.placeholder.com/150)

tinyurl.com/k12inventory

To request supplies, fill out the form and indicate what items are needed for your school. Please try to keep at least 2 weeks of inventory on hand at all times.

Note: On a weekly basis, your school will receive a shipment of collection kits equal to the number of 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 Return and Shipping Checklist

Kit Collections Checklist

- Verify the student returned their sample in the provided clear and orange collection bag
- Verify the student has placed their name and date-of-birth label on their sample tube and secured the cap with the round sticker (do not open the bag – just look through it)
- Confirm the information on the tube label matches the student submitting the collection kit
- Check that the tube (name and date of birth) label is not covering the barcode on the sample tube
- Check in the student’s collection sample in the manifest
- Place the student’s bag label (with barcode) on the collection bag
- Put the collection bag in the large plastic bag inside the bin (if using UO courier) or cardboard box (if shipping with FedEx)

Shipping Checklist (FedEx)

- 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
- Seal box using packaging tape
- 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
- Affix pre-printed shipping label to box
- Store box until FedEx arrives at the scheduled weekly day/time

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 shipping bins
- Place a small strip of shipping tape over the bin lid
- Store box until Courier arrives at its usual weekly day/time
Troubleshooting

- 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 ship them to you for distribution. We will work on these in batches.

- 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/k12covidtesting). If a student is not on the weekly manifest, we cannot process their sample.

- If a student brings their sample back without a bag:
  - We have provided extra clear and orange collection bags in the event that a student loses theirs. Please provide a collection bag to the student, place the appropriate bag label on the bag, and proceed as normal with the sample.

- 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 affix the student’s bag label on the outside of the collection bag. All samples must be in a collection bag for shipping.

- 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 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.

- Student brings back their collection kit after the designated kit return date:
  - In order 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.

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