

Table of Contents

- Overview of the SEDOL COVID-19 Testing Program 1
- Intended Outcomes of the Program 1
- Test Being Used 1
- COVID-19 Testing Use Scenarios 2
 - Scenario : An individual presents symptoms after entering a District facility 2
 - Scenario 1a: The COVID-19 Test Negative 3
 - Scenario 1b: The COVID-19 Test Positive 3
- District Testing Procedures & Requirements 4
- Contact Tracing 5

Overview of the SEDOL COVID-19 Testing Program

Special Education District of Lake County (SEDOL), as part of its commitment to continually enhance its COVID-19 safety protocols, is working with the Lake County Health Department to enable on-site testing capabilities to respond to:

1. Staff members or students presenting with COVID-19 symptoms within a District building: Laremont School, Gages Lake School, Cyd Lash Academy, South School, Fairhaven School, and John Powers Center.
2. Providing SEDOL students and staff the capability to get tested for COVID-19 when they suspected of having the COVID-19 infection.

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 a suspected COVID-19 infection
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 symptoms can add to that stress, SEDOL endeavors to provide testing availability to appropriate individuals when symptoms occur.
3. Confidence in, and validation of, risk mitigations in place during execution of any in-person educational model.

Type of Test Being Used

1. Abbott BinaxNow COVID-19 Antigen Tests
 - a. Fact Sheet: [English BinaxNow Fact sheet](#)
 - b. Fact Sheet: [Spanish BinaxNow Fact sheet](#)
2. Pricing: These tests have been purchased by the federal government and disseminated to the states. Lake County Health Department is the liaison who is providing the antigen test to SEDOL.
3. Turn-Around-Time: The actual test takes 15 minutes to complete once the specimen is obtained. Tests results will be shared as soon as possible based on level of activity within the quarantine rooms.

Procurement and requirements for execution of the program for SEDOL staff are based on the guidelines established by the Lake County Health Department. Online training will be completed following the Lake County Health Department protocols.

COVID-19 Testing Use Scenarios

Testing will occur at each of SEDOL buildings' quarantine rooms during the hours of 8:30am to 2:30 pm. Staff will be able to schedule an appointment for a drive through test through a test scheduler during the same hours if they have been sent home with symptoms.

SCENARIO 1: An individual presents with symptoms after entering a District facility.

Predicating Event: A student or staff member ("symptomatic individual") presents with one or more of the [CDC identified symptoms](#) while attending school.

Student Steps:

1. The symptomatic student will be escorted to the quarantine room while maintaining social distancing protocols and utilizing appropriate PPE.
2. The nurse will contact the student's parents/guardians for immediate pick-up.
 - The nurse or administrator will provide the individual or parent/guardian with information regarding the opportunity to test the student or staff with Abbott's BinaxNOW Covid Antigen test.
 - The nurse will confirm that the parent/guardian has signed the Abbott BinaxNOW Covid Antigen testing consent. If signed, the nurse will confirm verbally that the parent/guardian still wants the test performed. If not signed, the nurse will ask if the parent/guardian would like the test performed. If the parent/guardian does agree to the test, the nurse will get the consent ready for parent/guardian signature. Once the parent/guardian gets to school, the nurse will go out to the car to get the consent signed. Then the nurse will obtain the sample and get the test started. The student will be released to the parent/guardian. See [Procedure for Parent pick up of sick students](#) .
 - Once the staff member has left or the student has been picked up, the nurse or administrator will contact Buildings & Grounds to clean areas used by an individual with COVID-like symptoms following IDPH guidance.
 - 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. [Return to school- update- 1/26/21](#) , [Return to school- update- 1/26/21- SP](#)
3. The school nurse or administrator will contact the tested individual (or their parents/guardian) with the results via a phone call and a follow up email confirmation as soon as is feasible with the results and communicate additional steps (if any) they should take per the below.

Staff steps: For staff members who have become symptomatic during the school day, Covid testing can be done following the procedures below.

- The staff member who becomes symptomatic during the school day will notify their administrator to get coverage for their classroom. The staff member will be instructed to leave the building and go to their car before contacting the testing scheduler and the Assistant Superintendent of Human Resources, Peggy Lynch. The scheduler will schedule at the closest building/program quarantine room for testing. The staff member may need to travel to a different location for testing.
- The staff member will drive to the nearest quarantine room available. Once at the instructed door, the staff member is to remain in their car and notify the quarantine room nurse that they are outside.
- The quarantine room nurse will go to the staff member's car with all PPE on. The nurse will obtain consent and gather the nasal swab sample needed to run the test. See below for testing procedure.
- The staff member will then go home.
- Results will be communicated to the staff member via a phone call and a follow up email.
- Testing results will be communicated to the Assistant Superintendent of Human Resources, Nursing Coordinator and Sedol's Superintendent.

SCENARIO 1A: The COVID-19 Test is Negative

Predicating Event: See Scenario 1 above. All steps have been completed as appropriate.

Step 1 (Ending Step): The school nurse or administrator will contact the tested individual (or their parents/guardian) or Building Administrator(s)/ Human Resources Department with the results as soon as is feasible. If a student, teacher, or staff member has symptoms of COVID-19 and the rapid POC test is negative, a confirmatory RT-PCR test may be needed within 48 hours as described below (e.g., individual is a close contact to a confirmed case or an outbreak is occurring in the school/facility or the local health department requires such verification). If indicated, the individual should be in isolation pending the result of the confirmatory RT-PCR test. Recommendations for confirmatory testing are subject to change based on findings. If a student/staff whose test results are negative, student/staff will be permitted to return consistent with the current IDPH guidance and IDPH exclusion chart.

SCENARIO 1B: The COVID-19 Test is Positive

Predicating Event: See Scenario 1 above. All steps have been completed as appropriate.

Step 1a: The building nurse will contact the tested individual (or their parents/guardian) with the results, by phone with a follow up email as soon as is feasible and notify them to contact their personal doctor with these results also provided to them by email.

- If the infected individual is a student, the building nurse will strongly recommend that any siblings get tested through their primary physician.
- Additionally, the staff member or parent/guardian will be instructed that their local health department will contact them to provide the family or staff member further guidance and to obtain the documentation required to return to school following the most recent IDPH Exclusion Guidance.
- The Building nurse will contact the Nursing Coordinator, building administrator(s) and/or the Department for Human Resources with the results as soon as is feasible, with IDPH Exclusionary Guidance for the student/ staff member. The Building nurse will complete the contact tracing information form and gather documents as needed.

Step 1b: The SEDOL Nursing Coordinator will notify the Lake County Health Department in accordance with expectations for both positive and negative tests per the IDPH reporting system. With a positive result, the Nursing Coordinator will begin contact tracing with Lake County Health Department identifying all individuals with potential close contact, contact Building Administrator(s)/ Human Resources department with IDPH Exclusionary Guidance for the student/ staff member(s), and provide contact information to schedule an opportunity for testing at the district's drive-through location to staff members or students parents/guardian with students in close contact.

Step 2: Close contact individuals with positive or negative test results will need to follow current IDPH Exclusion Guidance.

District Testing Procedures & Requirements

Location and Hours of Operation

- Testing will be available during school hours in the quarantine rooms at each of the following SEDOL buildings: Administration building, Laremont, Gages Lake, Cyd Lash Academy, South School, Fairhaven School, and John Powers Center.
- COVID-19 tests will be administered using the Anterior Nares Nasal Swab performed by a trained Registered Nurse.

Preparation & Verification

1. Review medical order for COVID-19 test utilizing the Abbott BinaxNOW Covid-19 Antigen test.
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 lab collection and handling instructions for 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 testing will be

- b. 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 have a signed consent form from the parent or guardian or staff member. For students, the quarantine nurse will call the parent or guardian to inform them that their child is in the quarantine room with symptoms of COVID-19. The nurse will inform the parent or guardian that their child will need to be picked up from school . While on the phone with the parent, the nurse will remind the parent of their consent to test and verify that they still consent to testing.
7. If no signed consent is on file, when talking to the symptomatic student’s parent or guardian, the nurse will ask if the parent/guardian would like the student tested. If verbal consent is obtained, the nurse will get the consent ready to be signed by parent or guardian. When the parent/guardian arrives for pick up of the student, the nurse will obtain written consent to perform the test. The parent/guardian will wait in the car, while the quarantine nurse obtains the nasal swab sample. The parent/guardian will then be able to take their child home. The nurse will call the parent with the results and send a follow up email.

Testing

1. To be performed by SEDOL nursing personnel.
2. Assure proper equipment is provided for testing.
 - a. Personal protective equipment: Fitted N-95 mask, eye protection, gloves, gown, hand sanitizer
 - b. Viral laboratory collection kit for Abbott BinaxNOW Covid-19 Antigen Test
 - c. Face mask for the patient (to give them if they do not have their own)
 - d. Lab requisition form, clinical/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. Verify that the worksite is in order to complete all paperwork including labeling of samples to be collected.
4. When approaching the student or individual to be tested, don complete PPE and ensure a fitted N95 mask and gloves are correctly utilized.
5. Greet the staff member or student and verify that they are the correct patient, have been identified to be tested for COVID-19, and agree to the testing for COVID-19.
6. Remind the staff member or student not to touch the District Testing Medical Professional.
7. Review the specimen collection process and obtain verification that they want to be tested.
8. Position staff member or student so they are comfortable.
9. Ask the staff member or student to make sure their mask is covering their mouth but not their nose. Ask them to adjust the mask until nasal passages are visible.
10. Instruct the staff member or student that if they feel they might need to move, they should sit on their hands.
11. Remove the sterile swab from the packaging and collect the sample.
 - a. Gently insert the swab into the nostril at least 1 cm (0.5 inch) and firmly sample the nasal membrane by rotating the swab and leaving in place for 10 to 15 seconds.
 - b. Gently remove the swab and sample the other nostril with the same swab.
 - c. Swab the second nostril using the same technique
12. Follow test procedures as noted on procedure card. [IN195001 v1.0 BinaxNOW COVID-19 Ag Procedure Card IN1.pdf](#)
13. Assure that the staff member or student (accompanied by their parent) is ok and receives/understands guidance regarding recommendations while awaiting test results; recommendations for those who are sick or potentially sick with COVID-19.
14. Gloves must be changed and hand hygiene performed between each patient tested. If a staff member or student 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.
15. Wash hands or use hand sanitizer between clients and when testing is complete or if leaving the testing area.

16. Document testing by completing the clinic/consent form and holding the form(s) on file at the District Office following designated [HIPPA](#) procedures.

Testing Supply Orders

- Please email the Nursing Coordinator when the quarantine room has 10 tests left. The Nursing Coordinator will obtain the testing supplies from the Lake County Health Department.

How to Obtain Test Results

- Once the specimen is collected and processed, the Quarantine room nurse or the Building nurse will call the parent/guardian or staff member with the results. A follow up email will be sent to the parent/guardian as well.
- Any positive results are also reported to the Nursing Coordinator, Building Administration and the Superintendent. If a staff member has tested positive, the Assistant Superintendent of Human Resources, the Nursing Coordinator and the Superintendent will be notified. This is an added layer of notification so actions can be taken to begin the process of contact tracing in partnership with the Lake County Health Department, in an expedited manner.
- Negative results will be shared with staff members or parents of the student initially via phone by either the District Medical Testing Professional or the District Nurse, and Assistant Superintendent of Human Resources. PDF versions will also be generated and emailed to those tested.
- The Lake County Health Department reporting form will be completed for positive cases and faxed to the Health Department by the SEDOL Human Resource Office whether student or staff. IDPH reporting form will be completed for all tests performed, whether positive, negative, or inconclusive.

Contact Tracing

Contact tracing for COVID-19 is completed by the Lake County Health Department. In general, contact tracing involves identifying a staff member or students who has COVID-19 and identifying people who they came in contact with (contacts) and working with them to stop the spread of the disease. For COVID-19, a close contact is anyone who was within 6 feet of an infected person for at least 15 minutes within 24 hours. 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.