

School Based Saliva Testing Overview

Districts and schools across the state are looking for the most efficient and effective way to provide ongoing, diagnostic screening for COVID-19 in their schools. To help support our partners achieve this, COVIDCheck Colorado is offering logistical, technical, and clinical support to **conduct routine screening with a saliva PCR test in the school setting** for their students and staff with the SalivaDirect™ protocol. This document outlines everything your team needs to know and do prior to, during, and after testing.

BEFORE TESTING

1. Ensure you have a student testing link
2. Upload a student csv file to a box.com folder provided by PrimaryBio that includes ONLY first name, last name, student id, school name
3. Provide CCC with a list of all locations that will be testing sites
4. Work with Client Manager to determine:
 - a. One site that will serve as your storage site for all collection supplies = hub location (plus point of contact for that location)
 - b. Fedex or courier pickup for sample delivery to lab (more details below)
5. Send district link to families for them to sign an on-site, testing consent form (A signature is only needed 1x for students to be screened on site throughout the semester. Whether or not parents/guardians sign this consent form, they can still schedule an appointment at any time at existing sites.)
6. Create school-based testing schedule (no appointments will be made in Primarybio)
7. Ensure all appropriate staff are trained. The scope and sequence for logistical, technical and clinical support is outlined [here](#).

SUPPLIES NEEDED

Supplies ordered through CCC:

The following supplies must be ordered through CCC: **1) 3 mL test tubes with caps, 2) Biobags, 3) QR labels**. To request your initial order, email Maddy at mgawler@covidcheckcolorado.org. The **initial order** must be for a month's worth of supplies. We will check in 2 weeks into the launch to ensure you are adequately stocked. We ask you to continue to **maintain at least 2 weeks** supply levels in the hub at all times in case of a higher testing week or any delivery errors that may arise. Orders are done once a month through the portal and will be delivered within the week.

Supplies you will provide:

****PPE Requirements for Sample Collection + Safety Supplies**

- Nitrile or latex gloves
- Surgical or N95 mask
- 70% ethanol or disinfecting wipes
- Alcohol-based sanitizer or soap/water

****Other Materials for Test Administration**

- [Barcode/QR code scanner](#)
- Internet Access
- Tablet/Phone
- Laptop computer
- Laser jet printer
- Pages with requisition sticker
- Small holding bin for samples
- Permanent fine tip marker

Please consult the [Saliva PCR Sample Collection Protocol](#) for full details on materials necessary for saliva collection. ****For items required for testing not provided by CCC, please refer to this supplier guide for our [suggested providers](#).**

SALIVA COLLECTION OVERVIEW

Saliva samples can be collected by any qualified medical professional. CCC also encourages districts and schools to leverage Chapter 13 Section 4 of the Code of Colorado Regulations, which outlines how school nurses can train and delegate authority to other school-based staff to observe the collection of saliva.

Overview of Process

Prior to Testing:

- Schools receive a daily list of students eligible for in-school testing (based on signed consent)
- Schools determine process for selection for student screening, create testing schedule, designate testing location, train staff who are part of collection
- Testing locations must have necessary supplies on hand (see supplies section below)

Sample Collection:

- Schools prepare tubes for saliva collection by applying QR code label provided in district supply drop off and writing the initials for each individual getting tested
- Administrator hands pre-labeled tube to student (includes QR Code and students' initials)
- Sample Observer outlines sample collection procedure:
 - Pool Saliva in mouth
 - Gently dispel/drool into tube
- Students remove mask and drool into tube
- Sample Observer confirms 0.5mL of true saliva is collected
- Student closes the tube and places it in biohazard bag

Check Out:

- Lookup the student by their ID
 - Verify the students first name, last name and DOB
 - Checkout the student by scanning a barcode on the test tube
 - Print a requisition label using the laser jet printer and place it on the sample bag
- After testing has been completed for the day, the administrator will scan each sample bag into a container using CCC's shipment tracking software.

SHIPPING PROCESS

After sample collection, you will be responsible for either using fedex to overnight samples to the lab or bringing the samples to a centralized location to be couriered to the lab same day.

*Note that samples can be stored and shipped at room temperature

Please check out our [CCC Courier Map](#), and let us know which Courier location you will be using. Click on a location to see the pick up time for that courier site. Boxes must be at school at least 5 minutes prior to schedule courier pickup time. Boxes must be checked in through the [Specimen Log](#) with the name, school and contact information for the individual who dropped the package at the courier hub.

RESULTS FLOW

Results are returned to testers and designated district/school staff through Primarybio within **48 hours** of collection. District dashboards will include both the number of staff and students tested in the last 2 weeks by location.

COMMUNICATIONS

We will provide you ongoing communication tools to help communicate accurate and timely information to your school community. In advance of launching your return to school plans, we are equipping you with two documents:

1. [Language](#) you can use via a memo and on your website about baseline and screening testing.
2. [FAQs](#) about the **SalivaDirect™** protocol you will use on site and the nasal PCR protocol we offer at COVIDCheck Colorado sites