



Spencer-Van Etten Central School District

**District Office
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Spencer, New York 14883
(607) 589-7100
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Diahann Hesler
Superintendent of Schools

Spencer-Van Etten Central School District Testing Plan

Notification of a Zone Designation

Calls will be received from the Tioga County Legislative Chair-Marta Sauerbrey 607-687-8240 for Tioga County or Pete Buzzetti, Public Health Director for Chemung County 607-737-2868.

Testing Supplies

Will be provided by the Governor's office-Exec Kara Grippen-Kara.Grippen@exec.ny.gov assisted by Mike Simmons-Emergency Management Tioga County-607-972-1142 simmons@co.tioga.ny.us or Emily Bengtson at Chemung County 607-423-4220, Emily.Bengtson@health.ny.gov

Testing Plan

We will test the volume of staff and students required at the time testing is mandated. The Testing Plan has been shared with local health departments, and school physician. The plan will include the following sections. **Staff Administering Testing, Procedure to Obtain PPE, Procedure Obtaining Tests, Disposal of Medical Waste, Identification of Testing Subjects, Response to Positive Tests, Maintenance of Records, Cleaning and Sanitizing, Communication with Families.**

Spencer-Van Etten plan attached.

CLIA Certificate

All testing must be performed under an active CLIA Lab Certificate. If the local DOH has a CLIA certificate, a district may partner with the DOH. Our district falls under four counties with our school buildings residing in two counties, Chemung County (Elementary School) and Tioga County (Middle School and High School). Unfortunately, Tioga County does not have a CLIA and Chemung County will only cover the Elementary School, therefore it was necessary to form a partnership through our school physician at the Guthrie Clinic due to the challenges of our multiple county jurisdiction. Our testing will be done under the School Medical Directors Script. Medical Director's Script attached.

ECLRS

This is the state reporting system for testing. Spencer-Van Etten Central School District will keep tracking sheets on site and send data to your local health departments as well as through the

ECLRS site. Test results must be reported within 24 hours. DOH's also require daily reporting as does NYSED through the COVID Report Card. All mandated reporting will be conducted daily. Contact: eclrs@health.ny.gov

School Community Notification

Superintendent communicates testing requirements to BOE, staff and community. Forms have been mailed home to families to begin planning and preparation in case we get designated a colored zone or become mandated to conduct regular testing. Letters and forms sent home attached.

Testing Personnel

S-VE will use our school nurses (RN's), our school LPN, and school Nurse's Aides. All staff were trained in the test model, BinaxNOW and received HIPPA Training. PPE for this test is mask, visor, gloves and disposable lab coats. Medical waste receptacles will be on site for testing and swabs, and other equipment can be disposed as regular waste. Depending on the test available and provided, the district plans to allow staff and students (grades 4-12) to self-swab (NARES Collection) and students under grade 4 to be tested by school nurse.

HIPPA Handout

Other

S-VE formed a Colored Zone Testing Committee made up our school nurses, administration, public relations coordinator and our COVID data reporter. Regular BOE Updates will be provided by Superintendent to BOE, and results will be posted on NYS School Dashboard.

DOH Guidance for Schools in Red and Orange Zones-attached

Spencer-Van Etten Central School District Testing Plan

S-VE	High School	Middle School	Elementary School
Staff Completing Testing	All three School Nurses and our LPN have been trained and will be administering all tests.	All three School Nurses and our LPN have been trained and will be administering all tests.	All three School Nurses and our LPN have been trained and will be administering all tests.
Procedure for Testing	Students will be tested in the quarantine room at 8:30am on Tuesdays. Staff will be tested in the quarantine room at 2:45pm on Tuesdays.	Students will be tested in the quarantine room at 8:30am on Thursdays. Staff will be tested in the quarantine room at 2:45pm on Thursdays.	Students will be tested in the quarantine room at 8:30am on Fridays. Staff will be tested in the quarantine room at 2:45pm on Fridays.
Procedure for Obtaining PPE	Department of Management Services (through NYS Gov) will provide the district with PPE. PPE will be distributed from the District Office to each school in the amount needed to test students and staff for one week at a time.		
Procedure for Obtaining Tests	Tests will be provided by Wadsworth Lab to the District Office. The tests will be distributed from the District Office to each school in the amount needed to test students and staff for one week at a time.		
Disposal of Testing Materials	According to the Tioga County Department of Health, all PPE used to test students and staff will be disposed of in traditional garbage bags. At the end of each testing session, the waste will be immediately placed in the school dumpster. All BINEX Tests and Swabs must be placed in a Biohazardous materials bag and will be disposed of per DOH guidance.		
Identification of Staff & Students to Test	<p>If testing 20% biweekly: 29 individuals will be tested each week</p> <p>22 students will be tested each week</p> <p>7 staff have volunteered to be tested each week</p> <p>Students will be selected for testing based on the following: Students with parent permission will be tested. Students from the same cohort class will be tested starting with grade level. The rotation will be by grade level then alphabetical by teacher last name. Once a class has been tested, they will not be tested again until all other classes within the school have been tested.</p> <p>Staff will be tested at the conclusion of the day. A volunteer list will be created of staff willing to test. Once the volunteer list has been exhausted, then staff will be tested randomly. Staff will be tested on Tuesdays.</p>	<p>If testing 20% biweekly: 18 individuals will be tested each week</p> <p>15 students will be tested each week</p> <p>3 staff have volunteered to be tested each week</p> <p>Students will be selected for testing based on the following: Students with parent permission will be tested. Students from the same cohort class will be tested starting with grade level. The rotation will be by grade level then alphabetical by teacher last name. Once a class has been tested, they will not be tested again until all other classes within the school have been tested.</p> <p>Staff will be tested at the conclusion of the day. A volunteer list will be created of staff willing to test. Once the volunteer list has been exhausted, then staff will be tested randomly. Staff will be tested on Thursdays.</p>	<p>If testing 20% biweekly: 27 individuals will be tested each week</p> <p>22 students will be tested each week</p> <p>5 staff have volunteered to be tested each week</p> <p>Students will be selected for testing based on the following: Students with parent permission will be tested. Students from the same cohort class will be tested starting with (grade level), then moving to (explain plan). The rotation will be by grade level then alphabetical by teacher last name. Once a class has been tested, they will not be tested again until all other classes within the school have been tested.</p> <p>Staff will be tested at the conclusion of the day. A volunteer list will be created of staff willing to test. Once the volunteer list has been exhausted, then staff will be tested randomly. Staff will be tested on Fridays.</p>

<p>Response to Positive Test</p>	<p>If a student tests positive, the individual will be placed in the quarantine room. The principal will contact the Superintendent or designee, the nurse will contact the family to pick up the individual. The Superintendent or designee will call the DOH. The DOH will be provided with contact information of the positive student and those exposed.</p> <p>Under DOH guidance, the exposures will be isolated, parents will be called by the office to pick up their student. Classroom closure will occur for the next 14 days. Siblings or children of staff that have tested positive for COVID will be sent home from school.</p>	<p>If a student tests positive, the individual will be placed in the quarantine room. The principal will contact the Superintendent or designee, the nurse will contact the family to pick up the individual. The Superintendent or designee will call the DOH. The DOH will be provided with contact information of the positive student and those exposed.</p> <p>Under DOH guidance, the exposures will be isolated, parents will be called by the office to pick up their student. Classroom closure will occur for the next 14 days. Siblings or children of staff that have tested positive for COVID will be sent home from school.</p>	<p>If a student tests positive, the individual will be placed in the quarantine room. The principal will contact the Superintendent or designee, the nurse will contact the family to pick up the individual. The Superintendent or designee will call the DOH. The DOH will be provided with contact information of the positive student and those exposed.</p> <p>Under DOH guidance, the exposures will be isolated, parents will be called by the office to pick up their student. Classroom closure will occur for the next 14 days. Siblings or children of staff that have tested positive for COVID will be sent home from school.</p>
<p>Maintenance of Records</p>	<p>A record log of individuals with or without parent permission will be maintained in the nurse’s office, as well as on a shared drive.</p> <p>Student and staff labels will be printed from SchoolTool in classroom order. These labels will be provided to nurse to use during the testing process to label tests.</p> <p>The record log will be updated and maintained with individuals tested by the nurses or designee.</p>	<p>A record log of individuals with or without parent permission will be maintained in the nurse’s office, as well as on a shared drive.</p> <p>Student and staff labels will be printed from SchoolTool in classroom order. These labels will be provided to nurse to use during the testing process to label tests.</p> <p>The record log will be updated and maintained with individuals tested by the nurses or designee.</p>	<p>A record log of individuals with or without parent permission will be maintained in the nurse’s office, as well as on a shared drive.</p> <p>Student and staff labels will be printed from SchoolTool in classroom order. These labels will be provided to nurse to use during the testing process to label tests.</p> <p>The record log will be updated and maintained with individuals tested by the nurses or designee.</p>
<p>Cleaning and Sanitizing</p>	<p>The facilities day custodian will clean the quarantine room immediately following testing procedures. This includes all biohazard. Biohazard bags will be used to dispose of testing materials – the process for disposal will be planned according to health protocols.</p>	<p>The facilities day custodian will clean the quarantine room immediately following testing procedures. This includes all biohazard. Biohazard bags will be used to dispose of testing materials – the process for disposal will be planned according to health protocols.</p>	<p>The facilities day custodian will clean the quarantine room immediately following testing procedures. This includes all biohazard. Biohazard bags will be used to dispose of testing materials – the process for disposal will be planned according to health protocols.</p>
<p>Communication with Families After Random Testing</p>	<p>All families will be contacted the day that their child has been tested. The nurse’s office will make these calls.</p>	<p>All families will be contacted the day that their child has been tested. The nurse’s office will make these calls.</p>	<p>All families will be contacted the day that their child has been tested. The nurse’s office will make these calls.</p>



Spencer-Van Etten Central School District

Dear SVE Families,

December 9, 2020

Attached is a "Permission to Test" we are asking families to complete, sign and return to your child's school by December 15th.

As previously communicated in an email to all on last Friday, we are working with the state and local health departments in preparation for the future should the counties where our schools are located be New York State-designated yellow or orange zone. Should this occur, the state's most recent guidance indicates the requirement to remain open to in-person instruction is random COVID-19 testing of 20% of the student and staff population every 2 weeks while in a yellow zone.

For in-person instruction to continue, SVE will be required to provide this random testing. The plan is to have the test performed by the nurses specially trained in its administration, assisted by trained personnel. The tests are non-invasive, reportedly quite accurate, and results would be available within 15 minutes.

Testing requires a completed permission slip, attached here, which has an explanation of the test at the top. We are asking for parents/guardians to help us be prepared well ahead of time by completing and returning the "Permission to Treat" form to your child's school main office by Monday Dec 14 for Alpha students and Tuesday Dec 15 for Omega. In accordance with Tioga and Chemung County Public Health Department guidelines, if Yellow or Orange zone designation occurs and your child is randomly chosen to be tested and we do not have the your child's signed "Permission to Test", we will have to treat the students as a positive case, he/she would be quarantined by the health department and unable to attend school for 14 days.

Thank you in advance, and please contact your child's school nurse or administration with any questions or concerns.

Be well,

Diahann Hesler
Superintendent of Schools



Spencer-Van Etten Central School District
Consent for Student Rapid COVID-19 Testing
“Permission to Test” Form

The Spencer-Van Etten Central School District (the “District”) is seeking your consent to test your child for COVID-19. If you consent, your child may receive a rapid antigen test for the COVID-19 virus that will be administered by one of our District nurses. A rapid COVID-19 test will be used, which will involve inserting a small swab, similar to a Q-Tip, into the front of the nose. We will notify you if your child tests positive for COVID-19. Any student who tests positive will be sent home and must be kept at home until meeting their County Health Department criteria to return to school. Please contact your child’s doctor immediately to review the test results should your child test positive for COVID-19.

STUDENT INFORMATION

Student Name:	
Student Date of Birth:	
School Student Attends:	
Student Grade:	

The law requires and/or allows some information about your child to be shared with Tioga & Chemung Counties and New York State Public Health Agencies. This includes notifying the Tioga & Chemung County Health Department about the COVID-19 results of each student who is tested, including the student’s name, date of birth, race, ethnicity, gender, address, phone number, and result of the COVID-19 test. By signing below, I attest that:

- I have signed this form freely and voluntarily, and I am legally authorized to make decisions for the child named above.
- I authorize the Spencer-Van Etten Central School District to test my child for COVID-19 infection.
- I understand that my child may be tested at multiple times during the 2020-2021 school year.
- I understand that this consent form will be valid through June 30, 2021, unless I revoke such consent in writing.
- I authorize my child’s test results and other information to be disclosed to any governmental entity as may be required or permitted by law.
- I acknowledge that a positive test result will require my child to be sent home from school and remain at home until he/she meets the criteria to return to school according to the Tioga & Chemung County Health Department.
- I understand that this testing does not replace treatment by my child’s medical provider, and I assume complete and full responsibility to take appropriate action regarding my child’s test results.
- I agree that I will seek medical advice, care, and treatment for my child from his/her medical provider if I have questions or concerns or if my child becomes ill or my child’s condition worsens.
- I understand that, as with any medical test, there is the potential for a false positive or false negative COVID-19 test result.

Signature of Parent/Guardian

Date

Print Name

HIPPA (Health Department 9/27/19)

HIPPA Act of 1996 was put into place to ensure the security and privacy of Individual Health Information (Protected Health Information PHI).

PHI means any information either verbal or recorded in any form or medium that is created or received by a healthcare provider, health plan, public health authority, employer, life insurer, school, university or healthcare clearinghouse and relates to the provision of healthcare to an individual past, present or future, physical or mental health care condition or past, present or future provision of healthcare to an individual.

PHI (or identifiable information) includes: name, address, social security number, names of relatives, unique identifiers, dates, photos, Medicaid number, telephone or fax number, email address, account number.

It is the client's right to determine who has access to this information and there must be releases signed by the client (or their representative if appropriate) in order to release said information. The client must receive written notice of their HIPAA rights and they have the right to withdraw their consent to release to specific individuals or entities anytime.

The agency and staff must take appropriate efforts to secure all PHI. PHI should not be left unattended, should not be shared on unsecured electronic devices, should be shredded when appropriate, etc.

These rules apply to healthcare plans, healthcare clearinghouses, and healthcare providers, all of these are covered entities (CE).

Broome County is not a covered entity; however, we have county departments which are in fact covered entities (health department, mental health department, Willow Point Rehabilitation Center and Nursing Center). Therefore, Broome County is a Hybrid Entity and all departments are held to a higher standard in the handling of PHI.

HITECH ACT went into effect in 2013. This ACT added the requirement that any Business Associates enter into agreements with the CE to handle PHI in the same manner as the CE.

Broome County Departments will have Business Associate Agreements (BAA) between their department and entities they contract with and also with other county departments. HITECH also instituted the Security Rule which created the requirements of Administrative Safeguards, Physical Standards, Technical Standards, Organizational Requirements and Policies, Procedures and Documentation requirements.

45CFR Sections 164.400-414 require that the covered entity and any business associate provide breach notification to HHS of any unsecured PHI.

A breach of HIPAA involves any third-party getting access to PHI without a release signed by the individual to whom the information relates to their surrogate, or without valid basis for having the information.

If a breach is identified the individual should notify the department compliance person, the County Compliance Officer, the individuals involved, HHS and for the breach that affects more than 500 individuals they must notify the local media.

Broome County adopted its own HIPAA policy by legislative resolution on 3/20/14.

The Privacy Act of 1974 governs the collection, maintenance and dissemination of personally identifiable information (PII) that is maintained in records of federal agencies.

PII is "information which can be used to distinguish or trace an individual's identity either alone (such as name or social security number) or when combined with other personal information which is linked to a specific individual (such as date of birth, mother's maiden name, etc.).

It was enhanced by Privacy Act of 2005 and the AntiPhishing Act of 2005 (used to protect PII in an attempt to prevent identity theft).

New York adopted 2 laws in the NY general Business Law and the New York State Technology Law to protect PII as well as to limit the distribution and accessibility of PII.

Non-Patient-Specific Standing Order for the Collection of Specimens from Persons for Purposes of COVID-19 Testing

Purpose: To facilitate (1) the expeditious Collection of oropharyngeal (throat), nasal and/or nasopharyngeal swab specimens from persons potentially exposed to or known to have a COVID-19 infection and to submit such specimens for off-site PCR testing; or (2) the performance of rapid point of care testing of specimens collected from persons potentially exposed to or known to have a COVID-19 infection in accordance with the instructions for use provided by the test manufacturer to mitigate community spread.

Policy: Under this non patient-specific order, nurses who are employees of **Spencer-Van Etten Central School District** may: (1) collect oropharyngeal, nasal and/or nasopharyngeal swab specimens from persons, as described above, and submit such specimens for off-site PCR testing; or (2) conduct rapid point of care testing of specimens in accordance with the instructions for use provided by the test manufacturer.

On March 7, 2020, Governor Andrew M. Cuomo issued Executive Order No. 202, as amended by Executive Order 202.1, which modified subdivision 4 of section 6909 of the Education Law, subdivision 6 of section 6527 of the Education Law, and section 64.7 of Title 8 of the NYCRR, to the extent necessary to permit physicians and certified nurse practitioners to issue a nonpatient-specific regimen to nurses to collect and submit test specimens, as described above. Copies of Executive Order Nos. 202,202.1, and202.67 are available here:

- <https://www.governor.ny.gov/news/no-202-declaring-disaster-emergency-state-new-york>
- <https://www.governor.ny.gov/news/no-2021-continuing-temporary-suspension-and-modification-laws-relating-disaster-emergency>
- <https://www.governor.ny.gov/news/no-20267-continuing-temporary-suspension-and-modification-laws-relating-disaster-emergency>

The temporary modifications and suspensions of law in Executive Order No. 202, as amended by Executive Order No. 202.1, which provide the authority for this standing order, expire November 3, 2020, pursuant to Executive Order No. 202.67; if emergency conditions continue, the Executive Orders may be extended for additional periods.

Procedure:

1. All nurses collecting oropharyngeal, nasal and/or nasopharyngeal specimens for COVID- 19 must have had fit testing for appropriate personal protective equipment.
2. Perform hand hygiene and don appropriate personal protective equipment, which may include gloves, gown, mask and eye protection, before having direct contact with patients.
3. Provide an area for specimen collection that provides for a patient's privacy.
4. Obtain oral consent for oropharyngeal, nasal and/or nasopharyngeal specimen collection. Do not collect specimens unless the patient is adequately informed and consents to specimen collection. For minor persons and patients incapable of consenting to specimen collection, before a specimen may be collected, either a person legally responsible for the patient must give prior written consent to the specimen being collected or a person legally responsible for the patient must be present during the specimen collection and consent to the specimen collection.

For Off-site PCR testing:

1. Specimen collection: collect one (1) nasopharyngeal (NP) swab or one (1) oropharyngeal (OP; throat) and one (1) nasal swab per patient. Use only synthetic fiber swabs with plastic shafts. Do not use calcium alginate swabs or swabs with wooden shafts, as they contain substances that inactivate some viruses and inhibit PCR testing. Place swabs immediately into sterile tubes containing 2-3 mL of viral transport media. The nasal and OP swabs are to be combined at collection into a single vial. The NP swabs are collected in individual vials. Specimens are being sent to Wadsworth.
 - a. Nasopharyngeal swab: Insert a swab into the nostril parallel to the palate. Leave the swab in place for a few seconds to absorb secretions and slowly rotate the swab as it is being withdrawn.
 - b. Oropharyngeal swab (throat swab): Swab the posterior pharynx, avoiding the tongue.

- c. Nasal swab: Insert the swab into the anterior nares. Leave in place a few seconds to absorb secretions and rotate the swab as it is being withdrawn.
 2. Specimen storage and transport:
 - a. Complete the New York State Department of Health Wadsworth Center Infectious Diseases Requisition Form, located online at <https://www.wadsworth.org/programs/id/idr> and/or other electronic documentation as required by the New York State Department of Health.
 - b. If critical specimen transport is needed, notify the New York State Department of Health Critical Specimen Transport.
 - c. Store specimens at 2-8°C for up to 72 hours after collection. If a delay in testing or shipping is expected, store specimens at -70°C or below.
 3. Using pertinent guidance from the New York State Department of Health, as applicable, **Spencer-Van Etten Central School District** will provide the test result and associated counseling to the patient or parent/guardian.

For Rapid Point -of Care (POC) Testing:

1. Applicability: For rapid point-of-care testing, only those SARS-Co V-2 antigen and molecular tests that have been authorized by the U.S. Food and Drug Administration (FDA) as waived tests and for use at the point-of-care (POC) can be used.
2. Specimen collection: collect specimens in accordance with the instructions for use provided by the test manufacturer. The instructions for collection of specimens vary slightly between test types and should be read carefully by staff.
3. Complete the New York State Department of Health Wadsworth Center Infectious Diseases Requisition Form, located online at <https://www.wadsworth.org/programs/id/idr> and/or other electronic documentation as required by the New York State Department of Health.

4. Specimen storage: specimens should be tested as soon as possible after collection. If immediate testing is not possible, read the instructions for use provided by the test manufacturer to determine how specimens should be stored. The instructions for specimen transport and storage vary slightly between test types and should be read carefully by staff.
5. Specimen testing: Conduct testing of the specimen. Refer to the test manufacturer's instructions for use.
6. Results interpretation and reporting: Refer to the test manufacturer's instructions for the interpretation of test results. Using pertinent guidance from the New York State Department of Health, provide the test result and associated counseling to the patient or parent/guardian.

Order: In accordance with Governor Cuomo's Executive Order No. 202, as amended by Executive Order No. 202.1 issued on March 7, 2020 and March 12, 2020, respectively, and subject to the Purpose, Policy and Procedure set forth herein, I am hereby prescribing this non patient-specific order to facilitate the: (1) expeditious collection of oropharyngeal, nasal and/or nasopharyngeal swab specimens for off-site PCR testing or (2) performance of rapid point of care testing of specimens in accordance with the instructions for use provided by the test manufacturer.

This non patient-specific order will expire at the earlier of (i) the expiration of Executive Order No. 202, as amended by Executive Order. No. 202.1, and as most recently extended by Executive Order 202.67, and any further extension thereof; or'(ii) my discontinuance of this non patient-specific order, which I may do at my discretion. In the event that I discontinue this non patient-specific order prior to the expiration of Executive Order No. 202 and 202.1, as extended by Executive Order 02.67, and any further extension thereof, notice of such discontinuance shall be provided to **Spencer-Van Etten Central School District** -employees or via email.

Signature: _____ Date: _____

Name of Physician: Donald E. Phykitt, D.O. Title: Medical Director

Institution: Guthrie Medical Group

NYS License No.: 205144

Effective 'Date of Order:

public facing School Dashboard, and laboratory reporting of all COVID-19 test results to the Department of Health. Laboratory data on COVID-19 test results for New York State residents 5-17 years of age is matched to the school district within which an individual resides. This data reflects the number of COVID-19 tests and test results for students living in a school district. Overall, the positivity rates within school settings have remained low to date. This is most

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likely due to school settings adhering to the in-person instruction requirements. Schools must maintain all requirements of [in-person instruction](#).

NYSDOH is continuing to provide rapid testing kits for the virus that causes COVID-19 to local health departments (LHDs), hospitals, pharmacies, and other health care providers at no cost so long as testing is open to the public, offered free of charge, and prioritizes vulnerable and at-risk populations that may not currently have equitable access to testing.

Schools, particularly those in a yellow zone, should contact their LHDs, and other local health care partners to establish partnerships and make arrangements for deployment of these tests in their school setting to facilitate the required testing of students, teachers, and staff attending in-person. Additional information on how to schools can work with LHDs and local health care partners is provided in the [ADDENDUM of November 12, 2020](#) to the *Interim Guidance on Mandatory COVID-19 Testing in Public and Non-Public Schools Located in Areas Designated as “Yellow Zones” Under the New York State Cluster Action Initiative*.

Schools may also request test kits directly from the NYS Department of Health at Covid19rapidtest@health.ny.gov.

To find a partner who has a limited service laboratory (LSL), you can visit this website: <https://www.wadsworth.org/regulatory/clep/limited-service-labs>. Additionally, the Department can assist with partnering a school with a community partner and schools should contact SchoolQuestionsCOVID@health.ny.gov if they are interested.