Quick Guide: COVID-19 Testing Program
September 21, 2020

This Quick Guide provides a brief overview of the COVID-19 testing program. The program is subject to change, and the processes and procedures described herein may be modified. Any changes will be shared in an updated Quick Guide. Please view a brief video that provides a comprehensive overview of the testing program.

COVID-19 Testing Program Overview
Los Angeles Unified is implementing a program to provide the highest standard of safety measures at schools. The key components of the program include daily health checks, COVID-19 testing of students and staff, and community engagement to follow up on positive cases of COVID-19 and employees who may have been exposed or are not feeling well. Additionally, reporting procedures have been developed in accordance with the law to keep the school community informed of this testing and its results and of the District’s continued health mitigation measures.

Below are brief descriptions of the key components of the program.

Daily Health Check
In early October, the District will be releasing a digital application called the Daily Pass. This application will be used by all employees, students and visitors to complete a required daily health check for admission to a campus or office. The daily health check will monitor for safe behaviors, physical wellness and potential exposure to the virus. Those who affirmatively complete the daily health check will receive a Daily Pass that can be used for admission to schools or District offices.

Individuals who do not have access to the app can complete the health survey at a school or office entrance.

Temperature Check
No-touch temperature checks will be implemented at all schools as an additional screening tool.

Testing Process
COVID-19 testing of all employees and students will be done on a regular basis, at frequencies recommended by a consortium of leading health experts from UCLA, the Johns Hopkins University and Stanford University. Additionally, household members who are symptomatic or may have been exposed to a student or employee who tests positive will be offered testing.

The District is providing nasal swab tests as the primary testing method. A saliva test is also available to children or adults, if requested. Test kits have been procured from labs that are able
to provide most test results within 24-36 hours and is being provided to all at no charge to anyone receiving a test.

Individuals will be notified via email and/or phone call when it is time to schedule their baseline test appointment. The samples collected will be scanned, packaged and sent to the lab. Test results and demographic data collected during the testing process will be shared with public health authorities in accordance with the law. All test results and data collected will be kept in a secure database and kept private. Some of the data will also be provided to our health experts at UCLA, the Johns Hopkins University and Stanford University for additional research which will hopefully inform others across the nation or world of ways to keep our schools safer. Any information shared with outside parties will be in full compliance with privacy law and only with consent from any participant in the testing program.

Testing Sites
Testing is currently being provided at 41 testing sites. Each testing site is located at a school within each Community of Schools.

Participation in the COVID-19 Testing Program
All employees and students will be provided with an initial baseline test followed by periodic testing at frequencies recommended by a consortium of leading health experts from UCLA, the Johns Hopkins University and Stanford University.

The first phase of testing includes employees who are currently working at school sites or offices and employees and their children participating in the childcare program. The second phase of testing will include all staff who is currently working from home. The third phase of initial testing will include all students. If an employee or student becomes symptomatic or tests positive, the employee or student and household members who may have been exposed will be given instructions to quarantine and referred for testing.

Return to Work
Staff working at any COVID-19 Testing Center or any childcare program must be tested and have a negative test result before reporting to work. For any subsequent tests, staff will continue to report to their assigned site while they await test results.

All other staff will continue to report to work while they await test results.

Community Engagement
The District has formed a dedicated Community Engagement team to contact those with a positive test result, as well as those who may have been exposed or are not feeling well. Community engagement is a confidential process used to reduce the spread of the virus. Those known to be exposed to an employee or student with the virus will be contacted and will be referred for testing and medical care as appropriate.
When an employee or student tests positive they will receive a link to view their test result via text and email with instructions to isolate immediately. The Community Engagement team will call the individual the same day. The team will provide isolation instructions and proceed to contact household members, employees, and students who may have been in contact with a positive case, provide quarantine instructions and refer them for a test. Details of the case and the list of those exposed is submitted to the Los Angeles County Department of Public Health to conduct further contact tracing.

**Reporting**
Within Health Insurance Portability and Accountability Act (HIPAA) guidelines, Los Angeles Unified will provide various reports to schools and the community about tests administered, the number of positive cases, positivity rates, as well as information about Daily Passes issued. The District-wide dashboard is currently the only dashboard being published. Additional dashboards with Community of Schools and school level data will be available when students return to campus.

**Communications**
Written communications, signage, flyers, videos and other materials will be provided shortly to help employees, students, and families understand the program including the new daily health check, COVID-19 testing and other program components.

**Top 10 Frequently Asked Questions**

1. **What should I do if my test result is inconclusive, invalid or if I don’t receive a result within 2 days?**
   You should schedule an appointment for a new test as soon as possible at [http://achieve.lausd.net/covidtestingappt](http://achieve.lausd.net/covidtestingappt)

2. **What if I missed my appointment, can I reschedule my test?**
   Yes. You may reschedule at [http://achieve.lausd.net/covidtestingappt](http://achieve.lausd.net/covidtestingappt).

3. **Can I make an appointment at a testing site near my home?**
   Yes, you can schedule an appointment at any of the testing sites.

4. **What if I am having trouble booking an appointment?**
   The Los Angeles Unified help desk can provide assistance from 6am to 6pm Monday through Saturday. Families can call (213) 443-1300 and staff can call (213) 241-2700.

5. **How will administrators or supervisors be informed about their employee status?**
   Principals and supervisors will be informed of any employee who should not be admitted onto campus. In October, the Daily Pass app will have the capability to link test results and display a QR code that will allow for admission by students, staff and families to school sites or offices.
6. Can I get tested through my own Health Care Provider?
   Yes. Results must be valid and submitted within 3 days of taking the test to Employee Health Services at employeehealth@lausd.net or fax at (213) 241-8919.

7. Will I be able to choose whether to use the nasal swab test?
   Currently a nasal test is the primary test being administered by Los Angeles Unified. A saliva test is also available at all test sites and can be approved by the medical department, as needed.

8. What is the distinction between isolation and quarantine?
   Health authorities require those who have tested positive for COVID-19 to complete an “isolation” period; those who may have been exposed to COVID-19 and do not have symptoms of COVID-19 to complete a “quarantine” period. In practice, isolation and quarantine both mean to stay home and stay separated from others who have not been exposed to COVID-19.

9. What if I am unable to test due to medical reasons?
   Employees who are unable to test due to medical conditions will need to provide medical certification to be evaluated by the COVID-19 testing program’s Medical Director, Dr. Murray Lappe. Contact Dr. Lappe at cp-murray.lappe@lausd.net.

10. May I ask staff to show me their test results?
    No. A test result is personal health information protected by HIPAA and an individual does not have to disclose test results. In October, the Daily Pass app will have the capability to link test results and display a QR code that will allow for admission to school sites or offices.

The latest information on the COVID-19 testing program can be viewed at https://achieve.lausd.net/covidtesting.

You can also check out this video to learn more about the testing program.