



STUDENT SUPPORT & HEALTH SERVICES

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Jorge A. Aguilar, Superintendent

Victoria Flores, Director III

MEMORANDUM

Date: April 15, 2021

To: All Principals and Office Managers

From: Victoria Flores, MSW

Director III, Student Support & Health Services

Subject: 20-21 COVID-19 Testing & Health Aides

Health Aides are contracted staff from a medical contracted agency and are being assigned to school sites to support COVID-19 testing. The goal is to have a Health Aide or LVN, depending upon student needs, at every site for a portion of every day, staffed for 6 hours a day. The Health Aides' primary role is to support surveillance COVID-19 testing and any other COVID-19 needs.

COVID-19 testing program basics

- Testing is voluntary and free for all staff and students
- Staff and students must pre-register for testing - the registration process is how parents/guardians provide consent for testing their student
- Registration links are specific to your school site and are available in your google "Safety Folder (insert school name)" or on the district website here: <https://www.scusd.edu/covid-19-testing> (scroll to the bottom). The "[Testing Folder/Testing Flyers](#)" includes the following:
 - Parent letter about COVID-19 testing (English/Spanish)
 - Staff letter about COVID-19 testing
 - Student & Staff Registration Flyers with link and QR code (English/Spanish)
 - COVID-19 Testing Reminder notice - please send this out to families on your testing week

Types of COVID-19 Testing

- Asymptomatic or surveillance testing: the goal of this testing is to identify asymptomatic or pre-symptomatic cases.
 - Surveillance testing will be offered (every other week) during the school day to all registered staff and students every 2 weeks on Tuesdays and Thursdays while in the Red Tier Level.
 - Routine surveillance testing for TK-6 will start on April 13 and April 15
 - Routine surveillance testing for 7-12 grade will start on April 20 and 22
 - When parents register for testing, their student will automatically be tested every two weeks. If parents want to revoke their consent for testing, they must notify the school in writing.

- Health Aides will provide a list of students registered to test during the testing windows. Site staff will arrange and bring registered students to the Care Room for testing in small groups.
- Symptomatic testing will be offered to individuals with symptoms of COVID- 19 that are already on site. A negative test result can shorten the Stay at Home requirement. We must have consent to provide symptomatic testing to students. Staff and students must follow the [Stay Home and Return to School Guidelines](#).
- Response testing is used to identify positive individuals among close contacts of a case within a cohort. Response-based testing can be provided for symptomatic or asymptomatic individuals with known or suspected exposure to an individual infected with COVID-19. We will offer voluntary response testing to all individuals considered close contacts to a known COVID-19 case before leaving the site.
- Please see the [Return to Health plan for further details about COVID-19 testing](#).

How to do surveillance testing at your sites

- On Tuesdays or Thursdays we encourage all staff and students to test. Staff may drop in to the Care Room for a test at any time. Registered students must be called from class or brought by a staff member to the Care Room for testing.
- How to identify registered students?
 - The Health Aide can look up registered students in the Color testing application.
- What do they need?
 - Provide the Health Aide with class rosters identifying which students are in Tues/Wed schedule and which are Thurs/Friday.
 - The Health Aide will cross check the students and note which students are registered for testing.
- How to organize surveillance testing?
 - The Health Aide will work with the principal to plan an organized way to bring registered students to the care room.
 - Care Room based testing: students may be called out of class individually or in small groups. A staff person can bring small groups to the Care Room. If more than one student comes to the care room the students must be supervised by another staff member while the Health Aide is testing.
 - Classroom based testing: provide Health Aide with a cart to hold testing supplies and Chromebook. Health aide moves from classroom to classroom with class lists for cohort A and B calling out one by one and testing those registered.
 - Sites may work to organize testing in a format that works best for them - Health Services team is available to consult as needed.

Additional duties Health Aides may support

- Symptomatic or response Covid-19 testing
- Supporting and supervising students in the Care Room who do not pass the health screening or become sick during the school day
- Providing guidance on the “[Stay at Home and Return to School](#)” guidelines
- Fielding questions about quarantine/isolation and when ill students/staff may return to school/work.
- Some LVNs or Health Aides may be assigned by Health Services to support

other student medical needs at your site, such as supporting students with diabetes.

- Contact Tracing

First Aid & Medication Management through School Office

First aid and medication management should continue to be provided by the regularly assigned office staff, as the Health Aides' primary function is to support our COVID-19 response.

Room & Supply Requirements

Please ensure the Care Room is fully stocked with all the supplies needed to support individuals feeling sick. These supplies should be ordered by the school site, all PPE through the Warehouse order form, other items through Office Depot or other vendors. Below are a list of supplies and items each site needs to provide:

- Care room must be large enough for the Health Aide and at least 2 other individuals to be spaced more than 6 feet apart
- Desk or table for work space
- Outlet for computer
- Secure location to store equipment after hours (such as locked cabinet or closet)
- Phone
- Well ventilated (ideally open door and window with cross ventilation or upgraded HVAC)
- PPE supplies (gloves, thermometer, blue surgical masks, face shields, hand sanitizer, tissue, disinfectant, vomit bags (emesis bags), cot cover paper etc.)
- Water for drinking
- Access to running water, soap, and paper towels (sink in room preferred, or nearby)
- Space for COVID testing materials to be securely stored
- Covid-19 precaution signage- masking, distancing, hand hygiene, cough hygiene

Call-Outs/Absences

Health Aides must follow all Stay at Home and Return to Work requirements, which means your site may experience Health Aide absences. Health Services will do our best to cover absences, however all schools sites need to have contingency plans in the event your Health Aide is absent and no coverage is available.

Supporting Testing at Larger School Sites

Health Aides will be pulled to other sites as needed to support testing events, particularly at the comprehensive high schools or larger middle schools. This will likely occur near the end of the in-person instruction day.

Questions?

If you have any questions or concerns about the Health Aide role or support at your site please contact Lisa Musser, Health Services Coordinator, at lisa-musser@scusd.edu or (916) 826-4863.