NYC Public School COVID-19 Testing Program
January 2022

Testing happens weekly at your school

- Schools will be scheduled for COVID-19 PCR testing every week.
- Your threshold is calculated as 20% of all students who are unvaccinated or have an unknown vaccination status.
- The testing population will consist of all consented students, both vaccinated and unvaccinated; use the RCOV list on test day.
- Every week, DOE creates a randomized list of students to test, known as your RCOV list. The list includes only students that are consented and eligible for testing, being sure to use it on test day.
- The School Testing Team will communicate schedule up to a week in advance via email to the Principal and to the Points-of-Contact.
- Any reschedule requests should be requested via the Reschedule Request Form.

How to meet your threshold

- You can find your threshold in the Sharepoint Folder.
- Call all students in for testing from the RCOV list until you've met your threshold.
- If your threshold is higher than the number of consented students, work with your school community to collect more consents from parents via NYC Schools Account (NYCSA) or by submitting a signed paper consent form.
- Your threshold will decrease over time due to students getting vaccinated.

Let's talk results

- Results are typically communicated within 48–72 hours.
- Backpack Letters should be distributed to all students who are tested so their parents/guardians know how to obtain results.
- Additional information for accessing results can be found here.
- The Situation Room manages closures and will discuss classroom and school closures as necessary with the Principal.
- The Situation Room phone number is 212-393-2780.
- Principals will only be notified of positive results by the Situation Room; Principals will not be notified of individuals' negative results nor get a list of results directly from testing provider.

Uploading consents and vaccination cards

- Consenting for COVID-19 testing is voluntary for students.
  - Parents/Guardians can submit consents electronically through the NYC Schools Account or via a paper consent form.
- Ensure all paper consent forms are entered into ATS as you receive them; they may take up to a week to be randomized on the RCOV list.
- For instructions on how to enter consents or access your ATS reports, please refer to the ATS Wiki.
- Parents of vaccinated students should upload proof into the student vaccination portal at vaccine.schools.nyc.

How to have a successful test day

- Designate a staff point person to manage test day and supervise your students during testing.
- Print your RCOV list from ATS the morning of testing. This is the list you will use on test day; have it available to show the testing team.
- Call your students down for testing using the RCOV list: start testing with the first person on the list and then keep testing until you have met your threshold. If a student is absent, move on to the next student.
- The testing team will only test students that are on the RCOV list.
- Set up a safe indoor space for the testing team. More info about space requirements are linked here: Covid Testing Room Needs

Updates to in-school testing: January 2022

- Beginning on January 3, 2022, student thresholds will be doubled.
- The testing population will consist of all consented students, both vaccinated and unvaccinated; use the RCOV list on test day.
- Previous updates from December 6, 2021, still in effect:
  - Providers are able to test up to an additional 10% of DOE staff on testing days beyond the 20% student threshold.
  - On a school’s testing day, student testing must be completed first before any staff are tested.
  - Testing providers must maintain their schedule and must leave at the end of their testing window; they are not permitted to extend their testing window to accommodate staff who want to be tested.
  - Opting into COVID-19 staff testing is voluntary, however DOE staff must give consent via the DOE’s daily health screening form.
  - Staff will not appear on the RCOV list.
  - Staff will not count towards meeting threshold. There is a separate staff testing max number.
- DOE Testing Policies can be found on Infohub: https://infohub.nyced.org/school-year/school-year-2021-22/covid-19-testing

We can help

- If you have any questions, issues, or day-of problems with testing, please submit an escalation ticket to the School Testing Team via the Escalation Form.
- Escalations are actively monitored from 8am to 5pm on school days and responses are swift. Be sure to leave a direct phone number, such as a cell phone number or extension.
- Feedback Forms are sent after testing is completed so you can grade testing and we can improve our program; please do not leave escalations in the feedback form.
- For questions about at-home rapid test kits, please email stayinghealthy@schools.nyc.gov

For questions, contact the School Testing Team via the Escalation Form.