

April 2021

## ISF COVID-19 Self-Testing Procedure

On Monday, April 19th **mandatory** COVID testing is required twice a week for all students and staff on campus. This will apply to students in Grade 1-6 and 11 (KG-Preschool will not get tested on campus). Due to government restrictions, Grade 7-10 will continue online lessons and will not require COVID testing.

According to the government, **proof of a negative test result will** be a mandatory requirement for participation in on campus lessons and emergency care. Parents can decide whether their child should take a COVID test at school or a so-called citizen test (Bürger-test) at one of the test sites outside the school and cannot be older than 72 hours. However, a self-test carried out at home is not sufficient as evidence.

**Students who do not provide the school with evidence of a negative test result and who do not make use of the COVID test offered in the school will not be able to attend on campus lessons and will need to attend online lessons. ISF staff will send any students home who arrive to school without proper documentation.**

On Monday, April 19<sup>th</sup>, students will line up at the gate. ISF staff will check their name and registered documentation before allowing them to proceed onto campus. Students will go to their designated homeroom at the normal school start time. The nurse, leadership team members and homeroom teachers will go into the Grade 1-6 homeroom classes, to conduct the testing. Grade 11 will have their testing done at a scheduled time after homeroom.

Parents will only be notified if their child tests positive. We will continue to follow the [Case Review Flowchart](#) for any confirmed positive tests. The definition of a confirmed COVID test is one that is confirmed by a doctor to reaffirm the positive rapid test done in the classroom.

- Demo video for [students, here](#) (this will also be shown in students homeroom class)
- Official test instructions for [test administrators](#) are available, [here](#)
- The in-class COVID testing procedures and processes are shared below for your reference

Please remember, this is for the safety of our school. Your cooperation and support is greatly appreciated.

All the best,

Corina Rader, School Director

### Teacher script prior to testing

“I am so proud of how well you have been following all the school hygiene measures. By doing this you have helped keep our school a COVID free zone since January!

But, for us to ensure everyone’s health and safety, as well as follow the new government regulations, it will take a new additional layer of protection.”

“We are going to do self-tests for COVID in class, at your assigned desk. I will first show you a [video about how to do the self-test](#) and then I will tell everyone what to do as we go through the process. It is very important that everyone takes this seriously and doesn’t play with the testing material. Everyone is in charge of doing the test themselves. I will walk you through the procedure, step-by-step. Take each step with the rest of the class so that we can make sure that we time things properly.”

“Please remember that no matter if you test is negative or positive, you don’t share the information with anyone in class. If someone has a positive test, it is okay. A positive test can happen to any one of us and it doesn’t mean that you did anything wrong. If you do test positive, quietly come to me so I can excuse you to see the nurse.”

“Does anyone have any questions?”

### Homeroom Teachers - Before Testing

1. Watch the official test instructions for test administrators, [here](#).
2. Make a copy of your seating chart and assign a number, 1-20, for each student starting at the front left table on your seating chart. This chart will be turned into the nurse after testing.
3. Put on surgical gloves
4. Place 2 work stations/tube holders at the front desk and number the first holder, 1-10, and the second holder 11-20.
5. Keep the extraction reagents and test cassettes at the front desk (collection tubes with saliva collector will be distributed to students).

### Testing instructions

6. Everybody washes their hands prior to starting (and as is procedure to enter the class).
7. Students sit at their desks, 1.5 metres from other students, with masks on.
8. Windows are to be opened for ventilation during the process.
9. Show class the demo video for [students, here](#)
10. Teachers distribute the collection tubes with saliva collector to each student.

### Steps for students with teacher script

“Please stay in your seats from now on. Listen to directions as I tell you what to do with your kit, step by step.”

- A. Clear table completely
- B. Make sure your test materials are in front of you
- C. Take the collection tube and insert the saliva collector into the collection tube
- D. Put the saliva collector close to lips and let the saliva flow into the collection tube.
- E. The amount of saliva needs to be at the scale mark.
- F. Replace your mask.
- G. Wait quietly while the teacher/nurse comes around to collect your tube.

### Testing procedures done by Teacher/Nurse

1. Place the collection tube with the saliva collector which has saliva in the work station according to assigned seat chart numbers, 1-20.
2. Unscrew the lid of the extraction reagent. Add all of the extraction reagents into the collection tube.
3. Discard the saliva collector. Cover the collection tube with the dropper tip onto the collection tube.
4. Shake the collection tube more than three times vigorously to mix the saliva and the extraction reagent.
5. Then squeeze the mixed solution ten times to allow the saliva to be thoroughly mixed.
6. Remove the test cassette from the sealed pouch. Place the test cassette on a dry, flat, surface.
7. Reverse the collection tube, holding the tube upright, transfer 3 drops slowly into the specimen well of the test cassette.
8. Start the timer and wait for the colored lines to appear.
9. Interpret the test results in 15 minutes. Do not read results after 20 minutes.
10. Positive – Two lines appear and Negative – one colored line appears at the control region and no line appear at the test region (T)
11. Teacher marks the results on the copy of the seating chart with assigned a numbers, 1-20, for each student starting at the front left table on your seating chart. Mark; A- absent, P- positive result, N- negative results, HT- home tested for COVID and the nurse will confirm that the test meets requirements
12. Teacher discards all testing material in the waste bin and removes the liner. This will be tied and placed outside of the door for collection. Place a new bin liner in your bin. The

students should throw in their own rubbish - **no one should touch other people's rubbish.**

13. Teacher removes gloves.

14. Everyone washes hands or sanitizes.

15. **Hygiene Prefect wipes down tables and closes window.**

### **What happens if a child tests positive?**

Teacher will confidentially, discreetly talk to the student and say: "You have tested positive. That means you will go to the nurse's office and wait there until your parents can come pick you up."

If the class is aware of the positive test result of the student:

"It is okay when someone tests positive. That is why we are taking these tests. You don't need to be afraid or worried. We definitely want to respect all of our classmates and support them so we will not tell anyone the results of our tests or the results of others."