

Staff Covid Testing Protocol

Staff with Symptoms

- **Staff should NOT arrive at work if exhibiting symptoms** that fall into the covid symptom guidelines.
- **Health office staff in each building are NOT able to provide testing right away in the morning for symptomatic staff.** Staff testing at school should only occur if symptoms develop during the day and is only available if health staff have the time and supplies. See below for testing options available.

AESOP Instructions

Staff are required to complete the “Notes to Administration” field when selecting "sick leave/self" as the absence reason in AESOP.

Please indicate if your absence is related to covid by entering one of the following into the notes section:

- Non-Covid related
- Covid related (indicate if you have contacted Covid Information Center)

This practice will help our health staff identify who needs to be contacted by the Health Office and eradicate calls to staff for non-covid related illness.

Staff Testing Options

- Staff who develop/exhibit symptoms during the school day may receive a Cue test (molecular test) in the school health office based on staff availability and testing supplies. Testing will not be done at the beginning of the day as staff is not available. Cue testing takes approximately 20 minutes for results. Health staff do not come in early or stay after their work hours for staff/student testing.
- Cue tests are available most mornings at the Transition Center. You **MUST** sign up for a time in order to be tested. Do not just arrive without registering as you will not be able to test. Limited time slots are not available. Testing times are 7:45 am and 8:15 am. This testing is for staff who are exhibiting symptoms. **DO NOT** show up unless you have signed up for a time. If you must cancel or have any questions, please email Allie at aanderson@alexschools.org
 - Click [HERE](#) to sign up for a test
 - You **MUST** wear a properly fitting mask when entering the Transition Center.
- Staff can order a BD Veritors test for at-home use from the District. **TWO** tests are required for return to work, if negative, and should be done at least 24 hours apart (see instructions based on brand of test if using a different at-home test). These tests are for those exhibiting symptoms and only **FOR STAFF USE ONLY** (not family members). Click [HERE](#) to order a test.
 - The BinaxNOW tests that schools have available are for students only (per MDH rules). Staff can purchase BinaxNOW tests from a local store or any other brand. Please follow the instructions per that test on when the 2nd test should be taken.
 - If symptomatic and using an at-home test (i.e.BD Veritors,BinaxNOW), two tests are required for return to work, if negative results. The test needs to be done at least 24-36 hours apart, depending on the brand of the test.
 - Pictures of both test results should be emailed to covid@alexschools.org with the students/staff name and date of test written **DIRECTLY** on the test.

- At-Home tests are available for those exhibiting symptoms OR testing due to a close contact. These tests should not be used 'just to know' as we do have limited tests available. They are also not available to have 'on-hand' and need to be used immediately. If you find you do not need the test, then please return to Maggie Timm at the District office.
- ****The BD Veritor tests require a compatible smartphone for use. Please make sure you ensure that your smartphone will work for this test. Click [HERE](#) for compatible devices.**
- Video Instructions on BD Veritors test [HERE](#)
- Local options for testing can include the following:
 - Alomere Health 320-763-5123 *Requires an appointment with a healthcare provider prior to testing
 - Sanford Health 320-762-0399 *Requires an appointment with a healthcare provider prior to testing
 - Walgreens 320-763-4360 *Schedule online by clicking [here](#)

FREE COVID Testing

- MDH: Community Testing Locations – Dates and Locations (<https://www.health.state.mn.us/diseases/coronavirus/testsites/index.html>)
- MDH: Free At-Home Test Kits – No-Cost COVID Testing for All Minnesotans (<https://learn.vaulthealth.com/state-of-minnesota/>)
- Walgreens- need to schedule appointment online https://www.walgreens.com/findcare/covid19/testing?ban=covidfy21_newtestingpg_heroban

Covid Information Center

Test results and questions should be directed to our Covid Information Center at (320) 762-3345 or covid@alexschools.org. The Covid Information Center is monitored until 3:00 pm daily and it may take up to 24 hours to get a return response.