

Test to Stay in School:

District Onboarding Checklist



Thank you for your interest in the Test to Stay research study. Please see below for next steps and confirm completion via email to your district assigned study representative:

1. **Executed Data Use Agreement (DUA):** A Data Use Agreement covering the Test to Stay study is required. If you have an existing DUA with the ABCs, we will confirm if this agreement covers future research and PII. If these items are not covered, we will initiate a new DUA with your district.
2. **Local Health Department (LHD Approval):** Please confirm approval from your local health department.
3. **Board of Education (BOE) Approval:** Please confirm approval from your board of education
4. **Study Training:** All administrators and nurses who will be assisting with this protocol are required to complete the [Test to Stay Phase 2 Training](#) to gain access to our systems (Duke Box and AirTable). The training is virtual and includes short embedded videos covering an overview of the protocol, the eligibility requirements, the consent process and the data entry process. Our current resources are available on the [ABC Test to Stay web page](#).
5. **Test Supplies and Requirements:** The ABC Science Collaborative team will supply Quidel tests. In preparation for receipt of Quidel tests, please complete the steps outlined below. As a friendly reminder, please only use tests supplied by the ABC Science Collaborative for the Test to Stay study.
 - a. **Quidel Training:** Please ask your nurses, CNAs or those conducting testing complete the Quidel training via a [Qualtrics survey](#). This should take ~ 5-10 minutes.
 - b. **CLIA Waiver:** Please update your existing CLIA waiver to include the following information.
 - i. **Section VI. "Waived Testing":** One or both of the following COVID-19 tests will be used in the district: **Quidel QuickVue SARS Antigen Test** or **Quidel At-Home OTC Test**. Serial COVID-19 testing will be performed on consenting students and staff who have been exposed to SARS-CoV-2 at various time points in the K-12 school community setting. School nurses or public health professionals will oversee testing.

- ii. **CLIA Representative:** If you have an existing CLIA waiver, please email Azzie Conley (Azzie.Conley@dhhs.nc.gov) with your existing waiver number and explain the addition of the text written above.
 - c. **Quality Control:** The ABC Science Collaborative team will perform QC testing on all lots prior to distribution. No action is needed on your end.
 - d. **Requesting Additional Tests:** Please email SchoolSETStudy@duke.edu to request additional tests. Please confirm your CLIA waiver has been updated. We will review the Qualtrics survey to verify that training has been completed.
 - e. **Shipping Address and Contact:** Please provide a shipping contact NAME, PHONE NUMBER and ADDRESS. These items are required on the shipping label.
 - f. **Exposures per Week:** Approximately how many exposures are occurring in your district per week? We will use this number to estimate the number of tests to be shipped.
6. **Team Meeting:** After completing training and prior to your first day of enrollment, please attend one of our open office hour sessions (Wednesdays from 12-1p or Thursdays from 1-2p). During this meeting, we will verify you have access to all platforms and understand how to navigate Duke Box and AirTable for a successful launch.
7. **Start Date:** Please indicate your target start date
8. **District Masking Policy:** Please describe your district's current masking (e.g. mandatory masking, voluntary masking, threshold-based masking) and quarantine policies.