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Tabletop Exercise #5: Resource Guidebook for Implementation of COVID-19 Testing in K-12 Settings

As of February 15, 2021

This guidebook provides leaders with the step-by-step processes needed to design and implement district-wide testing. The information in this workbook closely aligns with the best practices outlined in The Rockefeller Foundation's comprehensive document titled *Covid-19 Testing in K-12 Settings: A Playbook for Educators and Leaders*.

For questions about this resource or to inquire about support in implementation, please contact Chiefs for Change at cfcta@chiefsforchange.org.

NOLA Public School

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Tabletop Exercise Step #1: Pre-Planning

Subgroup: Defining inventory tracking, disposal, and transport protocol and procedures

Pre-Planning Questions	Pre-Planning Task
Which member(s) of the task force will take the lead on this subgroup?	**Assign the following roles to members of the task force:**
Who are other district or school staff that will be involved?	**Invite the following stakeholders to join the task force as necessary:**

Tabletop Exercise Step #1: Pre-Planning

Subgroup: Defining inventory tracking, disposal, and transport protocol and procedures

Pre-Planning Questions	Pre-Planning Task
What non-district stakeholders will be involved and how? External stakeholders may be able to provide insight into some of the unique challenges that a school may face, and help tailor their solutions to the school's unique needs.	**Invite the following stakeholders to join the task force as necessary:** Possible participants: public health officials, testing vendor, family volunteers, volunteers (AmeriCorps, Medical Service Corps, etc)
What is the timeline for completion? When will the task force be updated?	**Which other stakeholders (inside and outside of the district) should join subgroup meetings, and when?**

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Tabletop Exercise Step #2: Resource Review

Subgroup: Defining inventory tracking, disposal, and transport protocol and procedures

Resources to Inform Planning	Resources / Links
Outlining test frequency and schedule	• The Rockefeller Foundation's *Covid-19 Testing in K-12 Settings: A Playbook for Educators and Leaders*, Section 2.7 • The Rockefeller Foundation's Taking Back Control: A Resetting of America's Response to Covid-19
Setting up testing facilities	• The Rockefeller Foundation's *Covid-19 Testing in K-12 Settings: A Playbook for Educators and Leaders*, Section 3.4 • Design Considerations for Off-Site Testing Facilities
Designing operation flow	• The Rockefeller Foundation's *Covid-19 Testing in K-12 Settings: A Playbook for Educators and Leaders*, Section 3.5
▶ **Defining inventory tracking, disposal, and transport protocol and procedures**	• **The Rockefeller Foundation's *Covid-19 Testing in K-12 Settings: A Playbook for Educators and Leaders*, Sections 3.8 and 3.9** • **Texas Education Agency: Covid-19 Testing Playbook** • **Texas Commission on Environmental Quality: Disposal Guidance for Covid-19 Rapid Testing Kits from Schools** • **CDC: Guidance on Covid-19 Waste Management**
Standing up data management, registration, scheduling, reporting capabilities	• The Rockefeller Foundation's *Covid-19 Testing in K-12 Settings: A Playbook for Educators and Leaders*, Sections 3.11 and 3.12

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Tabletop Exercise Step #3: Identify Obstacles

Subgroup: Defining inventory tracking, disposal, and transport protocol and procedures

Action	Potential Obstacles
Determine inventory levels and minimum thresholds for all types of supplies and equipment necessary for testing	1. *Example: KN95 masks are on backorder for next six weeks* 2. 3. 4. 5.
Understand any storage requirements for supplies and ensure sites have appropriate storage capacity	1. *Example: School XYZ lack ability to keep storage area climate controlled* 2. 3. 4. 5.
Establish a standard method for schools to communicate their inventory needs	1. *Example: School runs out of KN95 masks* 2. 3. 4. 5.

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Tabletop Exercise Step #3: Identify Obstacles

Subgroup: Defining inventory tracking, disposal, and transport protocol and procedures

Action	Potential Obstacles
Determine the appropriate procedures for disposal of PPE and other testing supplies according to local public health guidelines	1. *Example: Waste management firm requires excessive cost for disposing hazardous waste from tests* 2. 3. 4. 5.
Determine the proper packing and shipping procedures required for safe specimen transport (if working with a lab)	1. *Example: Test kits must be mailed by noon in order to obtain results within 24 hours* 2. 3. 4. 5.
[Enter additional actions here]	1. *Example:* 2. 3. 4. 5.

Tabletop Exercise Step #4: Overcoming Obstacles

Subgroup: Defining inventory tracking, disposal, and transport protocol and procedures

Action	Potential Obstacles	Brainstorm: How to Overcome Obstacles
Determine inventory levels and minimum thresholds for all types of supplies and equipment necessary for testing	*1.* *Example: KN95 masks are on backorder for next six weeks*	*1.* *Connect with health department for alternative masking guidelines while awaiting KN95 shipment*
	2.	2.
	3.	3.
	4.	4.
	5.	5.

Tabletop Exercise Step #4: Overcoming Obstacles

Subgroup: Defining inventory tracking, disposal, and transport protocol and procedures

Action	Potential Obstacles	Brainstorm: How to Overcome Obstacles
Understand any storage requirements for supplies and ensure sites have appropriate storage capacity	*1.* *Example: School XYZ lack ability to keep storage area climate controlled*	*1.* *Store School XYZ materials at nearby School ABC*
	2.	2.
	3.	3.
	4.	4.
	5.	5.

Tabletop Exercise Step #4: Overcoming Obstacles

Subgroup: Defining inventory tracking, disposal, and transport protocol and procedures

Action	Potential Obstacles	Brainstorm: How to Overcome Obstacles
Establish a standard method for schools to communicate their inventory needs	*1.* *Example: School runs out of KN95 masks mid-week*	*1.* *District holds back 100 KN95 masks for emergency distribution to schools*
	2.	2.
	3.	3.
	4.	4.
	5.	5.

Tabletop Exercise Step #4: Overcoming Obstacles

Subgroup: Defining inventory tracking, disposal, and transport protocol and procedures

Action	Potential Obstacles	Brainstorm: How to Overcome Obstacles
Determine the appropriate procedures for disposal of PPE and other testing supplies according to local public health guidelines	*1. Example: Waste management firm requires excessive cost for disposing hazardous waste from tests*	*1. Seek in-kind donation from waste management company*
	2.	2.
	3.	3.
	4.	4.
	5.	5.

Tabletop Exercise Step #4: Overcoming Obstacles

Subgroup: Defining inventory tracking, disposal, and transport protocol and procedures

Action	Potential Obstacles	Brainstorm: How to Overcome Obstacles
Determine the proper packing and shipping procedures required for safe specimen transport (if working with a lab)	*1.* *Example: Test must be mailed by noon in order to obtain results within 24 hours*	*1.* *Take tests to shipping location at both noon and close of business to minimize turnaround time of results*
	2.	2.
	3.	3.
	4.	4.
	5.	5.

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Tabletop Exercise Step #5: Identify Support

Subgroup: Defining inventory tracking, disposal, and transport protocol and procedures

Action	Potential Obstacles	Who plays a role in overcoming the obstacle?
Determine inventory levels and minimum thresholds for all types of supplies and equipment necessary for testing	*1.* *Example: KN95 masks are on backorder for next six weeks*	*1.* *Vendor Management Lead, District Coordinator, Director of Operations*
	2.	2.
	3.	3.
	4.	4.
	5.	5.

Tabletop Exercise Step #5: Identify Support

Subgroup: Defining inventory tracking, disposal, and transport protocol and procedures

Action	Potential Obstacles	Who plays a role in overcoming the obstacle?
Understand any storage requirements for supplies and ensure sites have appropriate storage capacity	*1.* *Example: School XYZ lack ability to keep storage area climate controlled*	*1.* *Facilities lead, school custodial staff, school director of operations*
	2.	**2.**
	3.	**3.**
	4.	**4.**
	5.	**5.**

Tabletop Exercise Step #5: Identify Support

Subgroup: Defining inventory tracking, disposal, and transport protocol and procedures

Action	Potential Obstacles	Who plays a role in overcoming the obstacle?
Establish a standard method for schools to communicate their inventory needs	*1.* *Example: School runs out of KN95 masks mid-week*	*1.* *Vendor Management Lead, District Coordinator, Director of Operations*
	2.	**2.**
	3.	**3.**
	4.	**4.**
	5.	**5.**

Tabletop Exercise Step #5: Identify Support

Subgroup: Defining inventory tracking, disposal, and transport protocol and procedures

Action	Potential Obstacles	Who plays a role in overcoming the obstacle?
Determine the appropriate procedures for disposal of PPE and other testing supplies according to local public health guidelines	*1.* *Example: Waste management firm requires excessive cost for disposing hazardous waste from tests*	*1.* *District Coordinator, Vendor Management Lead, local health department contact, waste management firm executive*
	2.	2.
	3.	3.
	4.	4.
	5.	5.

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Tabletop Exercise Step #5: Identify Support

Subgroup: Defining inventory tracking, disposal, and transport protocol and procedures

Action	Potential Obstacles	Who plays a role in overcoming the obstacle?
Determine the proper packing and shipping procedures required for safe specimen transport (if working with a lab)	*1.* *Example: Test kits must be mailed by noon in order to obtain results within 24 hours*	*1.* *School coordinators, runners, volunteers*
	2.	2.
	3.	3.
	4.	4.
	5.	5.

Tabletop Exercise Step #6: Prepare for Rollout

Subgroup: Defining inventory tracking, disposal, and transport protocol and procedures

Directions:

Your team has now finished the first five steps of this tabletop exercise. Now is the time to move from planning to action.

To complete the exercise, your team may use this resource to take the following steps:

1. Fill in the action items template to identify which actions each member of the subgroup will complete;

2. Schedule a follow-up meeting with this subgroup prior to updating the entire task force to check progress and brainstorm solutions for any challenges. Your follow-up meeting should focus exclusively on this subject;

3. Complete the summary presentation template for the task, including the following:

   a. Summary of task and timeline for completion;

   b. The primary 3-5 obstacles and proposed solutions to share with the broader task force;

   c. Key decision points and/or questions that require input from members of the task force;

   d. Key stakeholders and roles they will play.