

Over-the-Counter (OTC) /At-Home Antigen Testing Program

CDPH provides free over-the-counter (OTC) /at-home tests to California K-12 schools. OTC/at-home tests should be administered by the individual or their parent/guardian and cannot be administered by school staff unless exempted by training per federal (CLIA) regulations. Employees and students are also encouraged to acquire Over-the-Counter (OTC) /At-Home Antigen Testing Kits from their local pharmacy or community center if available.

1. Getting Over-the-Counter (OTC) /At-Home Antigen Testing Kits

Schools may enroll in our Over-the-Counter (OTC) /At-Home Antigen Testing Program by using the order form link below. In the initial order placed, school representative will sign an agreement stating the school understanding the proper use of OTC tests, so they do not fall under federal lab requirements (CLIA). Once received, they will be stored in the schools regional warehouses. Schools can request deliveries of (OTC) /at-home tests kits as needed through the internal MYLO system.

Tests are available to K-12 schools through:

- [The Schools OTC/At-Home Order form](#)
- The local County Office of Education

Please monitor over-the-counter (OTC) test inventory and regularly [check expiration dates](#) (PDF). Please note the printed expiration date may not reflect the actual expiration date as the FDA has formally extended multiple OTC test brands. Please always check for [OTC/at-home formal extensions](#) by the FDA. CDPH endorses the emergency use of OTC/at-home COVID-19 Tests beyond their FDA authorized expiration as long as the internal control remains valid.

- [COVID-19 Antigen Self-Test Expiration Extension](#) (PDF)

2. Reporting Positive Cases on MYLO

1. Positive results are reported to LLAC's HR and Safety department via case tracking form on safety and security page on MYLO ([here](#)) or email to HRSafety@llac.org.
2. Staff members are instructed not to disclose the identity of the infection case to other staff members. This information, however, may be shared with LLAC's HR and Safety department and the public health officials as it is considered a health or safety emergency.
3. The staff member who receives the initial report is to report to the Area Superintendent, and the Area Superintendent (or designee) shall initiate the Data Collection and Internal Contact Tracing Process in the school's COVID-19 plan.

4. Notification letters will be sent out by the area superintendent (or designee) according to current CDPH or CDC COVID-19 school guidance.

Outbreak Response

CDPH is supporting outbreak response at the local level. Local health departments and local education agencies (LEAs) are encouraged to keep rapidly accessible over-the-counter (OTC)/ at-home antigen tests available to assist K-12 schools with campus outbreaks. Local health departments can also provide specific advice if guidance is needed.

More details are available at [School Outbreak Response](#).

PCR Test

PCR Molecular testing offers highly sensitive results within 24-48 hours. L4L recommend Employees and students to contact their medical provider to schedule PCR tests. L4L schools also has established partnership with IMD Path to provide PCR collection test kits sent to their lab for processing. The following are the procedures for the school site point of contacts for PCR testing.

To: (school point of contact name) _____

You are receiving this communication because you have been designated you as the Point of Contact for the PCR COVID-19 testing for your school.

Here are the Step-by-Step procedure and time line on how to set it up. This is similar to the COVID-19 testing that you may have done before with the difference of it being done by staff members by self-swabbing for specimen then dropping them off in a collection cooler for scheduled pick up by the vendor's courier.

Who is our testing vendor and the contact Information:

Scott Ossi | **IMD PATH**

Business Development Manager

C: +1 310-279-0403

E: sossi@imdpath.com

www.imdpath.com

- IMD Path offers a 24-48 hr. guaranteed turnaround time 7 days a week
- IMD Path offers Concierge mobile on-site testing for bulk high-volume collections for Charter Schools (a minimum of 50 required; otherwise, shipping is school's responsibility)
- IMD Path offers A digital patient registration portal (IPS)
- IMD Path IPS gives live time results for anyone getting screened at any given time

- IMD Path offers schools the capability to do self-collections to send into the lab (a minimum of 20 required; otherwise, shipping is school's responsibility)

STEP-by-STEP Procedures

Status Code Legend

● In-Progress or current

● To be done

● Problem being corrected

● Problem – Needs Help

STEP 1

Determining Number of Test Kits needed

- Determine estimate number of test needed per location after vaccination records were uploaded on and after September 1, 2021 (See Regional Estimated Employee Count per site document)
- Add 10 percent to accommodate staff and students who would like to participate voluntarily as convenient access to PCR test.

STEP 2

Pick up Procedures

- Determine collection site/s where the cooler will be located for vendor's courier to pick up. There is a minimum of **20 tests per pick up day**. Combining samples from other sites to make up for this minimum is encouraged.
- Determine Day of the week/s scheduled pick up Monday - Friday
- Designate an internal school runner/messenger may be assigned to deliver their cooler to the designated pick site for the vendor's courier
- Inform everyone that pick up time is 2pm; therefore, specimens should be dropped-off before 2pm at the pre-determined pick up location/s.

STEP 3

Pre-Registration Procedures

- Review pre-registration procedures first and test it – before sending communications to staff. **(See Pre-registration procedures in this document.)**
- Send communications on how to pre-register to all staff members. Vaccinated individuals are welcome to participate voluntarily.
- Pre- Registration of staff (and students if interested voluntarily)

	<ul style="list-style-type: none"> ● Inform staff members where are the designated collection locations and weekly schedule.
<p>STEP 4</p> <p>Self-Collection Procedures</p>	<ul style="list-style-type: none"> ● Distribute this link for self-collection. It is recommended that users watch this video first, before collecting their specimen. https://youtu.be/-pptABZXTGE ● Inform staff members on how to upload the weekly test results on MYLO page link. ● Inform staff that an email reminder from MYLO will be sent to them of next due date of COVID-19 test for the next week. ● Note that previously infected individuals are exempted from the PCR testing up to 90 days from their previous COVID-19 infection test date.
<p>STEP 5</p> <p>Reporting Procedures</p>	<ul style="list-style-type: none"> ● IMD-PATH video for a patient to see how to check their results when ready. Link: https://youtu.be/t9wflnZWl0w ● Inform staff members on how to upload the weekly test results on MYLO. ● Inform staff that an email reminder from MYLO will be sent to them of next due date of COVID-19 test for the next week.
<p>Areas/questions for discussion:</p>	

1. Scan the QR code in the testing packet that leads to the link below:

<https://ipsportal.imdpath.com/PatientOrder/Index?TestSiteId=IMDB>

2. After the registration is completed, a code will be sent to the registered person that will need to be written on the test vial along with their name and DOB.

Self-Collection Procedures

1. Registered individual should watch the video tutorial for proper self-collection. **Note:** It is recommended that users watch this video first, before collecting their specimen.

Link: <https://youtu.be/-pptABZXTGE>

2. IMD recommend to do the self-collection at work site and test vial should be refrigerated as soon as specimen has been collected or placed in the designated collection cooler in the site within 30 minutes from self-swabbing.

Pick up Procedures

1. IMD courier will stop by the designated collection site/s and pick up the cooler for shipment to the lab for analysis.

2. Collection time is 2pm.

Reporting Procedures

1. IMD-PATH video for a patient to see how to check their results when ready.

Link: <https://youtu.be/t9wflnZWl0w>

2. Upload the COVID-19 test results on [MYLO](#). Click on "Submit my COVID-19 test results".

COVID Self-Collected Testing Overview

1



Scan this QR code to access the patient registration page

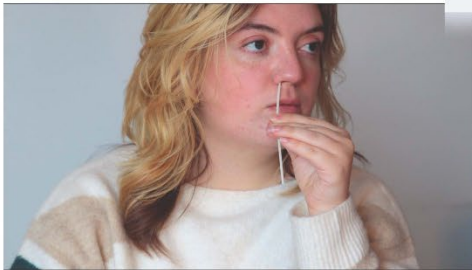
2



You will find the following materials in your provided collection kit:

**1 Specimen Storage Bag,
1 Collection Tube, 1 Collection Swab**

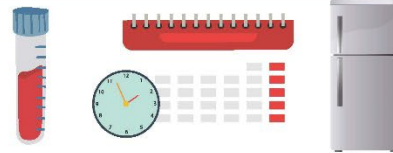
3



Unpack your swab, then insert (1 inch deep) and swirl 15 times around each of your nostrils rubbing the back and sides of them.



4



Insert your swab into the collection tube as demonstrated in the self-collection video guide, and place your specimen into the bag. Seal your bag.

Dispose of all trash. Do not place in your specimen bag

Please refrigerate your specimen if you are not able to return the specimen to your designated drop off area.



For questions please call 1-844-463-7284 or visit www.imdpath.com