



COVID-19 Sentinel Surveillance Testing of K-12 School Staff

Sentinel surveillance – or testing asymptomatic individuals – can help monitor the presence of coronavirus disease 2019 (COVID-19) in the school setting. Sentinel surveillance helps ensure that new infections are detected promptly, and their contacts traced to contain transmission as early as possible. Participation in the K-12 Sentinel Surveillance Program is voluntary but strongly encouraged as an effective tool to slow the spread of COVID-19.

The program is a joint effort among school districts, the South Dakota Department of Health (SD DOH) and South Dakota Department of Education (SD DOE). The SD DOH will provide laboratory supplies necessary to collect specimen including personal protective equipment (PPE). The SD DOH will also provide shipping materials to return specimens to the SD DOH Public Health Laboratory where testing will be performed at no cost to the school district. School districts will need to plan for specimen collection, as detailed below.

Sentinel surveillance of school staff will involve testing a certain number of asymptomatic staff each week in order to discover unseen transmission. The SD DOH recommends all school districts test a total of 5% of staff who are asymptomatic and apparently well each month through the Fall semester. Testing staff each week is advised to obtain the best results. For smaller school districts, testing a minimum of one staff member per week, even if this exceeds the 5% total is advised. Staff with the most student contact should be selected. Do not select the same staff for repeated testing. If all school staff have been tested, repeat testing may begin.

Sentinel surveillance testing should not be performed if the school is currently performing school-wide testing. If performing school-wide testing, sentinel surveillance testing should be paused and resumed once the larger testing event is complete.

The Centers for Disease Control and Prevention has issued guidance on performing broad-based testing for COVID-19 (<https://www.cdc.gov/coronavirus/2019-ncov/hcp/broad-based-testing.html>). While the guidance was developed for congregate settings, it includes many details that would be relevant in a school-based setting.

Steps to Participate in Sentinel Surveillance Testing of K-12 School Staff:

- 1. Enroll in the Program** – SD DOE will send out the enrollment form to each school district's superintendent via email on Friday, August 14th. To enroll in sentinel testing, school districts must complete the enrollment form. The enrollment form will provide information on the

school district name, enrollment status (e.g., opt-in, opt-out, unsure), and who will be collecting the specimen samples.

Specimen collection materials and PPE starter kits will be mailed to enrolled school districts the week following enrollment. For example, school districts enrolled by August 21, 2020 will receive specimen collection supplies and PPE kits the week of August 24 and should plan to start specimen collection the week of August 31. School districts enrolled by August 28, 2020 will receive specimen collection supplies and PPE kits the week of August 31 and should plan to start specimen collection the week of September 7. This weekly pattern of enrollment and shipping will continue throughout program enrollment. Following initial shipment of laboratory supplies and PPE, laboratory supplies will be mailed on a monthly basis and PPE will be available by reordering as described in **Appendix B**. There is not a deadline to enroll in the sentinel testing program. Enrollment will remain open until further notification from the SD DOH.

2. Identify Person to Collect Specimen – Either a school nurse or local healthcare provider can perform specimen collection. If your school district does not have a school nurse to collect specimen contact a health care clinic or hospital to assist with the process. If you need assistance identifying a person to collect specimens, i.e., no school nurse and no local healthcare provider, indicate you need help on the enrollment form.

- **Specimen Collection Performed by School Nurse:**

N-95 fit-testing - If a school nurse is performing specimen collection, ensure the nurse(s) are fit-tested for use of N95 respirators. Obtain fit-testing for staff using your community resources (local hospital, hospital occupational health programs, EMS, Fire Department, etc.). See attached **Appendix A** that contains available community resources. If fit-testing is not available from community resources, e-mail DOHSafety@state.sd.us with your fit-testing request. The SD DOH will make every attempt to facilitate requests.

School nurses may also choose to conduct **Observed Specimen Collection** where the nurse instructs and observes the individual who swabs their own nasal cavity. In this situation 6 feet distance is maintained and use of N-95 respirator is not required.

PPE - Staff performing specimen collection will need to use PPE. Schools enrolling in sentinel testing will receive an initial shipment of PPE to accommodate specimen collection. Once the initial shipment is depleted, additional PPE can be requested from the SD DOH.

Appendix B contains information on required PPE which can be requested from the SD DOH. PPE requests should be sent to COVIDResourceRequests@state.sd.us.

PPE and Specimen Collection Education Resources:

- a. Interim Guidelines for Collecting, Handling, and Testing Clinical Specimens from Persons for Coronavirus Disease 2019 (COVID-19)
(<https://www.cdc.gov/coronavirus/2019-ncov/lab/guidelines-clinical-specimens.html>)

- b. Using Personal Protective Equipment (PPE)
(<https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>)
- c. Nasal Swab procedure
(<https://www.puritanmedproducts.com/videos/library/video/21>)

- **Specimen Collection Performed by Local Health Care Provider:**

If local health care provider is performing specimen collection at your school(s) ensure that laboratory supplies and PPE are available onsite for their use using the above instructions. If school district staff will be going to a health care provider's clinic or hospital for specimen collection, provide school district staff with a testing kit and instruct staff to take testing kit with them to the appointment. Follow shipping instructions provided to your school district from the SD DOH.

3. Identify School Staff for Participation in Sentinel Testing Program – Only asymptomatic (having no symptoms and apparently well) staff will be tested. SD DOE will determine how many asymptomatic staff to test each week. Staff will be selected by school administration. Staff with the most student contact should be tested. The same adults should not be tested each week. In smaller school districts once all staff have been tested repeat testing may begin.

- **Medical Order:**

The SD DOH Medical Director has provided medical orders to allow testing of staff. The Medical Order allows school district staff to be tested without having to make an appointment with a health care provider prior to testing.

- **Release of Information and Informed Consent:**

A Release of Information and Informed Consent form is attached in **Appendix C**. Staff being tested will need to sign prior to testing. Staff tested should also be provided a copy of the *Handout for School District Staff Participating in Sentinel Testing (Appendix D)*.

- **Notification of Results:**

- **Positive Test Results** – Staff members testing positive for COVID-19 will be called by a SD DOH Disease Investigation staff member with test results and provided guidance on isolation requirements.
- **Negative Test Results** – Staff members testing negative for COVID-19 will be informed of their results by the person named as the School District Contact.
- **School District Notification of Results** - Individuals serving as the School District Contact(s) are asked to establish a Secure Fax Agreement with the SD DOH. The Secure Fax Agreement will allow School Contacts to be notified of both positive and negative results on the day laboratory testing is completed. The SD DOH Secure Fax Agreement can be found at <https://doh.sd.gov/documents/Lab/SecureFax.pdf>
- **School District Contacts without a secure fax agreement** will receive positive and negative test results through the US Postal Service.

4. Schedule and Conduct Weekly Specimen Collection –

- **Determine date and time** of weekly specimen collection - Weekly specimen collection must be conducted on a Monday or Tuesday, and as early in the day as possible – completing specimen collection prior to 10:00 a.m. is requested.
- **Update enrollment form** with information on who will be collecting specimen samples.
- **Reminder – for Specimen Collection Performed by Local Health Care Provider:** If local health care provider is performing specimen collection at your school(s) ensure that laboratory supplies and PPE are available onsite prior to specimen collection date. If staff will be going to health care provider’s clinic or hospital for specimen collection, provide staff with a testing kit and instruct staff to take testing kit with them to the appointment. Follow shipping instructions provided to your school district upon enrollment in this program.

5. After Specimen Collection –

- Do not pour out fluid contained in the collection tube. Place swab in the fluid in collection tube. Close collection tube cap and ensure cap is finger tight to prevent leaking of fluid during shipping.
- Label the tube with the patient’s full name and birthdate.

6. Packing and Shipping to the SD DOH Public Health Laboratory –

- Package and ship specimen to the SD DOH Public Health Laboratory according to instructions that will be provided to your school district upon enrollment in this program.
- **Appendix E** contains specimen packaging and shipping information. Please follow all instructions.

Frequently Asked Questions

1. **Is Sentinel Surveillance testing mandatory?** Sentinel testing is not mandatory but strongly encouraged. Sentinel surveillance testing should be used as one component in a school’s Infection Prevention and Control program.
2. **Do I need a medical order?** Yes, a medical order is required. The SD DOH Medical Director has provided medical orders to allow sentinel testing of school district staff.
3. **Is a consent form required?** Yes, consent is required for all staff tested. A combined consent and release of information form is attached in **Appendix C**.

4. **Who is going to collect the specimens?** Specimen collection should be performed by the school nurse or by a local healthcare provider or at a hospital or clinic.
5. **Where do I get lab supplies?** School districts will be provided specimen collection kits from the SD DOH that contain specimen collection and shipping materials.
6. **How do I order PPE?** Schools enrolling in sentinel testing will receive an initial shipment of PPE to accommodate specimen collection. Once the initial shipment is depleted, additional PPE can be requested from the SD DOH. **Appendix B** contains information on required PPE which can be requested from the SD DOH. PPE requests should be sent to COVIDResourceRequests@state.sd.us
7. **How can I get staff fit-tested?** Nurses must be fit-tested prior to wearing a N-95 respirator. If you need staff fit-tested, contact your health care system or local hospital. If fit-testing is not available from community resources, contact the DOH at DOHSafety@state.sd.us with your fit-testing requests. The SD DOH will make every attempt to facilitate requests. **Appendix A** provides a list of available fit-testing resources that DOH is aware of.
8. **How is testing being paid for?** The SD DOH will pay for laboratory testing, supplies and PPE. The school is responsible for collecting the specimens.
9. **How do schools determine who to test each week?** The school should select asymptomatic staff each week with a goal of testing 5% of staff each month. Do not repeat tests on an individual that has tested positive for COVID-19 or been tested in a previous weekly sample.
10. **What phone number do I call with questions?** Please contact the SD COVID-19 Information line 1-800-997-2880.

APPENDIX A – FIT-TESTING RESOURCES

The following table provides information on agencies that may be able to assist with fit-testing for school staff. Some of these agencies may charge a fee for this service. The SD DOH Public Health Laboratory can also support these fit-testing resources by providing hard-to-purchase fit-testing reagent which is compounded at the Public Health Laboratory. In addition, the SD DOH does have fit-testing kits available for loan to organizations that can do the fit-testing but are not able to obtain the fit-testing kits. The kits are located in Rapid City (1 kit), Pierre (1 kit) and Sioux Falls (2 kits).

CITY	Facility	POC	Phone #	Email
Aberdeen	Avera St. Lukes	Kimberly Meservey	605-622-5858	kimberly.miservey@avera.org
Aberdeen	Sanford Occupational Medicine	Brady Carda	605-226-5500	brady.carda@sanfordhealth.org
Bridgewater	Freeman Regional Health Services	Nikki Mehlhaf	605-925-2127	nikki.mehlhaf@freemanregional.com
Brookings	Brookings Health System	Derick Johnson	605-696-8062	
Canton	Canton EMS	Scott Larson	605 764 1400	scott.larson@sanfordhealth.org
Freeman	Freeman Regional Health Services	Nikki Mehlhaf	605-925-2127	nikki.mehlhaf@freemanregional.com
Hettinger, ND	West River Healthcare	Lisa Briggs	605-567-6049	lisabriggs600@gmail.com
Howard	Good Samaritan Society		605-772-4481	
Irene	Avera Sunset Manor	Staci Binde	605-263-3318	staci.binde@avera.org
Marion	Freeman Regional Health Services	Nikki Mehlhaf	605-925-2127	nikki.mehlhaf@freemanregional.com
Mobridge	Mobridge Medical Clinic	Amber Ambahl	605-845-8285	aramdahl@primecare.org
Rapid City	Black Hills Occupational Medicine	Stacey Sanders	605-718-2778	stacey.sanders@bhsh.com
Rapid City	Monument Health Occupational Med	Katie Semmler	605-755-6603	
Rapid City	Peaceful Pines Senior Living	Cory Back	605-718-0542	cory@peacefulpinesseniorliving.com
Redfield	SD Developmental Center	Julia Johnsen	605-472-4204	julia.johnson@state.sd.us
Sioux Falls	Patientcare EMS of SF	Scott Christensen	605-212-0386	schristensen@pcls-us.com
Sioux Falls	Sioux Falls Fire Rescue	Mark Bukavitch	605-929-7691	
Sioux Falls	Sanford Occupational Health	Ronda	605-328-9339	
Sioux Falls	WorkFORCE Occupational Health	Dustin Rhody	605-271-9000	drhody@workforceoh.com
Vermillion	EMS	Tony Klunder	605-677-7097	tonyk@cityofvermillion.com
Viborg	Viborg Hospital	Stacy Clites	605-326-3095	stacy.clites@sanfordhealth.org
Watertown	Prairie Lakes Healthcare	Joyce Hallauer	605-882-7668	joyce.hallauer@prairielakes.com
Yankton	Avera Medical Group Occupational Medicine	Angie Brockman	605-668-8590	angie.oconnor@avera.org

APPENDIX B – PPE Supply Requests

South Dakota Department of Health

PPE Supply Request Form

COVID-19 Response Activities Only



Name: _____

Facility/Agency: _____

Shipping Address: _____

Email Address: _____

Direct Phone Number to the person requesting? _____

Are you following CDC Guidance for PPE? Yes No

Items requested for Students/Staff:

Quantity	Item

Items requested for School-Based Nurse or other Medical Provider working in District:

Quantity	Item

Have you contacted multiple Vendors who were unable to fill/ partial fill/ cancel/ deny order supplies and/equipment? Yes No

Anticipated date of Critical Need? _____ / _____ / _____

Email to: COVIDResourceRequests@state.sd.us
If you have questions please call: 605.773.3048



PPE Supply Request Form.
Revised Date: March 17, 2020
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COVID-19 PPE for K-12 School Districts

(as of 31 Jul 2020)

Please Note:

- Submit one order per school district rather than a request from each school in the district.
- Please complete the form, including a contact name and phone number of the individual making the request.
- Cloth masks and disposable face masks are *not intended to supply the entire student population and staff*, but rather to ensure the district has a supply on hand for students and staff when masks are forgotten, lost, soiled, broken, etc.

N-95 Respirators

Brand/Model Description	Picture
3M 1860	
3M 1860-S (small)	
Kimberly Clark, 46727-17 "Ducky" style	
3M 9501 Ear-loop design	
3M 1870	
3M 8000	

KN-90/95 KN-95 provides 95% protection for .3 micron particles.... KN90 provides 90% protection. KN-90s - for "non-medical" environments (infrastructure, businesses, schools, public gatherings, etc.)

Brand/Model Description	Picture
3M 9002/9001 (KN-90) Packs of 50	
3M 9502 (KN-95) Boxes of 50 Difference between 9502 & 9502+ ... is box vs bag of 50.	
3M 9502+ (KN-95) Packs of 50	

Surgical Masks

Brand/Model Description	Picture
KC-4712727 Surgical Masks Child size, Foldable	

Hanes - Cloth Face-Masks <i>ear loop design</i>	
FEMA – Miniso <i>ear loop design</i>	
AramSCO <i>ear loop design</i>	
V-Shine <i>ear loop design</i>	
Kimberly Clark – 47117-17	

Face-shields

Brand/Model Description	Picture
Medline NONF S300 Shield, Face, Full, Foam Top, Elastic	
Apple LTL	
Face Shield Shield, Face, Full, Foam Top, Elastic, FEMA	
Hardwire – Shield, Face, Full, Foam Top, Elastic	

Gloves

Brand/Model Description	Picture	Size
Vinyl Examination Gloves un-sterile with textured surface, seamless and without powder		Small
		Med
		Lg
		X-Lg
Nitrile Gloves un-sterile non-powdered 4 mil thick with rolled cuff		Small
		Med
		Lg
		X-Lg

Gowns Exam/Isolation

Brand/Model Description	Picture	Size
Reusable Gowns- smoothie green		M/Lg
Reusable Gowns- yellow		
Reusable Polyester Gowns		L/XL
Disposable Polyester Gowns		L/XL
		2XL/3XL
Disposable Gowns- blue		M/Lg

Goggles

Brand/Model Description	Picture
Safety Goggles	

Other PPE to Augment Suits

Brand/Model Description	Picture
Shoe/boot covers	

Non-Contact Infrared Thermometers

Brand/Model Description	Picture
Infrared Thermometers	

Hand Sanitizer

Brand/Model Description	Picture
Hand Sanitizer <i>Gallons or 8 oz. bottles</i>	Picture not available

APPENDIX C – RELEASE OF INFORMATION AND INFORMED CONSENT



**SOUTH DAKOTA DEPARTMENT OF HEALTH
RELEASE OF INFORMATION AND INFORMED CONSENT TO COVID-19 TESTING**

Name: _____ DOB: _____

Address: _____ Phone Number: _____

City: _____ State: _____ Zip Code: _____

Please carefully read and sign the following Informed Consent:

1. I authorize this COVID-19 testing unit to conduct specimen collection and laboratory testing for COVID-19 through nasal swab, as ordered by an authorized medical provider or public health official.
2. I authorize my test results to be disclosed to the South Dakota Department of Health and School District Contact.
3. I acknowledge that a positive test result is an indication that I must self-isolate and/or wear a mask or face covering as directed to avoid infecting others.
4. I understand the South Dakota Department of Health is not acting as my medical provider, this testing does not replace treatment by my medical provider, and I assume complete and full responsibility to take appropriate action with regard to my test results. I agree I will seek medical advice, care and treatment from my medical provider if I have questions or concerns, or if my condition worsens.
5. I understand that, as with any medical test, there is the potential for a false positive or false negative COVID-19 test result.
6. I, the undersigned, have been informed about the test purpose, procedures, possible benefits and risks. I have been given the opportunity to ask questions before I sign, and I have been told that I can ask additional questions at any time. I voluntarily agree to this testing for COVID-19.

Signature: _____ Date: _____

This form must be signed by school district staff prior to specimen collection



Handout for School District Staff Participating in Sentinel Testing

Sentinel surveillance – or testing asymptomatic individuals – can help monitor the presence of SARS-CoV-2, the virus that causes COVID-19. Sentinel surveillance helps ensure that any new infections are detected promptly, and their contacts traced to contain transmission as early as possible.

GETTING YOUR TEST RESULTS

It can take several days for test results to come back. School district staff members testing positive for COVID-19 will be called by a SD DOH Disease Investigation staff member with test results and provided guidance on isolation requirements. School district staff members testing negative for COVID-19 will be informed of their results by the person named as the School District Contact.

If you test positive

- ❖ **If you have symptoms**, follow the instructions under the “Separate yourself from others” section below until all three of these things are true – fever-free for 24 hours without the use of medication AND improvement in respiratory symptoms AND at least 10 days have passed since symptoms began.
 - Drink plenty of fluids and eat when you can.
 - You may take medicine for pain or fever if you need to.
 - Rest as much as you can.
- ❖ **If you do not have symptoms**, stay home for 10 days after your test date. If you develop symptoms during those 10 days, stay home until all three of these things are true – fever-free for 24 hours without the use of medication AND improvement in respiratory symptoms AND at least 10 days have passed since symptoms began.
- ❖ Staff with the South Dakota Department of Health will call to follow up with you and give you more information about what to do and how long you should stay home.

If you test negative

- ❖ A negative COVID-19 test at one point in time does not mean you will stay negative. You could become ill with COVID-19 and/or test positive at any time.
- ❖ If you develop symptoms of COVID-19, talk to your doctor or other health care provider about getting tested again.
- ❖ Remember to wash your hands often, avoid touching your face, stay 6 feet from people you do not live with, and wear a cloth facemask when you go out.

WHAT TO DO IF YOU DEVELOP SYMPTOMS?

Separate yourself from others

- ❖ **Stay home.** Do not go to work, school, or any other place outside the home.
- ❖ **Stay away from other people in your home.** As much as possible, stay in a separate room and use a separate bathroom, if available.
- ❖ **Wear a facemask** if you need to be around other people, and cover your mouth and nose with a tissue when you cough or sneeze.
- ❖ **Avoid sharing personal household items.** Do not share food, dishes, drinking glasses, eating utensils, towels, or bedding with other people in your home. After using these items, wash them with soap and water. Clean all frequently touched surfaces in your home daily, including doorknobs, light switches, and faucets.
- ❖ **Wash your hands** often with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer containing 60% to 95% alcohol. Avoid touching your face with unwashed hands.

Monitor your symptoms

Most people have mild symptoms that get better in a week or two. Some people do not have any symptoms. People age 65 and older or people who have other underlying medical conditions may get very sick from COVID-19. If your symptoms get worse or you need medical care:

- ❖ **Contact your medical provider or local clinic.** Call ahead before going in.
- ❖ **Do not use public transportation** if you need to go to a clinic or hospital.

If you need emergency medical attention, call 911 and let them know that you have been tested for COVID-19 and your results are pending.

MORE INFORMATION

Learn more about COVID-19 at covid.sd.gov.

APPENDIX E – SPECIMEN PACKAGING AND SHIPPING

Specimen Packaging



Following collection, break-off or cut plastic shaft leaving swab in the vial. Recap the vial.



Place vial with swab in the plastic biohazard bag and seal by removing plastic tape strip.



Place biohazard bag with specimen and the requisition in the Tyvek envelope and seal the envelope.



Place the specimen in the provided shipping container.

If specimen is not sent via the same day courier to the Public Health Laboratory, freeze the specimen after packaging and document on the laboratory shipping form that specimen was frozen.

Specimen Shipping

SD DOH will provide shipping instructions to your school district after program enrollment. Shipping to the Public Health Laboratory will be handled by either:

- Statewide courier service or
- Overnight Shipping (ex. Fed-Ex) – For overnight shipping, specimen must be kept frozen until it can be shipped. Please document on the laboratory shipping form that the specimen was frozen.