

State of Texas Emergency Management Plan

# K-12 School System COVID-19 Testing Support Guide

October 2020

(Revised December 1, 2020)

As part of the Nation's Coronavirus Testing Strategy, the United States Health and Human Services Department has distributed 150 million of the Abbott BinaxNow rapid test kits. The state of Texas has begun receiving its weekly allotment of these tests for utilization in settings that need rapid, low-tech testing. These tools were specifically intended to support our critical infrastructure and surveillance screening in congregate settings, such as a school environment.

The Texas Division of Emergency Management (TDEM), in coordination with the Texas Education Agency (TEA), has been directed to ensure the effective distribution of these kits to Texas school systems to further this national effort. The diverse and independent local control of Texas school systems allows for a wide methodology for using these tools.

As a part of this project, school systems are provided with delivery of the Abbott BinaxNow test kits, personal protective equipment, product training, and support to refill supplies as available. School systems may utilize these tools to enhance or supplement local policy related to the school's operations. These rapid test kits are for the exclusive use and control of the school system upon receipt. This program's only mandate is the required state and federal reporting when the actual test kit is used.

Our goal is to ensure the distribution and use of the Abbott BinaxNow kits are consistent and safe. The proper use, health authority recommendations, and training of these rapid kits are managed under the Clinical Laboratory Improvement Amendment (CLIA) certificate of waiver held by TDEM. Dr. Alex Lazar, M.D., Ph.D., will serve as the provider of record for all BinaxNow screening tests conducted. The policy and use of these kits are at the discretion of the school system administration.

In this packet, you will have access to the TDEM K-12 School System COVID-19 Testing Support Distribution Plan, access to certified training, required legal reporting processes, and logistical resupply procedures.

Keep in mind there are limited supplies and potentials for interruption of the supply through the national distribution chain. We will strive to keep local school system Testing Coordinators apprised of supply interruptions or changes as this program moves forward.

Feel free to reach out to our TEA partners for guidance and operational support.

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## Overview

In accordance with the state of Texas Emergency Management Plan, the Texas Division of Emergency Management (TDEM) is the lead agency in the COVID-19 response.

TDEM, the lead agency for ESF 5, is responsible for statewide coordination of emergency management activities to include the statewide coordination of resources during disaster response and recovery operations.

The Public & Private K-12 Covid-19 Testing Support Plan provides a high-level overview of how testing kits will be allocated, distributed, and tracked in the state of Texas

## Purpose

The purpose of this guide is to ensure the efficient management of allocation, distribution, and tracking of available COVID-19 BinaxNow tests in the state of Texas; in response to the **Texas Government Code, Section 418.043 (2)**, the “division” will “procure and position supplies, medicines, materials, and equipment.” The State Plan is composed of a [Basic Plan](#), functional annexes, and hazard annexes. The State Plan responds to **Texas Government Code, Section 418.042**, which directs the Texas Division of Emergency Management (TDEM) to “prepare and keep current a comprehensive state emergency plan.” The plan outlines the “coordination of federal, state, and local emergency management activities.” Further, this guide sets forth cross-agency coordination responsibilities as agreed to by Emergency Management Council (EMC) agency representatives in response to their mandate, **Texas Government Code, Section 418.013**, to “assist the division [TDEM] in identifying, mobilizing, and deploying state resources to respond to major emergencies and disasters throughout the state.” The State Plan is designed to integrate with other state agency or entity plans and annexes when they are included as subordinate appendices or attachments to the State Plan.

## Scope

This guide applies to the COVID-19 K-12 Testing Program in the state of Texas and serves as an attachment to the Public Health and Medical Annex (ESF 8). This guide addresses the overall statewide strategy and operational coordination for the distribution and dispensing of COVID-19 tests and assigns partner agencies responsibilities.

## Assumptions

- TEA will provide the contact information for each school system test coordinator and alternate to TDEM
- Personal protective equipment (PPE) and supplies, as available, will be provided by the state to prevent creating or exacerbating local supply deficiencies
- Logistics will be coordinated through TDEM to the school systems to ensure statewide coverage
- Limited availability of school system personnel trained and willing to conduct testing
- Number of Binax Now testing materials supplied by the Defense Logistics Agency
- The dynamic nature of the Trauma Service Areas' Percentage of COVID-19 hospitalized patients as a percentage of all hospitalized patients across the state
- All testing will be conducted on a voluntary basis only

## Concept of Operations

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This section outlines the general concept of operations for the state's distribution planning efforts to support the COVID-19 school testing Plan.

Texas uses an emergency management structure that links the local and state levels through a robust regional approach regardless of the disaster's extent. The state direction and control system include several key state and local decision-makers responsible for providing guidance and direction for multi-agency emergency response and recovery efforts. This effort helps ensure that essential needs are met within the state. All levels of government must maintain effective lines of communication to resolve emerging needs.

The identification of school systems at which testing will be conducted is based upon the following guidelines:

- 1) School systems will choose to opt into the testing program through the Texas Education Agency's applications process;
- 2) All testing in K-12 school systems as a part of this program will be conducted on a voluntary basis;
- 3) Tests will only be conducted on staff and students of the K-12 school system;
- 4) Individuals tested will not be charged for the test; and
- 5) All results of the tests will be reported through the [app.txrapidtest.org](https://app.txrapidtest.org) application.

## **Objectives**

The following is a list of objectives that may be used to support the K–12 COVID-19 Testing Support Guide.

Objective 1: Distribution/Resupply of Tests

Objective 2: Test Administration

Objective 3: Reporting

Objective 4: Demobilization of a Test site

## Objective 1: Distribution

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Clear and effective communication will be essential to implementing a successful COVID-19 school testing plan. School systems and TDEM have distinct roles in the distribution process.

### School System Opt-in Eligibility

By October 28<sup>th</sup>, TEA will provide a mechanism to allow school systems to choose to participate in the COVID-19 Testing Program. The application to opt into the program may be found at: [COVID-19 Support: Public Health Orders | Texas Education Agency](#).

School Systems must attest that they are providing on campus instruction to all of the students who wish to attend on campus currently, or within two weeks. If this condition is not met, specific authorization from TEA is required.

Stakeholder	Role
<b>Texas Division of Emergency Management (TDEM)</b>	<ul style="list-style-type: none"><li>• The lead agency for the K – 12 COVID-19 Testing Support effort</li><li>• Provide training for Test Administrator and Test Coordinator for school systems</li><li>• Distribute testing equipment and PPE to all trained Test Coordinators at school systems</li><li>• Resupply school systems for the next month’s allocation</li></ul>
<b>Texas Education Agency (TEA)</b>	<ul style="list-style-type: none"><li>• Provide the Opt-in mechanism by which school systems will be able to join the program.</li><li>• Notify TDEM of the school systems’ Test Coordinator contact information.</li></ul>
<b>School Systems</b>	<ul style="list-style-type: none"><li>• OPT in to receiving testing equipment and PPE for COVID-19 testing</li><li>• Ensure all school systems have trained staff to administer and coordinate testing</li><li>• Ensure all test administrators have the Texas Rapid Test app to provide results as mandated by the testing program</li></ul>
<b>Test Administrators</b>	<ul style="list-style-type: none"><li>• Ensure the results of all testing are reported through the data portal</li><li>• Maintain testing materials and PPE inventory</li><li>• Notify school system test coordinator of any shortage of testing materials and PPE</li></ul>



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## Test Coordinators

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- Serve as a single primary point of contact with TDEM related to training and test supplies
- Serve as a conduit for testing information coming from TDEM to the school systems

## Distribution of Test Instruments, PPE, and Accountability

- a. Each Binax Now test kit contains:
  - 40 Tests
  - Based upon availability, TDEM will provide
    - A box of at least 50 surgical masks
    - A box of at least 20 N95 masks
    - Five (5) face shields
    - Five (5) gowns
    - A box with 100 gloves
    - Two (2) ten (10) oz bottles of hand sanitizer per box of BinaxNow tests
- b. Before issuing testing material to a school system, TDEM will confirm that that entity making the request is in the testing program
- c. TDEM Logistics will take the lead in distributing BinaxNow Testing materials and PPE to school system locations designated by the school system Test Coordinator utilizing the RSA Distribution process in place for the COVID-19 response.
  - This process includes the following:
    - Initial distributions will be coordinated by the school system test coordinator with TDEM Logistics. Once a school system has opted into the program, TDEM logistics will contact the school system's point of contact to schedule delivery of the first allocation.
    - Resupplies of test kits and PPE will be handed in the same fashion.
    - Starting with the January allocation, school systems must have reported the test results of a minimum of 50% of test kits allocated to their school system through [app.txrapidtest.org](http://app.txrapidtest.org) before they will be eligible for a resupply.
    - PPE and Test materials will be moved from the TDEM warehouse in San Antonio to the RSA closest to the school system, making the request. Currently, there are 11 RSA's in the system spread across the state
    - PPE and Instruments will be shipped from the TDEM warehouse to the RSA closest to the school system, making the request. RSA locations include Lufkin, Houston, Tyler, Corpus Christi, Weslaco, San Antonio, Austin, Dallas, Midland, Lubbock, and El Paso.
- d. School system test coordinator will be responsible for distributing appropriate testing materials and PPE only to certified test administrators for use on individual campuses
- e. Resupply will be provided on a monthly basis.

## Initial Monthly Allocations for School Systems

The initial monthly allocation to school systems is based upon the supplies currently available. Future monthly allocations may change as supplies are received, the number of participating school systems are known, and the COVID-19 Confirmed Hospitalizations out of Total Hospitalizations as a percentage (Hospitalization Percentage) changes within the Trauma Service Region in which the school system exists.

**\*All Abbott Labs BinaxNow test kits must be stored between 36 degrees and 86 degrees Fahrenheit at all times. Failure to do so will require the destruction of all tests which exceed these limits. BinaxNow Test kits have a shelf life of 6 months from date of manufacture. The expiration date is stamped onto the BinaxNow test kit box. Test coordinators should ensure that all test kits are used prior to the expiration date.**

Initial Allocations will be based on the following factors:

- a. TDEM will distribute one (1) test per staff member per month to each school system in TSA regions with Covid-19 Hospitalization Percentage below 7%;
- b. TDEM will distribute two (2) tests per staff member per month in TSA regions with Covid-19 Hospitalization Percentages at or above 7% and below 15%;
- c. TDEM will distribute four (4) tests per staff member per month in TSA regions with Covid-19 Hospitalization Percentage at or above 15%; and
- d. TDEM will distribute additional tests for Targeted testing of symptomatic and close contact individuals on campus at 5% of total staff and student counts.

## Logistics Re-Supply

The school system Test Coordinator will coordinate the delivery of testing materials and personal protective equipment (PPE). School system test coordinators will be notified of deliveries of testing materials and PPE. School system test coordinators will provide the testing materials and PPE to the certified test administrators conducting the tests as needed. Allocation of testing materials and supplies will be done on a monthly basis. School systems will be notified of the next month's supply before scheduling resupply.

TDEM, in coordination with Texas A&M AgriLife Extension, TEEX, and other Texas Emergency Management Council (TEMC) agencies, will provide supplies for testing materials and PPE to each school system based on test allocations.

## ISDs & Private Schools

- Provide TEA with Test Coordinator
- Test Coordinator to coordinate ordering and delivery of testing materials and PPE
- Test coordinators will be notified of deliveries of testing material and PPE

## TEA

- Contact information for school system test coordinator
- Total numbers of staff members on each individual campus in the school systems
- Any problems or issues regarding the testing process

## TDEM

- Provide training for Test Administrator and Test Coordinator for school systems
- Distribute testing equipment and PPE to school systems
- Provide Monthly allocations to school systems

## Objective 2: Test Administration

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### Training Requirements for Test Administrator

A "Test Administrator" is an individual who has completed the required training course through preparingtexas.org, received the certificate of completion, and has been assigned to conduct testing using the Binax Now test.

Every individual conducting COVID-19 Binax Now testing must be certified through preparingtexas.org by successfully completing one of the following courses:

- 1) For Non-Medically Trained individuals: [Covid-19 Testing Using the Abbott BinaxNOW Ag Card: \( Binax - 100 \)](#); or
- 2) For Medically Trained and Licensed/Certified individuals: [BINAXNOW Training Modules \( Binax - 200 \)](#)

These training modules will provide Test Administrators with the necessary information on:

- Setting up a testing location
- Use of PPE
- Disinfection of testing location
- Binax Now test administration including quality control verification
- Registration of individual to be tested
- Process of conducting the test
- Reporting of test results
- Disposal of testing materials and PPEs

**No tests may be administered by an individual who has not previously completed the required training. Only individuals who have successfully completed the training may administer tests and report the results through the txrapidtest.org application.**

### Operational Testing Requirements

School system administrations will designate school personnel to serve as Test Administrators to conduct the Binax Now testing in their schools. These individuals will be instructed to complete the Test Administrator training course developed by TDEM and TEEEX.

Voluntary testing of staff or students on a public or private K-12 campus will be tested by school system Test Administrators.

Should additional tests or PPEs be required at any time, Test Administrators should notify the school system Test Coordinator of the need.

## Testing Strategies

Based upon the availability of Binax Now Tests and PPE, , TDEM and TEA Recommend that testing be conducted based upon the following recommendations:

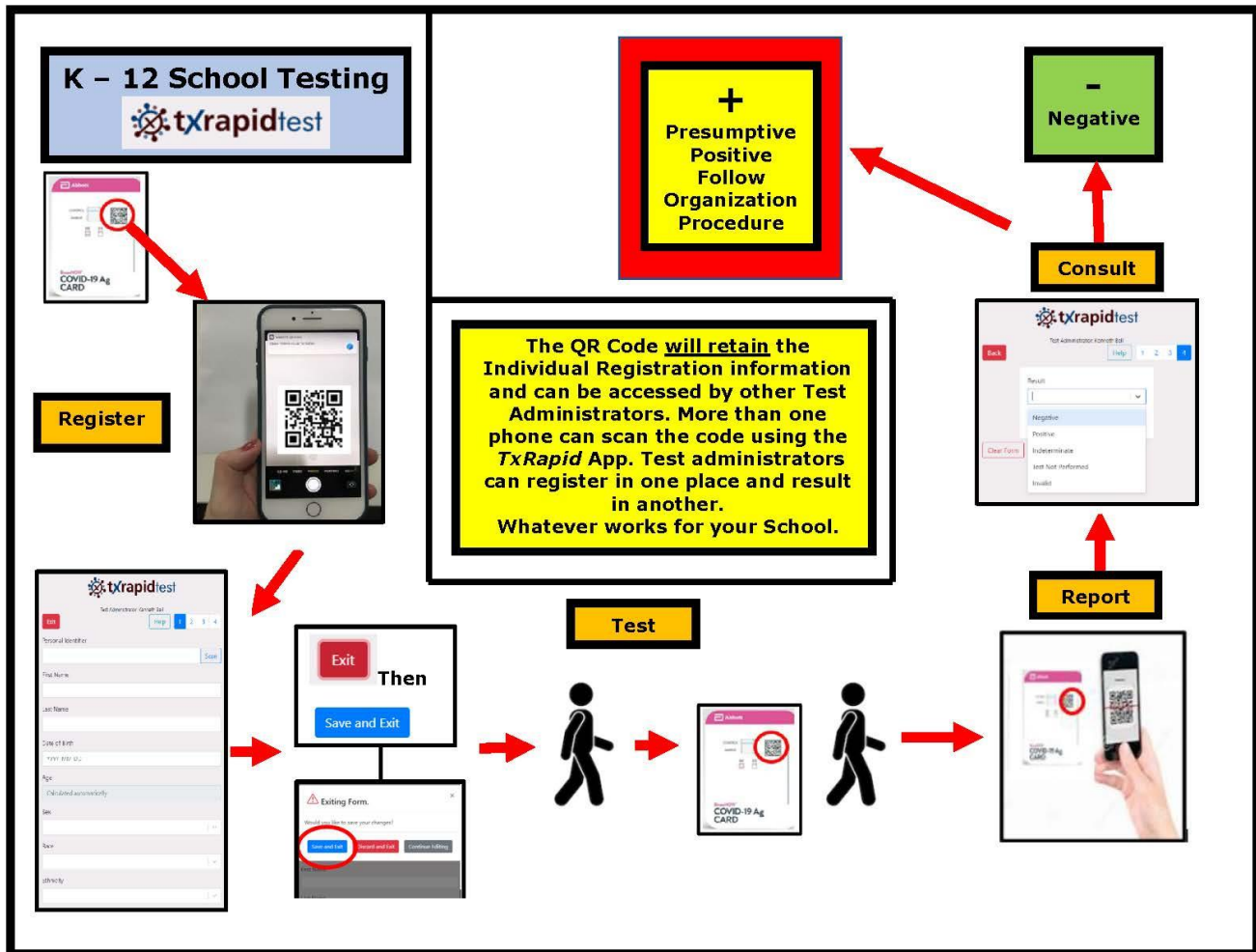
1. Screening Testing based upon Trauma Service Area Percentage of COVID-19 hospitalized patients as a percentage of all hospitalized patients (See Combined Hospital Data over Time by Trauma Service Area (TSA) at: <https://dshs.texas.gov/coronavirus/AdditionalData.aspx>)
  - a. At every participating K-12 school system in a Trauma Service Area with the Percentage of COVID-19 hospitalized patients as a percentage of all hospitalized patients below seven (7) percent, school system test administrators may conduct testing on all campus staff once every four (4) weeks
  - b. At every participating K-12 school system in a Trauma Service Area with the Percentage of COVID-19 hospitalized patients as a percentage of all hospitalized patients at or above seven (7) percent and below fifteen (15) percent, school system test administrators may conduct testing on all campus staff once every two (2) weeks
  - c. At every participating K-12 school system in a Trauma Service Area with the Percentage of COVID-19 hospitalized patients as a percentage of all hospitalized patients at or above fifteen (15) percent, school system test administrators may conduct testing on all campus staff once each week
2. Targeted Testing
  - a. Test administrators will conduct voluntary testing on staff or students who present symptoms of COVID-19 while on campus
  - b. All test administrators must receive a parental authorization form for any individual under 18 years of age to be tested
  - c. For any individual under 18 years of age, notification of results must go to the email address of the legal guardian as provided on the authorization form for individuals under the age of 18

If a school system determines that current conditions related to COVID-19 in their locality require alternative methods of testing, they may adopt a strategy which improves the ability of the school system to more effectively respond to the needs of local circumstances within the following limitations:

- a. All testing in school systems as a part of this program will be conducted on a voluntary basis;
- b. Tests will only be conducted on staff and students of the school system;
- c. No allocation of additional test materials and/or PPE is required beyond the monthly allocation;
- d. Individuals under the age of 18 will be required to have a signed legal guardian permission slip to conduct the test;
- e. All individuals conducting the testing will have complied with the training requirements outlined above;
- f. Individuals tested will not be charged for the test; and
- g. All results of the tests will be reported through the app.txrapidtest.org application.

## Recommended PPE Positional Requirements

Position	PPE Requirement
Test Administrator collecting sample for an individual	N95 Mask, face shield, gloves, and a disposable gown If conducting the swab, change gloves in between each patient Change mask, face shield, and gown if they become soiled.
Individual whose sample is collected by a test administrator	Surgical Mask
Test Administrator directing another individual collecting their own sample (Maintain social distancing where possible)	N95 Mask, face shield, and gloves If contaminated, change gloves and affected PPE
Individual collecting their own sample	Individual's own mask
Support Personnel Not Conducting Test	Individual's own mask



# Disposal Guidance for COVID-19 Rapid Testing Kits from Schools

TCEQ regulatory guidance regarding the handling, storage, labeling, transportation, and proper disposal for schools using COVID-19 rapid testing kits.

## Handling

COVID-19 medical waste should be handled as **regulated medical waste** (*49 CFR §173.134 and 30 TAC Chapter 326, Subchapter B*). Schools must maintain records of proper disposal – transporter name and TCEQ ID number; name of the destination facility – for 3 years following the pickup date of each shipment. Records should include the weight or volume of waste.

## Storage and Labeling

Before labeling and packaging, testing kits (medical waste) should be kept separate from regular garbage. Any waste combined with testing kits will also be considered medical waste.

TCEQ requires medical waste be placed in a rigid container that is leak resistant, impervious to moisture, and strong enough to prevent tearing or bursting from handling. Medical waste may be placed in a *red biohazard bag* and then placed in a rigid container to meet the packaging requirements.

The container must be marked with the following:

1. Warning symbols and wording on two sides of the container:
  - a. International symbol for biohazardous materials.
  - b. "CAUTION, contains medical waste which may be biohazardous".
  - c. "PRECAUCIÓN, contiene desechos medicos que pueden ser peligro biológico".
2. Name and address of the generator (school) and a date of shipment.
3. Label must be at least 0.25 inches in height or greater.

For specific criteria and other methods for labeling, refer to [30 TAC §326.21](#). A registered transporter can also assist you with labeling. A list of registered medical waste transporters can be found [here](#).

Waste can be stored as long as it is secured and does not create a nuisance.

PPE used while handling and administering the rapid COVID test kits are not considered medical waste.

## Transportation

A school may transport their own medical waste to an authorized disposal facility if less than 50 pounds per month. If the quantity is greater than 50 pounds per month, a registered transporter is required. Registered transporters can be found [here](#).

However, due to the pandemic, the TCEQ is allowing enforcement discretion on [30 TAC §326.31\(a\)](#) to allow schools the ability to transport their own medical waste of used testing kits, even if they have greater than 50 pounds, with the following stipulations.

- 1) This enforcement discretion only applies to schools, Texas Division of Emergency Management (TDEM), or the contractors performing the rapid testing at schools.
- 2) This enforcement discretion only applies to the COVID-19 rapid testing kits. All other medical waste must be handled and managed following the medical waste rules.

## Disposal

Proper treatment and disposal of medical waste is required and must take place at a TCEQ-authorized facility. A list of authorized medical waste facilities can be found [here](#).

### More Information

For more information regarding TCEQ medical waste regulations, please visit our [TCEQ Medical Waste website](#) or contact us, via email, at [mswper@tceq.texas.gov](mailto:mswper@tceq.texas.gov).

## Objective 3: Reporting of Results

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Test administrators are responsible for ensuring that every test result; positive, negative, or inconclusive; must be reported in the manner required by TDEM.

- a. Every test administrator will need a computer, iPhone, iPad, or Android device to scan driver's license information and Binax Now test QR code as well as entering additional information on the individual to be tested
- b. Every test administrator will enter the required information for each individual to be tested and report the results of every test, including positive, negative, and inconclusive results using the TX Rapid Test app
- c. **Every test kit that is used for quality control testing or training must be reported through the [app.txrapidtest.org](http://app.txrapidtest.org) application. For these kits, rather than reporting positive or negative results, the test administrator should choose the option for "Test not Performed". The test administrator conducting the quality control test or training should use their own personal information to enter into the system.**
- d. Southwest Texas Regional Advisory Council (STRAC) has developed the web portal to provide for the registration of individuals to be tested, the entering of test results, and the report of test results to the appropriate agencies
- e. STRAC will report the results of the test by text and email as provided in the registration information provided by the test administrator for staff members and students over the age of 18
- f. For individuals under the age of 18, notification of results must go to the email address and phone number of the legal guardian as provided on the authorization form
- h. STRAC will provide DSHS with the data required to meet federal and state reporting and data requirements
- i. An information sheet will be provided to each participant in the testing process that provides guidance and counseling information related to COVID 19 located in each kit
- j. The school system Test Administrators should handle individuals who test positive based upon their local positive case policies.



## **Objective 4: Demobilization of a Test Site**

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Each school system will have a demobilization plan to return all equipment and PPE to TDEM once all testing and reporting have been completed.

The school system test coordinator serves as the individual responsible for the demobilizing of testing activities. They will:

- Provide guidance to Test Administrators regarding demobilization of the test site at their campus
- Ensure all reporting has been completed as required by TDEM
- See to the return of test instruments and supplies as directed by TDEM

## Stakeholder-Specific Responsibilities

The following table shows stakeholder responsibilities organized by function. Some agencies provide personnel and/or equipment. Other agencies offer knowledge and expertise in working with response agencies, vendor communities, commercial organizations, or associations that supply or restore services.

### Texas A&M AgriLife Extension Service (AgriLife)

Phase	Responsibilities
<b>Distribution of Tests</b>	<ul style="list-style-type: none"> <li>Disaster assistance and recovery personnel and Extension agents will assist TDEM with the logistics and distribution of Binax Now tests and PPE4</li> </ul>
<b>Test Administration</b>	<ul style="list-style-type: none"> <li>Provide support for school system test administrators as determined by TDEM</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>Individuals serving as test administrators will be responsible for following all reporting requirements as indicated</li> </ul>

### Texas Division of Emergency Management (TDEM)

Phase	Responsibilities
<b>Distribution of Tests</b>	<ul style="list-style-type: none"> <li>Receive and inventory Binax Now tests received from the Defense Logistics Agency</li> <li>Distribute the Binax Now test materials along with sufficient PPE for testing purposes to each of the eleven (11) Regional Staging Area (RSA) based upon the projected requirements of each region according to the Trauma Service Area hospitalization rate and ISD and private school usage</li> <li>Distribution to the largest 20 school systems may be directly shipped from the TDEM San Antonio warehouse</li> <li>Distribute Binax Now test materials and PPE to each participating school system in the region based upon the projected requirements of each school in the region according to the Trauma Service Area hospitalization rate and school system usage</li> <li>Provide additional Binax Now tests and PPE requested by participating school system testing coordinators through TEA</li> <li>Maintain an inventory of Binax Now testing materials assigned to each school system</li> </ul>
<b>Test Administration</b>	<ul style="list-style-type: none"> <li>Coordinate with TDEM on the development of online training courses to provide test</li> </ul>

	<p>administrators with the necessary information on setting up a testing location, use of PPE, disinfection of testing location, and Binax Now test administration, including quality control verification, registration of individual to be tested, the process of conducting the test, the reporting of test results and the disposal of testing materials and PPE</p> <ul style="list-style-type: none"> <li>▪ Verify that Binax Now testing is being conducted by an appropriately trained test administrator</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>▪ Shall develop reporting structures which will provide the required reporting information to DSHS on all tests conducted which result in a positive, negative, or inconclusive test outcome</li> <li>▪ Shall ensure that the result of every test conducted by a test administrator is appropriately reported to DSHS</li> </ul>

### Texas A&M Engineering Extension Service (TEEX)

<b>Phase</b>	<b>Responsibilities</b>
<b>Distribution of Tests</b>	<ul style="list-style-type: none"> <li>• Continue to manage the RSAs and support the distribution of Binax Now and PPE to school systems</li> </ul>
<b>Test Administration</b>	<ul style="list-style-type: none"> <li>• Coordinate with TDEM on the development of online training courses to provide test administrators with the necessary information on setting up a testing location, use of PPE, disinfection of testing location, and Binax Now test administration, including quality control verification, registration of individual to be tested, the process of conducting the test, the reporting of test results and the disposal of testing materials and PPE</li> <li>• Publish the Test Administrator Training Module to <a href="http://preparingtexas.org">preparingtexas.org</a></li> <li>• Send a list of all registration information for individuals who have successfully completed the Test Administrator Training module to STRAC daily at 08:00, noon, and 16:00</li> </ul>
<b>Reporting</b>	<ul style="list-style-type: none"> <li>• Ensure that information regarding test administrators who have completed the required training is transmitted to the Southwest Texas Regional Advisory Council (STRAC) for inclusion in the reporting system</li> </ul>

## Texas Department of State Health Services (DSHS)

Phase	Responsibilities
Distribution of Tests	<ul style="list-style-type: none"> <li>Notify TDEM of the need for school-wide testing based upon clusters of confirmed COVID-19 cases.</li> </ul>
Test Administration	<ul style="list-style-type: none"> <li>DSHS will provide updates to TEA and TDEM regarding changes to the Trauma Service Area percentage of COVID-19 Hospitalizations to all hospitalizations</li> <li>DSHS, in consultation with TEA and TDEM, will make recommendations for individual campuses which would benefit from Whole School testing</li> </ul>
Reporting	<ul style="list-style-type: none"> <li>Ensure that K-12 test results are being reported in a timely and appropriate manner</li> </ul>

## Texas Military Department (TMD)

Phase	Responsibilities
Distribution of Tests	<ul style="list-style-type: none"> <li>Continue to provide staffing to the RSAs and support the distribution of Binax Now and PPE to school systems</li> </ul>
Test Administration	<ul style="list-style-type: none"> <li>Provide appropriately trained test administrators to serve in school system testing efforts as directed by TDEM</li> </ul>

## Texas Education Agency (TEA)

Phase	Responsibilities
Distribution of Tests	<ul style="list-style-type: none"> <li>Provide TDEM with school system information showing the Trauma Service Area COVID-19 hospitalization rate</li> <li>Provide TDEM with current staff and student count numbers for all school systems in the state</li> <li>Provide TDEM with a list of school systems that are participating in the COVID-19 testing efforts</li> <li>Provide TDEM with a school system test coordinator for each school system for all testing and distribution purposes</li> <li>Provide TDEM with information on any problems or issues regarding the testing efforts from school systems</li> <li></li> </ul>

**Test Administration**

- Provide the contact information for each test coordinator to TDEM

**South Texas Regional Advisory Council (STRAC)**

Phase	Responsibilities
<b>Reporting</b>	<ul style="list-style-type: none"> <li>• Develop registration and reporting system to collect information on each individual being tested by the Binax Now testing</li> <li>• Coordinate with TEEX on the inclusion of test administrators who have completed the necessary training</li> <li>• Notify test administrators of the process by which they will be reporting the results of Binax Now testing</li> <li>• Ensure that all results reported through the STRAC system are reported daily to DSHS</li> <li>• Provide results to the individual tested through email and text message.</li> <li>• Provide results of testing at the campus level to TDEM and TEA daily</li> </ul>

**School Systems**

Phase	Responsibilities
<b>Distribution of Tests</b>	<ul style="list-style-type: none"> <li>• School systems will provide TEA with a test coordinator for the entity to coordinate the ordering and delivery of testing materials and PPE.</li> <li>• The test coordinator will provide test materials and PPE to certified test administrators.</li> </ul>
<b>Test Administration</b>	<ul style="list-style-type: none"> <li>• School system administrations shall designate school personnel to conduct the Binax Now testing in their schools. These individuals shall be instructed to complete the Test Administrator training course developed by TDEM and TEEX</li> <li>• Voluntary testing of school system staff based on the Trauma Service Area, COVID-19 Hospitalization Rate of the school system may be conducted by school system test administrators</li> <li>• Voluntary testing of individuals on a school system campus who present symptoms of COVID-may be tested by test administrators</li> <li>•</li> </ul>

## List of Acronyms

AgriLife	Texas A&M AgriLife Extension Service
DSHS	Department of Health and Human Services
EMS	Emergency Medical Services
HPP	Hospital Preparedness Program
ISD	Independent School District
PPE	Personal Protective Equipment
PPE4	Personal Protective Equipment (respiratory)
RAC	Regional Advisory Councils
RESC	Regional Educational Service Centers
RSA	Regional Staging Areas
STRAC	Southwest Texas Regional Advisory Council
TCEQ	Texas Commission on Environmental Quality
TDEM	Texas Division of Emergency Management
TEA	Texas Education Agency
TEEX	Texas A&M Engineering Extension Service
TMD	Texas Military Department
TPWD	Texas Parks and Wildlife Department
TSA	Trauma Service Areas
TxDOT	Texas Department of Transportation
TXDPS	Texas Department of Public Safety
TX EMTF	Texas Emergency Medical Task Force

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