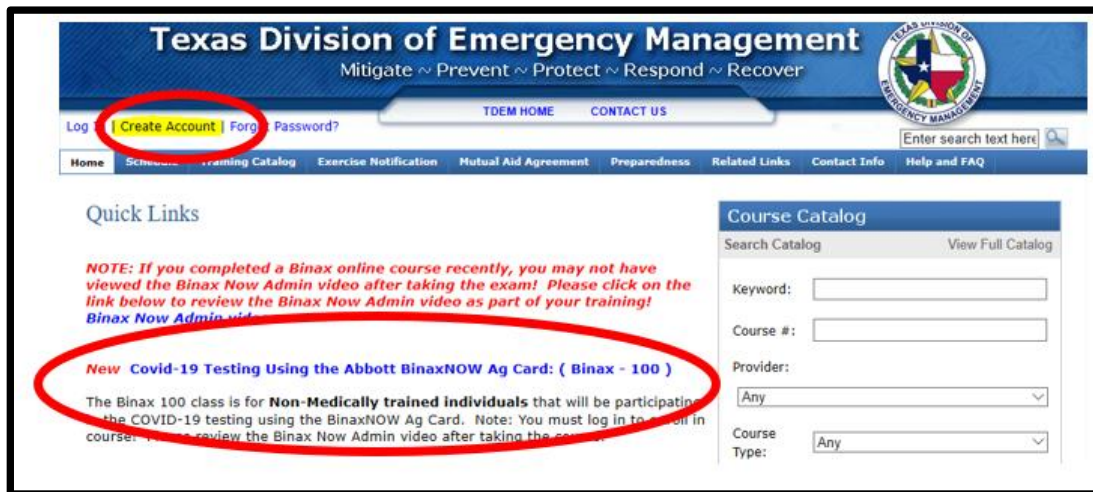


# Test Administrator Responsibilities

## Preparatory Duties Before Test Day

Login and register for [www.preparingtexas.org](http://www.preparingtexas.org)



In preparingtexas.org registration, in the space for "Agency," put the Independent School District name or Private School Name.

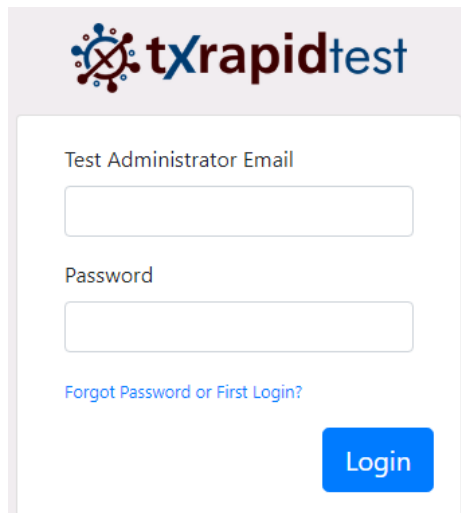
The screenshot shows the 'Register for a User Account' form. At the top right, there is a 'Step 2/6' indicator circled in red. The form contains the following fields: 'Agency or Organization Name' (with the text 'Anywhere School District' entered), 'Address 1', 'Address 2', 'City, State', 'ZipCode', 'County', '\*Phone', 'Fax', and 'Cell'. A red arrow points to the 'Agency or Organization Name' field. At the bottom right, there are 'Back', 'Next', and 'Cancel' buttons.

Complete COVID-19 Testing Using the Abbott BinaxNOW Ag Card: ( Binax - 100 ) Course on preparingtexas.org. (includes almost all staff with no medical training)

Complete the BINAXNOW Training Modules ( Binax - 200 ) Course in preparingtexas.org if you are medically trained. (includes any staff that have licensed medical training)

# Test Administrator Responsibilities

Individuals who successfully complete the [Abbott BinaxNOW Ag Card](#) course receive login information for the testing application at <https://app.txrapidtest.org>. The registration process may take up to twelve hours before it is active. You will need this APP to report the results from each test.

A screenshot of the txrapidtest login page. At the top left is the txrapidtest logo, which consists of a stylized blue and red gear icon followed by the text "txrapidtest" in blue and red. Below the logo are two input fields: "Test Administrator Email" and "Password". Below the password field is a blue link that says "Forgot Password or First Login?". At the bottom right of the form is a blue "Login" button.

<https://app.txrapidtest.org>

Plan test location and flow of individuals to be tested to ensure maintaining appropriate social distancing. (6 feet minimum).

Plan materials required to conduct testing, including desks/tables, chairs, electrical outlet availability to charge iPhones, Androids, or iPads, and waste disposal cans and liners.

Every test kit that is used for quality control testing or training must be reported through the 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.

Set up test stations in such a fashion that limits test subjects' potential to contaminate the test area.

Obtain Binax Now test materials and PPE from the district/private school *Test Coordinator* before the start of testing

## Testing Responsibilities Test Day

# Test Administrator Responsibilities

Test Administrator Safety - Personal Protective Equipment (PPE) on hand will include Gloves, N95 Face Masks, Surgical Masks, Face Shields, and Disposable Gowns.

When the Test Administrator supervises the test subject in collecting their own samples and inserting the swab in the test instrument, they will maintain social distancing (6 feet). They will need a face mask and gloves as the minimum level of PPE.

When the test administrator collects the test sample from a test subject, they will be in close contact. Therefore, minimum PPE requirements will include gloves, an N95 mask, a face shield and a disposable gown.

CDC recommends changing of gloves only if having direct contact with test subject or specimen. Face shield, face mask and gown should be changed if they become soiled. *All PPE should be changed after interaction with a test subject with a positive result.*

Suggested Testing Methodologies - Voluntary Targeted testing may be conducted, as needed, on staff and students who present COVID-19 symptoms while on campus and those individuals who have been in close contact (within 6 feet for more than 15 minutes) to individuals who test positive for COVID-19 in the two (2) days before the positive test. Voluntary Screening Testing may be conducted Monthly on staff, or Staff may be tested on a single day or spread throughout a week of testing.

## Want to speed up the process?

Bring a Texas Driver License/State Texas ID *or* Make your personal QR Test Code  
***Scan the QR Code, pre-populate your data, print and make access label  
or save to your phone:***



**QR ID Code Generator**

<https://register.txrapidtest.org/>

## COVID-19 Binax Now Testing Process:

1. Enter the required information into the <https://app.txrapidtest.org> portal on each individual who is tested:
2. Scan the QR code on the Binax Now Ag test card
3. Scan the individual's driver's license if available, or manually enter the information.

# Test Administrator Responsibilities

4. Ensure that every student under the age of 18 who comes for testing has a signed parental authorization form to conduct COVID-19 testing.
5. Follow training provided by preparingtexas.org course:
  - Conduct the testing by:
    - Allowing the individual to use the swab to collect their own sample, or
    - Using the swab to Collect the sample from the individual directly.
    - Once the reagent is dropped onto card, card must remain flat at all times until the result is determined.
    - Insert the swab into the test card by:
      - Allowing the individual to insert the swab appropriate into the test card, or
      - Inserting the swab directly into the test card.
    - Close the test card and seal by removing the strip covering the adhesive and fold the card closed.
    - Wait 15 minutes for the test to result.
  - Results
    - Enter the result into the <https://app.txrapidtest.org> application and submit the results.
    - Notify the individual if they are present of the outcome.
    - If the test is positive, handle as directed by district personnel.
  - Post-Test Responsibilities
    - Test administrators will ensure that all test kits are disposed of as biohazardous material.
    - Ensure that the results of all testing are reported through the data portal.
    - Notify school system test coordinator of any shortages of testing materials or PPE immediately.

## Contact

**Abbott Labs Technical Support for BinaxNOW Test Kits – 1 (800) 257-9525**

**Texas Testing Information Website**  
<https://tdem.texas.gov/k-12testing/>