

Purpose of Surveillance Testing

- To identify unrecognized COVID-19 cases
- Reduce exposures in the PreK–12 public school population during in-person learning

NMPED Requirement

- 5% surveillance testing for faculty and staff each week when students are present on campus.

Protocol

1. School nurse serves as the point of contact at each PreK-12 school.
2. Human Resources provides an updated list of employees with an approved workplace accommodation (work remotely) to site principals every Friday.
3. Principal maintains a list of all staff present on campus. This list includes, but is not limited to related service providers, cafeteria and custodial staff, and CIS personnel. This list will change based on current staff approved for a workplace accommodation.
4. Principal and Nurse works collaboratively to assign 5% of staff for testing based on the number of staff present on campus any given week.
5. Staff assigned to testing alphabetically by last name.
[i.e. Amy Biehl has 45 total staff members. Week 1-8 people have approved accommodations. This leaves 37 staff members on campus. 5% of 37 is 1.85 people. Round up to 2. 2 people, week 1, are assigned for testing. The first two names, in alphabetical order by last name, are assigned the first week for testing]
6. Staff who work at more than one school will be assigned for testing by the school where they are present on campus in the morning (prior to 12 p.m.).
7. Principal communicates every Monday with staff assigned to testing via email, allowing enough time for the staff member to register for testing.
8. Staff pre-registers for available testing slots through the [New Mexico Department of Health COVID-19 Testing Portal](#) and provides health insurance information as part of the process.
9. Staff reports to NM DOH Public Health Office for testing.
10. Staff continues to work prior to the testing date and after testing unless symptomatic.
11. Staff receives letter from DOH confirming the staff member underwent testing for COVID-19, the date.
12. Staff receives a text message or email from DOH with results within a " few business days". Staff can access results through NMDOH results portal:
<https://cvresults.nmhealth.org/login.html>
13. Staff provides the DOH letter and results to the school nurse.
14. School nurse collects and tracks staff tested and results of testing.
15. School nurse reports the total number of staff tested and the number of positive results to their principal and NMPED weekly.

*As of 9.18.2020: DOH does not process in place to manage testing.

**Office of
Student
Wellness**

