



## **Vendor Personnel Support for Antigen Testing Program Participant Agreement**

*Services described in this agreement will end on June 30, 2023, unless otherwise noted in writing, from the California Department of Public Health.*

The California Department of Public Health (CDPH) COVID-19 Testing Task Force is providing personnel support through third-party vendors to perform onsite rapid antigen testing in schools. Districts and schools that have met health equity criteria to receive this support can elect to participate in this voluntary program and partner with a CDPH-approved vendor. The vendor will work with your district/school and be responsible for administering COVID-19 testing onsite by certified personnel at locations and dates/times designated by the district/school.

Your district/school will be assigned to a CDPH-approved vendor that will provide personnel support for rapid antigen testing and confirmatory PCR/lab-based testing, when applicable. This includes the personnel to perform testing services, reporting data to Primary.Health, and courier logistics.

To support the effective administration of this program, as well as the safe and effective administration of testing, CDPH seeks assurances from your district/school. Specifically, for access to the Personnel Support for Antigen Testing Program made available by CDPH, your district/school must agree to:

### **CDPH Roles and Responsibilities**

#### *Coordination*

- Notify district/school of their eligibility into the program. Share the number of vendor personnel to be provided by the vendor to the school/district.
- Confirm vendor capacity for testing services and initiate handoff with the district.

#### *Implementation*

## *CDPH Vendor Personnel Support Program Participant Agreement*

- Manage programmatic changes in the event public health guidance is updated or access to resources are temporarily or permanently disrupted.
- Manage weekly touch points with vendor to monitor the onboarding pipeline and status of implementation for each district through vendor reported data and troubleshoot emerging issues.
- Manage the district's onboarding progress into the CDPH Rapid Antigen program and ensure all materials are signed and trainings are completed prior to the district/school's first day of testing.
- Oversee vendor performance through periodic gathering of feedback from district/school participants.

### *Supplies/Resources*

- Provide test kits at no charge to sites, pending available stock.
- Pay vendor for CDPH-approved services provided to districts/schools.
- Provide Primary.Health IT platform for registration of participants and reporting on testing volumes and results.
- Provide online and remote resources, such as trainings and guidelines regarding rapid antigen testing services and school-based testing programs.

## **District/School Roles and Responsibilities**

### *Coordination*

- Share district's point of contact information, list of schools where testing is planned, including enrollment at those schools, and estimated number of testing participants (both student and staff), with vendor and with CDPH.
- Develop a testing plan and determine testing goals, including but not limited to, the anticipated testing frequency, volume, and resource needs. Testing plan must be scaled according to the personnel allocated per CDPH. The testing plan needs to be coordinated with the vendor to the extent that they can ensure it is feasible for implementation.
- Maintain frequent and clear communication with all students, families, community members and partners about the purpose and accessibility of antigen testing in the district. This includes clarity that testing is intended primarily for the school-

## *CDPH Vendor Personnel Support Program Participant Agreement*

community—e.g., students, staff and school volunteers—and follows the guidelines and requirements of both local and state health authorities.

- This program cannot be used to test only unvaccinated staff.
- Identify point of contacts at each school within the district for communication with the vendor on planning, operations, and managing positive test results.
- Maintain communication with the vendor regarding anticipated testing frequency, volume and resource needs across schools within the district.
- Coordinate a testing schedule with the vendor. Schedule coordination should occur during normal business hours. The testing schedule for the upcoming week should be provided to the vendor 7 days in advance, or in a time frame agreed upon by both the district and the vendor, with potential for modifications to the testing schedule with advance notice (e.g., 48-72 hours in advance, as agreed upon by the district and vendor). The district is encouraged to have regular testing schedules for the vendor.
- Participate in routine CDPH COVID-19 Testing Task Force surveys regarding resources and services being provided, if needs are being met, etc.
- Outbreak response should be coordinated with the local health jurisdiction and/or CDPH outbreak response team. Testing vendor staff will not respond directly to outbreaks/testing emergencies.

### *Implementation*

- Maintain ongoing communication with CDPH for duration of deployment, including responding promptly to periodic requests for feedback on vendor performance.
- Fully onboard into the CDPH Rapid Antigen program by signing the Memorandum of Understanding (MOU), as well as fully completing the required trainings associated with the CDPH onboarding process.
- Coordinate with the vendor who will be taking the lead to request antigen and PCR/lab-based test kits from CDPH in a timely manner to allow for processing of order and shipping of kits and maintain adequate testing supplies. This includes safely storing all tests according to manufacturer guidelines and maintaining an inventory of tests that are distributed throughout the district.

## *CDPH Vendor Personnel Support Program Participant Agreement*

- Oversee deployment and support to schools within district that are receiving these services.
- Work with vendor to establish transportation and parking plan as appropriate. If free, safe parking is not available nearby and if on-site parking is not available, district should establish a plan with vendor personnel regarding how to address parking and transportation, to support timely arrival for testing.
- Resolve vendor-related complaints directly with the vendor with a report out to CDPH of the issue and the resolution.
- Develop plans and policies for managing any persons testing positive for COVID-19 onsite, as well as contingency plans in the event a false positive or false negative test result is identified by either the vendor or district.
- Notify the local public health department immediately if an outbreak of COVID-19 is identified.

### *Supplies/Resources*

- Provide all required infrastructure supplies for site set-up (e.g., tables, chairs, signage).
- Provide storage for collected samples (e.g., cold storage containers/refrigerators for samples) if needed.
- Provide Wi-Fi and electricity/power that is usable and readily accessible by testing personnel.
- The School District should ensure the district/schools is onboarded with the Primary.Health platform and are receiving testing kits adequate for their testing population needs.
- Ensure a safe environment at each testing location for students, schools and vendor staff.
- Treat vendor staff respectfully for duration of deployment.

## **Vendor Roles and Responsibilities**

### *Coordination*

- Provide project management services to include maintaining regular (e.g., weekly) communication with CDPH regarding all pertinent details of the end-to-

## *CDPH Vendor Personnel Support Program Participant Agreement*

end antigen testing program at participating districts/schools. This includes the number of personnel deployed to each site and the status of testing implementation.

- Maintain regular communication with each assigned district/school partner and have a communication line established to handle urgent issues, including after hours
- Execute the testing plan prepared by district/school, including coordinating with districts/schools to align the testing plan and schedule for each site within the district; schedule coordination should occur during normal business hours at least 7 days prior to testing, or in a time frame agreed upon by both the district/school and the Contractor. The Contractor shall make a good faith attempt to accommodate reasonable changes in the testing schedule within 48–72-hour notice or as agreed upon with the district/school partner.
- Testing will be performed under the vendor's own CMS CLIA waiver and will be responsible for ensuring CLIA waivers are current, as required by CDPH Lab Field Services. Vendor will be responsible for following all the rules and regulations to comply with CLIA, including training of all personnel performing CLIA-waived testing. Confirm with CDPH that districts/school assignments can be supported based on vendor capacity prior to initiation of the work with a district and inform CDPH immediately if there are any vendor capacity issues that arise.
- Coordinate with the district/school to request antigen and PCR/lab-based test kits from CDPH in a timely manner to allow for processing of order and shipping of kits and maintain adequate testing supplies. This includes safely storing all tests according to manufacturer guidelines, maintaining an inventory of tests that are distributed throughout the district, and performing quality assurance/control steps in line with manufacturer, FDA and CLIA requirements.
- Have a contingency plan that identifies how the vendor will maintain staffing levels for the district/school to prevent disruptions in testing should previously assigned vendor staff become unavailable.

### *Implementation*

- Hire, contract, train and deploy qualified personnel to support site set-up, onsite registration of participants, administration of test kits, data entry, and site break-down.

*CDPH Vendor Personnel Support Program Participant Agreement*

- Have staff complete CDPH's interactive rapid antigen training course and assessment prior to being in the field.
- Contractor personnel must abide by all State, local and district policies regarding COVID-19 vaccination for any onsite staff, and/or staff must submit to regular COVID-19 testing if unvaccinated or as directed by State, local and district policy.
- Vendor personnel shall wear all appropriate PPE as recommended by CDPH/CDC, for testing personnel at all times. PPE for testing staff will be provided by the vendor.
- Coordinate staff deployments between geographically proximate locations
- Establish team leads at each testing site who are responsible for communicating directly with vendor supervisors; supervisors assigned to the district must be available to provide support in real time when issues arise.
- Resolve district-related complaints directly with the district with a report out to CDPH of the issue and the resolution.
- Onsite Activities include:
  1. Assist in registration of individuals into the Primary.Health platform.
  2. Observe self-swabbing and/or collect antigen and/or PCR/lab-based test swabbing, credentials permitting, of students and staff at K-12 school sites.
  3. Process point-of-care tests on site and record results in Primary.Health.
  4. Enter results of all tests (positive, negative, and invalid) into the Primary.Health software. Personnel will notify onsite district/school supervisors immediately if there are any positive or questionable test results and will enter the results immediately into the software. District/school personnel should then check Primary.Health for person-level information in order to act on test results. Due to privacy issues, the vendor is not able to provide information directly to school personnel regarding individuals' test results.
  5. Prepare lab-based tests for transportation to CDPH-designated laboratories
  6. Transport samples to COVID-19 Courier Network (CCN) drop box prior to the CCN pick up time or arrange for delivery

*CDPH Vendor Personnel Support Program Participant Agreement*

7. Employees may need the capacity to drive/be transported between school sites in a district.
  8. Conduct other administrative support services related to the testing program as necessary which may include, but are not limited to contact notification, clerical tasks, organizing consent forms, etc.
- Maintain ongoing communication with site for duration of deployment to revise testing plan as needed.
  - Coordinate with CDPH and districts/schools to schedule and provide materials for “pop-up” or ad hoc testing at school events or during surges in COVID-19 case rates.
  - Develop a contingency plan that identifies how the vendor will maintain staffing levels for districts/schools to prevent disruptions in testing should previously assigned vendor staff become unavailable.
  - Have a plan for staff termination if personnel issues cannot be resolved in a time deemed acceptable to the district/school and CDPH.
  - Treat students, teachers, and staff respectfully for duration of deployment.

*Supplies*

- Provide all required PPE, sanitization supplies, tablets/computers, and related consumable supplies, and shall utilize CDPH-provided testing kits and registration systems (Primary Health). Use of personal electronic devices and equipment is prohibited.
- Contractor shall handle any positive antigen or PCR/lab-based test waste in accordance with the Medical Waste Management Act of 2017 and will properly remove/discard such materials from the assigned working location.
- Provide all required technology supplies (e.g., iPads/ tablets, scanners, chargers, power cords, barcode scanner) for duration of testing event and ensure technology is in proper, working order.
- Provide all required administrative supplies (e.g., scissors, tape, tape measure, box cutters, pens, sharpie, etc.) for duration of testing event.

Superintendents, charter school leaders, and executive directors: please complete the

*CDPH Vendor Personnel Support Program Participant Agreement*

information and sign below to affirm that you agree to the above-listed conditions of participation in CDPH's Personnel Support Antigen Testing Program. CDPH, in its discretion, reserves the right to cancel your participation in this program upon a violation of any of the above conditions.

---

Name of District or School

---

Superintendent/Executive Director Name

---

Phone Number

---

Date

---

Signature