



COVID-19 Testing and Ordering Guidance for Schools

Oklahoma Schools COVID-19 Prevention Program

The Oklahoma State Department of Education (OSDE) and Oklahoma State Department of Health (OSDH) will provide support to schools who choose to opt into the grant program so they can meet goals and requirements for funding.

Schools participating in the Oklahoma Schools COVID-19 Prevention Program will need to:

- Make a good faith effort to test the target 5% of the school population each month.
- Report all positive and negative test results to the Oklahoma State Department of Health (OSDH) through the single-sign on SIRS portal.
- Order the free supplies to complete the grant deliverables (tests and PPE). OSDH will provide the Quidel QuickVue Rapid Antigen COVID-19 test and all necessary PPE to schools for free.

Below, please see the processes for schools to establish testing permissions, order tests and PPE, and report test results. These processes will allow the school to begin using the Quidel Quickvue Rapid Antigen test to test teachers, staff, volunteers, and students that have a signed parental/guardian permission form and/or participant permission form.

Testing and Reporting Processes

1. Apply for a Clinical Laboratory Improvement Amendment (CLIA) Certificate of Waiver or Revise Current Certificate

All testing sites must have their own CLIA Waiver Certificate. A CLIA number associated with the certificate is needed to order any tests through OSDH.

1. Complete the CLIA application at www.cms.gov/clia.
2. You may list the school district as the sole lab, or you may choose to utilize the multiple site exception and list all the sites. The primary site will usually be the district level site.
3. Email the complete application to clia@health.ok.gov.
4. OSDH will process the application and send the school a bill/invoice from the Centers for Medicare & Medicaid Services (CMS) for \$180. Please note that CMS refers to this bill/invoice as a "coupon." The use of the word "coupon" on the invoice does not relate to a cost saving or fee exemption. The school will submit proof of their payment to OSDE for reimbursement.

For help regarding your CLIA application, contact OSDH Medical Facilities at:

Email: clia@health.ok.gov

Phone: (405) 426-8470



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2. Order PPE and Testing Kits

A. You will need to create a user account with the OSDH Emergency PPE Supply Program — Big Commerce.

Follow the steps below to set up your account:

1. Set up a user account with the OSDH Emergency PPE Supply Program. Visit [Oklahoma PPE Supply \(mybigcommerce.com\)](https://okppe.mybigcommerce.com) to begin.
2. Click on the Get Started Button and scroll down to insert the registration information.
3. Insert the following information:
 - a. Point of contact name
 - b. Phone number
 - c. Email address
 - d. Leave the order number blank
 - e. Insert the school district/school name
 - f. Insert Oklahoma Schools COVID-19 Prevention Program in the comment section
 - g. Verify CAPTCHA
 - h. Submit

NOTE: Accounts should be active within 24 hours. You will receive an email confirming your account is active.

B. Once your account is active, you may begin ordering PPE and testing supplies. Please ensure you have your school's CLIA number on hand before ordering supplies.

Follow the steps below to begin ordering testing supplies and PPE:

1. Once the account is active, the school will place orders for testing and PPE supplies at: <https://okppe.mybigcommerce.com/>.
2. Enter in order information:
 - a. Point of contact name
 - b. Phone number
 - c. School name
 - d. Shipping address
 - e. Collection site
 - f. CLIA number
 - g. "Three vendors unable to provide" – Please enter School Testing in the box



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3. You will need to place your order by the 10th of the month prior to the month you will need the materials. For example, if you are ordering tests for October, you will need to place your order by September 10 to ensure you will have your tests by October.
4. Supplies will be shipped each month to schools from the main OSDH warehouse in Oklahoma City.

NOTE: OSDH will provide all tests and PPE needed for the purposes of the Oklahoma Schools COVID-19 Prevention Program. OSDH will primarily use the Quidel QuickVue SARS Antigen Tests.

4. Reporting

Schools are required to report all negative and positive test results daily to OSDH.

The designated reporting process for school-based testing is via the State Infection Reporting System (SIRS) which is located in the OSDE Single Sign-On application:

<https://sdeweb01.sde.ok.gov/SSO2/Signin.aspx>.

If you do not have access to Single Sign-On, please contact your school district's security administrator or superintendent. If they are not able to assist, please email Dean Hupp at dhupp@e2inttech.com at Hupp Information Technologies.

This program is supported by the Scientific Programs and Development Branch within the Division of Preparedness and Emerging Infections of the U.S. Department of Health and Human Services (HHS) as part of a financial assistance award totaling **\$468,415,739.00** with 100 percent funded by Scientific Programs and Development Branch within the Division of Preparedness and Emerging Infections/HHS. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by Scientific Programs and Development Branch within the Division of Preparedness and Emerging Infections/HHS, or the U.S. Government. For more information, please visit [Home | Division of Preparedness and Emerging Infections \(DPEI\) | NCEZID | CDC](#)].