Memorandum

To: All Staff
From: Christopher Miller, Ed.D., Chief of Human Capital
Date: September 2, 2021
Re: COVID-19 Testing Frequently Asked Questions V2

VACCINATION

1. What proof can I use for vaccination other than my vaccination card?
   If you have the Excelsior Pass Plus, you may download your vaccination information from there. The website for Excelsior is https://epass.ny.gov/home. You can screenshot an image of the pass on your smartphone and submit it in the provided form: https://tinyurl.com/RCSDvaccination.

   You may get a doctor’s note that will list the last vaccination date and type of vaccine you took.

   You may go back to the place where you got the vaccine and ask them to pull the record and re-create the card if you want the card.

2. Why does the form ask what vaccine I took?
   The District asks for what vaccine you took so that it can ensure vaccination requirements are met in the event a booster shot is required for any particular vaccine. Currently, there are no requirements for a booster shot of any vaccine.

3. Now that booster shots are now being offered, will staff who were vaccinated more than 8 months ago be required to test?
   No, not at this time. The District will continue to respond to CDC and state guidelines to determine whether or not testing or boosters are required. At this time, fully vaccinated employees, including those who were fully vaccinated more than eight months ago, are not required to test weekly or receive a booster.

4. Who has access to my vaccination card?
   The records are kept by the Office of Human Capital Employee Benefits Team. Medical file access is restricted by the District and is kept confidential.

5. What are the requirements for establishing medical or religious objections to being vaccinated?
   There is no necessity to establish a medical or religious objection to being vaccinated, as employees may choose to either be vaccinated or tested weekly. Employees should contact the Office of Human Capital Employee Benefits team to engage in the interactive process if they believe an exemption applies.
**WEEKLY TESTING**

6. **What is meant by weekly testing?**
The District will require proof of a COVID-19 test to be submitted to the Office of Human Capital Employee Benefits Team once a week.

7. **Will the District be providing on-site testing?**
Yes. See question 8 for more details.

8. **Where can I go to get weekly testing?**
Staff are allowed to get tested on-site or off-site. On-site testing for most locations is offered through Walgreens via a shallow-nose PCR test. Staff who sign up for testing on-site or off-site through Walgreens can have proof of testing and results automatically submitted to the District. Staff are also permitted to test off-site at a provider of their choice. See the Walgreens document below for detailed instructions on how to access on-site and off-site Walgreens testing, including a list of sites and testing times.

Some of the smaller programs (e.g., Hart Street, All City, and NorthSTAR) will not have Walgreens on-site. Those employees are still permitted to use the Walgreens website and voucher code to test at Walgreens store locations. For staff who are testing on-site, testing will only be available during limited times once a week. Please work with your supervisor to determine needed coverage; your supervisor should receive notification of scheduled testing in order to assist with coverage.

9. **When during the week should I go for testing?**
Staff should take a test prior to the end of the week. This will enable the testing site the time to process the test result and will ensure the District receives the results of the test by the start of the next week.

For staff who are testing on-site, testing will only be available during limited times once a week. Please work with your supervisor to determine needed coverage.

10. **When should I start testing?**
Employees who do not submit proof of vaccination must start testing the week of September 13, and need to be tested on or before September 19 for the first week of testing. Testing must continue every week until (1) you become fully vaccinated, provide the District the required evidence, and are notified by the District you may stop testing; or (2) you are told to stop testing.

11. **Who has access to my weekly test?**
Similar to vaccination cards, evidence of a weekly test must be sent to and monitored by the Office of Human Capital Employee Benefits Team.

12. **Will I have to sign a release for my results to be sent to the District?**
If you are tested at Walgreens, you will need to sign a HIPAA release to have Walgreens send the results to the Benefits Team. If you select to be tested at another location, you can request they send the test results to the Benefits Team or submit the test yourself.

13. **What if I decide not to go to Walgreen for testing?**
You can test at other sites. You will just need to send a copy of the Test results to Benefits@rcsdk12.org.
14. Why go to Walgreens?
Walgreens is the easiest option due to the number of sites and the relationship they have with the District. Once you consent to have your information shared with the District, Walgreens will send a report listing employees who have tested. This means that you do not need to personally submit weekly testing proof to us.

Walgreens locations and hours for testing are available directly on the Walgreens website (www.walgreens.com) or by downloading the app on your smartphone. Walgreens will be directly managing scheduling and testing. Be sure to select all three testing options to see full availability of testing. All tests are self-administered.

Testing through the Walgreen/voucher process is free to employees. There may be a cost that the employee incurs if you elect to test at another site.

15. How will testing through Walgreens work?
See the Walgreens document below for detailed instructions on how to access on-site and off-site Walgreens testing. In summary:

- Staff can schedule their Walgreens testing through the Walgreens website (www.walgreens.com) or scan the QR code on the detailed instructions provided below.
- First, fill out your personal information. You should enter the District voucher code to directly access on-site (school) locations or off-site locations (Walgreens store).
- Walgreens will request a HIPAA authorization to be digitally signed by you so that it can provide testing information to the District on your behalf.
- Select a testing location. Please select your school site or a Walgreens store location (do not select another school site). Please note that your school site will only have availability one day per week when Walgreens will be on-site. Information about projected days of the week and times are included at the end of this FAQ.

16. Can I test at a Walgreens store?
Yes, you can use the Walgreens website and voucher to schedule a test at a local Walgreens location as detailed in the instructions. The voucher code will similarly request a HIPAA release for Walgreens to provide information directly to the District. Otherwise, you must submit proof of testing as described. Please note that Walgreens store testing is through their drive-through; therefore, you must have a vehicle or travel device (e.g., bicycle, motorcycle, etc.) to go through the drive-through.

17. What type of test is being required for weekly screening?
Any FDA-approved test may be used for the screening, including tests with FDA emergency use authorization. Please keep in mind that not all of these tests are available at all Walgreens locations and/or for on-site District testing. Please also keep in mind that testing required for symptomatic individuals may be different. Antibody tests will not be accepted.

18. Will the District accept results from at-home testing?
Yes, any FDA-approved test for at-home testing will be accepted, with appropriate evidence provided to the Office of Human Capital Employee Benefits Team: benefits@rcsdk12.org subject header: “COVID Testing”. As with any positive COVID-19 test, employees must notify Benefits of their positive test.
19. Will other individuals entering District buildings be required to test as well?
All third-party partners that interact with District students or staff at District locations will need to verify proof of vaccination or test weekly through their employer. All individuals entering District locations must be masked and complete a symptoms assessment upon entry to any District location. Visitor interaction with staff and students should be minimized to the greatest extent possible.

20. What will happen if I refuse to test?
To ensure the safety of our students, staff, and school community, you will not be allowed to return to your worksite or any District property and you will be placed on an unpaid leave. Additionally, employees who refuse to comply with these District directives may be subject to discipline.

21. If I am placed on an unpaid leave for refusal to demonstrate vaccination or testing, how do I return to work?
Employees placed on an unpaid leave for failing to demonstrate vaccination or testing may return by providing proof of vaccination or weekly testing.

22. What is the rationale for not requiring vaccinated staff to be tested?
Current CDC guidance states that vaccination deters the spread of COVID-19. The District determined that either vaccination or weekly testing will help to provide a safer school community for our students and staff. Current CDC guidelines suggest that unvaccinated individuals are at the highest risk of contracting and spreading COVID.

23. Can fully vaccinated staff choose to participate in weekly District testing?
Fully vaccinated staff are welcome to test at any Walgreens off-site location or with their provider. Currently, any on-site testing through the Walgreens voucher will be for those who have not provided proof of vaccination.

24. Can staff voluntarily opt to get tested during preps/lunch?
Yes, staff who receive preparation periods (other than common planning periods) or lunch periods may choose to get tested off-site during those times. Staff will not be released from their duties to test off-site.

25. Do I need to wait to receive my weekly test results before returning to work?
No, you do not. Asymptomatic weekly testing for unvaccinated staff members is a safety measure the District is implementing. If you are experiencing symptoms or have been quarantined, please follow District protocols for those circumstances.

OTHER FREQUENTLY ASKED QUESTIONS

26. Who is responsible for the policing the mask policy for everyone? How should violations be reported if the work location cannot enforce this?
Every member of our community is responsible for the safety of the other people they interact with in our schools. The District will continue to share information about properly wearing masks and any concerns should be brought to your principal.

27. Will temperature testing resume? Is the District buying wall temperature screeners?
The CDC does not recommend temperature checking as a method to prevent the spread of COVID-19. Nevertheless, there may be some situations where temperature checking is still appropriate, and students
will be temperature checked for cause. Free-standing, non-touch temperature screeners are available at most District locations for staff, visitor, and student use.

**28. What will happen when 3 feet distancing cannot be maintained in particular locations?**
The District will follow CDC guidance. When it is not possible to maintain a physical distance of at least 3 feet, such as when schools cannot fully reopen while maintaining these distances, it is especially important to layer multiple other prevention strategies.

**29. Will the District permit fully vaccinated and documented staff to be mask free?**
No, all staff must be masked. The District is complying with New York State requirements for masking in schools. The District will continue to monitor New York State and CDC guidelines on how to address the COVID-19 pandemic.

**30. Will asymptomatic, vaccinated staff be required to be tested 3-5 days after exposure?**
The District strongly recommends testing for vaccinated staff and students after exposure. The District will follow the guidance of the Monroe County Department of Health and CDC with fully vaccinated staff and students.

**31. Will staff meetings be virtual?**
In-person meetings should be avoided if possible. Use email, teleconference, or phone calls to communicate as needed. Unavoidable in-person meetings should be short and in a large space where people can sit six feet apart from each other; avoid any physical contact, such as handshaking. Staff members are expected to be on camera when meeting and working with students. Multi-layered prevention strategies should be implemented if meetings are in-person.

**32. If not, what are the guidelines as to in-person meeting?**
The District will continue to respond to CDC and state guidelines and incorporate additional guidelines as necessary.

**33. Where can I go if I have further questions?**
Please contact the Office of Human Capital Employee Benefits team at benefits@rcsdk12.org with questions related to medical accommodations and submission of weekly testing and proof of vaccination. Please contact a member of the Staff Relations team with questions related to collective bargaining implications, requirements for weekly testing and proof of vaccination, discipline/discharge, and religious accommodations.
## LOCATIONS AND TIMES

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<thead>
<tr>
<th>School</th>
<th>Day</th>
<th>Time</th>
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<tbody>
<tr>
<td>Clara Barton School No. 2</td>
<td>THU</td>
<td>3:00 - 4:00 PM</td>
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<tr>
<td>George Mather Forbes School No. 4</td>
<td>MON</td>
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<tr>
<td>John Williams School No. 5</td>
<td>THU</td>
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<td>Virgil I. Grissom School No. 7</td>
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<td>Roberto Clemente School No. 8</td>
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<td>Dr. Martin Luther King, Jr. School No. 9</td>
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<td>THU</td>
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<tr>
<td>The Children’s School of Rochester No. 15</td>
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<tr>
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<td>Enrico Fermi School No. 17</td>
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<td>Abraham Lincoln School No. 22</td>
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<td>Nathaniel Hawthorne No. 25 &amp; Montessori Academy No. 53</td>
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<td>John James Audubon No. 33 &amp; Florence S. Brown PreK Center</td>
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<td>Charles Carroll School No. 46</td>
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<td>The Flower City School No. 54</td>
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<td>World of Inquiry School No. 58 (K-12)</td>
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<td>All City High</td>
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<td>Dr. Alice Holloway Young School of Excellence</td>
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<tr>
<td>East Upper/Lower School</td>
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<td>Edison Career &amp; Technology High School</td>
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<td>Franklin Upper/Lower School</td>
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<td>12:00 - 1:00 PM</td>
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<tr>
<td>James Monroe Lower/Upper School</td>
<td>WED</td>
<td>12:00 - 1:00 PM</td>
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<td>Joseph C. Wilson Foundation Academy &amp; Rochester Early College</td>
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<td>International HS</td>
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<td>Joseph C. Wilson Magnet High School Commencement Academy</td>
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<tr>
<td>Leadership Academy for Young Men</td>
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<td>Rochester Early College International HS (See Wilson Foundation Academy above)</td>
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<td>School Without Walls Commencement Academy</td>
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<td>RISE Community School No. 106</td>
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<td>RCSD Service Center</td>
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<td>Rochester International Academy</td>
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<td>LyncX Academy</td>
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<td>Home Hospital</td>
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<td>NorthStar</td>
<td>Local*</td>
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<tr>
<td>Youth &amp; Justice</td>
<td>Local*</td>
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* “local” locations will have testing scheduled by their location. The Department of Health Services will coordinate testing with the location supervisor. On-site testing will not be provided by Walgreens.
How to register for an at-school COVID-19 test

The process

1. Choose one of three ways to begin registration
   Scan the QR code to the right, go to Walgreens.com, or visit the Walgreens app.

2. Click on the “get started” button

3. Agree to terms and conditions

4. Enter patient/contact information and COVID-19 test voucher codes
   Use the Plan and Group ID as they are displayed below:

   Teachers and Staff
   Plan ID: COVTMM
   Group ID: COVTRCNYRCSDT

5. Complete HIPAA Authorization
   Consenting will allow the school district to view the results of the test.

6. Fill out a quick questionnaire

7. Select a testing location
   
   At-school testing
   Select an available time/day shown to register for a COVID-19 test at school or participating Walgreens locations. Testing will begin the week of Sept 13, 2021. Walgreens will be on school sites once a week.

   **NOTE**
   Please move through the dates and select the date with the first available timeslot available. You will only see timeslots available for the day of the week when Walgreens is initially intending to be present on campus for testing.

What to expect

**The process:** Walgreens will offer drive-thru testing at select Walgreens locations and will come to your school on a weekly basis to facilitate testing. Testing is always optional.

**The test:** Testing is self-administered and non-invasive. Shallow nasal swabs will be used to collect samples.

**The results:** PCR results are typically available within 48 hours. Results will be provided via email.

**Your role:** For at-school testing, a one-time registration is required for testing on school sites and weekly appointments are required in case you choose to be tested at one of our store locations (with provided testing voucher codes).

*COVID-19 testing is available to students, teachers, and staff ages 3+ at no cost. Patients will not receive a bill from Walgreens or any lab partner. If you receive a Diagnostic Test and have insurance, you will be asked to show your insurance card at the appointment and the lab may bill your insurer. State and federal programs may also provide no-cost testing in your area, visit Walgreens.com/StateFundedTesting to view a current list of our government-sponsored testing partners.

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At-school COVID-19 testing

FAQs

Your school is conducting recurring screening testing for COVID-19, in partnership with Walgreens.

Screening tests are intended to identify infected people who are asymptomatic and do not have known, suspected, or reported exposure to SARS-CoV-2. Screening helps to identify unknown cases so that measures can be taken to prevent further transmission.

Why is screening for COVID-19 important? Screening is the only way we can find and isolate people without symptoms before they spread the virus to others. Individuals with COVID-19 can be infectious for 2–3 days before they show symptoms. These individuals are pre-symptomatic. In addition, up to 50% of children and 20% of adults infected with COVID-19 never show any symptoms at all – they are a-symptomatic. Screening in schools is a way to prevent disease spread in the community. By screening at the school, we are helping to protect families that are sending their children to school. Any COVID-19 cases we are able to find and isolate are cases that will not be able to spread further in the community.

Who is eligible for COVID-19 testing? All students, faculty and teachers of RCSD Rochester City School District are eligible to be tested. To find a location and make an appointment, visit Walgreens.com/covid19testing.

How often will testing happen? Testing will occur weekly during school hours on a specific day of the week as determined by the school.

What kind of test will be used? Diagnostic Lab Test (PCR): The RT-PCR Diagnostic Panel Test - NAAT is used to detect genetic material (mRNA) of the coronavirus and will be sent to a laboratory to determine results in a variable amount of time. Participants perform a simple, shallow nose swab in each nostril. A Walgreens Pharmacy team member will be available to provide verbal coaching through the process.

Do I need to use the testing voucher codes I received? Yes! It is crucial that you utilize the testing voucher codes provided for testing registration online. The voucher codes tell our Walgreens partners that the individual tested is a part of the Rochester City School District. Additionally, the testing voucher codes unlock a unique digital experience only available to the Rochester City School District.

Should I receive a test if I have symptoms of illness? Individuals who are experiencing 1 or more symptoms of illness may not come to school. They can still get tested at a Walgreens drive-thru test location in your area. The Walgreens drive-thru testing sites available in your community offer both Rapid Diagnostic Test (ID NOW™): The Rapid Point-of-Care (POC) - NAAT (ID NOW™) and Diagnostic Lab Test (PCR). To find a location and make an appointment, visit Walgreens.com/COVID19testing.

How quickly will we get back test results? Results are typically available within 48 hours via the email used to register the student.

I tested positive, what do I do? If you test positive, you should call physician immediately. You will need to isolate for at least 10 days depending on the course of the virus. You will also be contacted by your local Department of Health.

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Will my results be shared with the school?
Yes. If you provide universal HIPAA authorization during registration, the results will be shared back to the school each week. Patients may still receive a test if HIPAA authorization is not provided.

Will I receive a bill for the test?
No, you will not receive a bill from Walgreens or any lab partner at any time. Testing is free* to all students, staff, and teachers of the Rochester City School District.

Can my friends and family receive a test?
Your friends and family cannot receive a COVID-19 test using the testing voucher codes provided by the school. However, free* community testing is available at a Walgreens drive-thru test location in your area. To find a location and make an appointment, visit Walgreens.com/COVID19testing.

*Free COVID-19 testing is available to staff, teachers, and students ages 3+. Patients will not receive a bill from Walgreens or any lab partner. If you receive a Diagnostic Test and have insurance, you will be asked to show your insurance card at the appointment and the lab may bill your insurer. State and federal programs may also provide no-cost testing in your area, visit Walgreens.com/StateFundedTesting to view a current list of our government-sponsored testing partners.
AUTHORIZATION – FOR RELEASE OF INFORMATION TO THIRD PARTY

This Authorization is for use, pursuant to the HIPAA privacy rules, if you are authorizing the release of medical/health information to a third party, such as a school. You understand these records may contain information created by other persons or entities, including physicians and other health care providers as well as information regarding the use of drug and alcohol treatment services, HIV/AIDS treatment, mental health services (excluding psychotherapy notes), reproductive health services, and treatment for sexually transmitted diseases.

Section 1: Patient information

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<th>Patient Name:</th>
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<tr>
<td>Date of Birth:</td>
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<tr>
<td>Street Address:</td>
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<td>Telephone Number:</td>
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<td>E-mail Address:</td>
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Section 2: Person/organization authorized to receive information from Walgreens (“Designated Entity”)

| Name: | Rochester City School District |
| Street Address: | 131 West Broad Street |
| City, State, Zip: | Rochester NY 14614 |
| Telephone Number: | (585) 262-8100 |
| E-mail Address: | COVID.Response@rcsdk12.org |

Section 3: Describe or list the information that you are asking us to release

My/the patient’s COVID-19 laboratory test results.

Section 4: List the specific purpose for requesting this information

I am currently associated with the Designated Entity and request that the Designated Entity receive my/the patient’s COVID-19 laboratory test results.

Section 5: Expiration Date (see instructions)

This authorization expires: One year from the date of my signature

For Maryland residents only: This Authorization will expire one year from the date listed below in Section 7.
Section 6: Information regarding this Authorization

- You have the right to revoke this Authorization, in writing to Walgreens Privacy Office, at any time. The revocation is only effective after it is received and logged by Walgreens. Any use or disclosure made prior to a revocation is not included as part of the revocation.
- Refer to our Notice of Privacy Practices for permitted uses and disclosures of protected health information (“PHI”). You may obtain a copy of this Notice from the Privacy Office or on www.walgreens.com. Please keep a copy of this authorization for your records.
- **Once PHI is disclosed to others, it may be redisclosed by them to persons or entities that are not subject to the privacy regulations, which means that the PHI may no longer be protected by regulations.**
- Privacy regulations prohibit the conditioning of treatment, payment, enrollment, or eligibility for benefits on signing this Authorization.
- This Authorization must be signed and dated by the patient or signed and dated by the patient’s personal representative to include a description of that person’s ability to act on behalf of the patient.

Section 7: Signature

By signing below, I authorize Walgreens to use or disclose of my protected health information of _________________________________ as described above.

____________________________  ______________________
Signature                        Date

Section 8: If this Authorization is signed by the patient’s personal representative, please explain your authority to act. If you are signing the authorization as the legal representative of the individual listed in Section 1, and are other than the parent of the minor child whose information you are authorizing Walgreens to release, you must also submit documentation that establishes yourself as the legal representative. For example, a copy of a Power of Attorney that includes provisions to obtain medical information, etc.
**COVID-19 Registration Form**

*Formulario de Solicitud para Prueba de COVID-19*

*No other test may be ordered on this COVID-19 requisition form*

*No se puede ordenar ninguna otra prueba en este formulario; este es un formulario de solicitud solo para prueba de COVID-19*

<table>
<thead>
<tr>
<th>Test Name: COVID-19</th>
<th>Sample Type: Nasal Swab</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nombre de la Prueba: COVID-19</td>
<td>Tipo de Muestra: Hisopo nasal</td>
</tr>
</tbody>
</table>

1. Individual Tested (Select One)  
   - Student (Estudiante)  
   - Teacher (Maestro(a))  
   - Staff member (Miembro del Personal)  

2. Grade (Grado)  

3. First Name (Nombre)  

4. Last Name (Apellido)  

5. Gender (Select One)  
   - Male (Masculino)  
   - Female (Femenino)  
   - Other (Otro)  

6. DOB (MM/DD/YYYY)  

7. Race (Select One)  
   - American Indian or Alaska Native  
   - Black or African American  
   - Native Hawaiian or Other Pacific Islander  
   - Asian  
   - Hispanic or Latino  
   - Other  

8. Ethnicity (Etnicidad)  
   - Hispanic or Latino  
   - Non Hispanic or Latino  

9. Address (Dirección)  

10. City (Ciudad)  

11. State (Estado)  

12. Zip Code (Código postal)  

13. County (Condado)  

14. Phone (Teléfono)  
   - Cell (Móvil)  
   - Home (Casa)  

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Walgreens Team Member Use Only (Para uso de un miembro del equipo de Walgreens solamente)

Pharmacist Name:  
Pharmacist NPI:  
Date of Collection:  
Time of Collection:  

Completed minor informed consent to participate (if under 18 years old):  
   - YES  
   - NO  

Completed HIPPA Authorization to release test results to school:  
   - YES  
   - NO  

Provided test result to individual tested (or parent/legal guardian if under 18 years old):  
   - YES  
   - NO  

Barcode or Unique Identifier Affixed Here
30. Will asymptomatic, vaccinated staff be required to be tested 3-5 days after exposure? .........5
31. Will staff meetings be virtual? ..................................................................................5
32. If not, what are the guidelines as to in-person meeting? ........................................5
33. Where can I go if I have further questions? ..............................................................5

LOCATIONS AND TIMES.....................................................................................................6