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ADDENDUM to
Interim Guidance on Mandatory COVID-19 Testing in Public and Non-Public Schools Located
in Areas Designated as “Yellow Zones” Under the New York State Cluster Action Initiative
October 9, 2020
Update: November 12, 2020

Pursuant to the *Interim Guidance on Mandatory COVID-19 Testing in Public and Non-Public Schools Located in Areas Designated as “Yellow Zones” Under the New York State Cluster Action Initiative*, the New York State Department of Health (NYSDOH) has determined that schools open to in-person instruction in yellow zones are required to test 20% of in-person students, teachers and staff, at least once a week for as long as the school remains in a designated yellow zone.

NYSDOH is continuing to provide rapid testing kits for the virus that causes COVID-19 to local health departments (LHDs), hospitals, pharmacies, and other health care providers at no cost so long as testing is open to the public, offered free of charge, and prioritizes vulnerable and at-risk populations that may not currently have equitable access to testing.

Schools, particularly those in a yellow zone, should contact their LHDs, and other local health care partners to establish partnerships and make arrangements for deployment of these tests in their school setting to facilitate the required testing of students, teachers, and staff attending in-person. To find a partner who has a limited service laboratory (LSL), you can visit this website: <https://www.wadsworth.org/regulatory/clep/limited-service-labs>. Additionally, the Department can assist with partnering a school with a community partner and schools should contact SchoolQuestionsCOVID@health.ny.gov if they are interested.

To be eligible for the free testing, schools must be current with their daily reporting as required under E.O. 202.61. LHDs have been advised to request enough testing resources to support weekly testing of 20% of the in-person student, staff, and teacher population within the yellow zone in their area for as long as such schools remains in the yellow zone. LHDs may also have the test kits sent directly to the partnering provider(s).

Any individual who takes the required training can conduct the rapid testing provided by the NYSDOH as long as they are affiliated with an LSL. Training is through a series of videos and takes a total of less than 3 hours. The LSL is required to upload test results in the Electronic Clinical Lab Reporting System (ECLRS). The Department has a

template that can make uploading into ECLRS easier for the LSL and can offer assistance as needed.

Limited Service Laboratory

LHDs are required to allow schools to operate under their LSL for the purposes of conducting weekly testing. If the LHD does not have an operational LSL or is unable to support the school in conducting testing, the LHD must work with the school to identify community partners with an LSL.

Staffing School Testing

Schools are responsible to provide appropriately trained staff to conduct the testing. School nurses and other staff conducting the testing can operate under the LHD's LSL, or an alternate LSL via partnership with a community partner.

Uploading Testing Data

Testing data must be inputted into the Electronic Clinical Laboratory Reporting System (ECLRS). Data entry must be completed by either the school [on behalf of the LSL holder] or the LSL holder must enter the data into ECLRS. If neither party has the capacity to enter data, one or both parties should contract with an entity to complete the data entry and share the cost. The LSL holder must facilitate all training on how to enter the data into ECLRS. New users can submit a request for permission to access ECLRS under the LSL organization by sending an email to [eclrs@health.ny.gov](mailto: eclrs@health.ny.gov). You will then receive a form that must be completed for user access. The email must include:

- New user full name
- New user HCS ID
- LSL Facility name
- LSL Facility address
- LSL Facility phone number
- LSL CLIA #

The results must be uploaded on a line list that includes as appropriate names, addresses, date of birth, result of lab test, lab/site performing test, ordering physician, and test date of all students, faculty, and staff. The LSL holder must facilitate all training on how to enter the data into ECLRS.

Additionally, consistent with existing requirements, any testing conducted by schools in partnership with LHDs or other community partners, must be reported through the school dashboard survey.

How to Obtain a Limited Service Laboratory Registration

To become registered, a facility must submit a complete LSL application. LSL application materials can be found at: <https://www.wadsworth.org/regulatory/clip/limited-service-lab-certs>. Click on "COVID-19 Response for Limited Service Laboratory Registration Requests and

Additions” to review additional information and to access the application materials. A school initially applying would need to fill out the “*Limited Service Laboratory Registration Application (DOH-4081)*” and follow instructions for submitting the application. Please submit completed applications to the Clinical Laboratory Evaluation Program by mail only (with the \$200 registration application fee).

If a school already has an LSL but is not approved to do COVID-19 testing, the test can be added to the LSL current approval. To add a test, go to: <https://www.wadsworth.org/regulatory/lep/limited-service-labs>. Click on “*COVID-19 Response for Limited Service Laboratory Registration Requests and Additions*” and fill out the “*Add/Delete Test Procedure Form (DOH-4236)*.” It is important to specify the type of COVID-19 test (antigen, molecular, or antibody) AND the name of the specific test being added. This application also has the option to request approval to hold community screenings. Please scan and email the form to: clepltd@health.ny.gov.

Questions on amending or obtaining an LSL and requests for test kits should be sent to Covid19rapidtest@health.ny.gov.

Questions regarding ECLRS should be sent to eclrs@health.state.ny.us.

Questions about school reporting should be sent to SchoolQuestionsCOVID@health.ny.gov.

Resources

- [New York State Department of Health COVID-19 Website](#)
- [Centers for Disease Control and Prevention COVID-19 Website](#)