



Millbrae School District

555 Richmond Drive, Millbrae, CA 94030

650-697-5693 • 650-697-6865 (fax) • <http://www.millbraeschooldistrict.org>

DEBRA FRENCH
Superintendent

DR. MARIA C. SANTA CRUZ
Chief Business Official

TARA KEITH
Director of Student Services

MILLBRAE ELEMENTARY SCHOOL DISTRICT COVID-19 STAFF TESTING REQUIREMENTS

The COVID-19 pandemic is a public health emergency and the District has worked diligently to implement health and safety measures that minimize the risk of transmission to students and staff. According to guidance provided by the California Department of Public Health on August 3rd, 2020, school staff should be tested, including teachers, paraprofessionals, cafeteria workers, janitors, bus drivers, or any other school employee that may have contact with students or other staff. School districts and schools should ensure that staff are tested periodically by their primary care provider or by referring teachers to a community testing site, or by contracting with a provider who can serve the school or district. COVID-19 testing of District school staff is mandatory and a condition of employment. The California Department of Fair Employment and Housing ([DFEH](#)) and the federal Equal Employment Opportunity Commission ([EEOC](#)) state that employers may require employees to take viral COVID tests before permitting employees to enter the workplace and/or periodically to determine if their presence in the workplace poses a direct threat to others.

The Millbrae School District, in conjunction with the San Mateo County Office of Education, has contracted with Curative Labs, LLC for COVID-19 testing, which is provided at no cost to employees. Please refer to the Curative [fact sheet](#) for more information about the test.

By indicating your consent with Curative Labs, LLC, you are authorizing Curative to release only the following protected health information only to the Millbrae School District:

- Your Name
- The result of your COVID-19 test

This information will be used only to address workplace health and safety through medical monitoring of COVID-19 cases in the workplace. The District will take reasonable measures to maintain the confidentiality of information regarding the COVID-19 status of every employee. Any information that the District stores regarding the COVID-19 status of an employee will be kept separate from the employee's personnel file, thus limiting access to this confidential information.

If an employee chooses to be tested by their primary care provider instead of the on-site testing provided by the District through Curative, the employee must comply with the established District testing schedule and provide the District with verification of testing, on a regular basis as determined by the District testing schedule. This verification can be in the form of actual test results or a written doctor's clearance. District employees who do not comply with the District's COVID testing requirements cannot enter any District school site. If entrance to a school site is part of the employee's regular job duties, the employee will be sent home. The employee may use paid time off balances, except sick pay, for all missed work time until such time that they comply with the District's COVID testing requirements. Once such time is exhausted, the employee will be docked pay due to their failure to comply with this mandatory condition of employment. The employee would also be subject to discipline, up to and including termination, for failure to comply with this reasonable and essential health and safety measure that is job related and consistent with business necessity.

Testing will take place every Wednesday at the District Office/H-7 between 8:00 and 3:00 pm. Please see the schedule and please follow the time schedule provided for each classification. Any changes to the testing schedule will be communicated to staff accordingly. The testing schedule will also be posted on the Staff Intranet.

BOARD OF TRUSTEES

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In conjunction with our phase in reopening model, the following staff is required to be tested beginning March 3 and weekly thereafter:

WEDNESDAY (WEEKLY)		
Testing Dates	8:00 AM – 12:00 PM	12:00 – 3:00 PM
March 3, 2021	<ul style="list-style-type: none"> ALL District Classified Staff ALL Certificated/Classified Management Staff District Nurse/LVN Curriculum & Assessment Coordinator ALL Counselors Technology Integration Specialist/Induction Technology Literacy Teacher 	<ul style="list-style-type: none"> EL Tutors <u>ALL TK – 8</u> Special Education Staff/Certificated and Classified (Education Specialists, Paraeducators, Resource Teachers, Psychologists, SLP's, OT, Behavior) <u>ALL</u> Elementary PE, Music, Reading Specialists <u>ALL</u> TK-5th Grade Teachers/Classified Staff
WEDNESDAY (WEEKLY)		
Testing Dates	8:00 AM – 12:00 PM	12:00 – 3:00 PM
March 10, 2021	<ul style="list-style-type: none"> ALL District Classified Staff ALL Certificated/Classified Management Staff District Nurse/LVN Curriculum & Assessment Coordinator ALL Counselors Technology Integration Specialist/Induction Technology Literacy Teacher 	<ul style="list-style-type: none"> EL Tutors <u>ALL TK – 8</u> Special Education Staff/Certificated and Classified (Education Specialists, Paraeducators, Resource Teachers, Psychologists, SLP's, OT, Behavior) <u>ALL</u> Elementary PE, Music, Reading Specialists <u>ALL</u> TK-6th Grade Teachers/Classified Staff
WEDNESDAY (WEEKLY)		
Testing Dates	8:00 AM – 12:00 PM	12:00 – 3:00 PM
March 17, 2021	<ul style="list-style-type: none"> ALL District Classified Staff ALL Certificated/Classified Management Staff District Nurse/LVN Curriculum & Assessment Coordinator ALL Counselors Technology Integration Specialist/Induction Technology Literacy Teacher 	<ul style="list-style-type: none"> EL Tutors <u>ALL TK – 8</u> Special Education Staff/Certificated and Classified (Education Specialists, Paraeducators, Resource Teachers, Psychologists, SLP's, OT, Behavior) <u>ALL</u> Elementary PE, Music, Reading Specialists <u>ALL</u> TK-8th Grade Teachers/Classified Staff

CURATIVE TESTING INSTRUCTIONS

Please Note: Once you have created a Curative account and have been tested by the Millbrae Elementary School District you do not need to sign up with Curative again. Simply "walk-in" on testing days and an appointment will be created for you.

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1. **If you are new to district testing: Please sign up using the following link** (It is recommended that you use your smartphone and please have your insurance card and/or insurance information readily available as you will be asked to take a photo of the front and back of your insurance card):

<https://test.curativeinc.com/walkup/10255>

2. **If you are new to district testing:** Please watch this quick video so that you know what to expect for the observed, self-administered oral test:

<https://sites.google.com/curative.com/curativetesting/how-to-collect-a-sample?authuser=0>

3. **To ensure a successful test:**

Please do not eat, drink, use mouthwash, chew gum or smoke 20 minutes prior to sample collection.

4. Please follow the schedule for testing dates and times and please bring a photo id with you to all testing appointments. (The testing schedule is available on the Intranet 24/7)
5. **Please complete your daily health screening in Parent Square prior to testing.** Positive clearance is required to access school grounds.
6. If you have been exposed to COVID-19 or are experiencing any COVID-19 symptoms, please do not access campus and immediately contact your healthcare provider for further instructions.
7. If you have questions regarding your testing, please contact directly: Customer Care at 888-702-9042 or email them at support@curative.com.
8. Please click the Curative icon below for FAQ's, Insurance Billing, etc.:



Please contact Angela Smith at (650) 697-5693 ext. 012 or by email at asmith@millbraesd.org with any questions.

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