



# COVID-19 Weekly Testing Protocols

At this time, only unvaccinated students and staff will be required to complete an at-home COVID test and produce a copy of their test results each week.

Please follow the steps below to set up an account and begin testing!

## STEP 1: SET UP NAVICA ACCOUNT

**This MUST be completed by a parent/guardian for students under 18 years of age.**

- Download the Navica App on your phone.
- Select Create Account.
  - If you are under 18 years old, the Navica account MUST be set up in your parent/guardian's name. This is important as your parent/guardian will need to verify their identity as the owner of the account when it is time for the student to take the test.
- Add your student as a Managed Profile to your Navica account.
  - Go to Account>Managed Profiles>Create Managed Profile and follow the prompts.
  - You may skip this step if you are a student who is over 18 years old.



## STEP 2: PICK UP YOUR TEST KIT

Test kits can be picked up from our testing coordinators, Ms. Jones and Ms. Green at the new reception desk along St. Clair Ave. on your scheduled pick-up day.

GRADE	TEST KIT PICK UP	TEST RESULTS DUE	WORK DAY
Freshmen	Wednesday by 3:45 pm	Thursday 7:30 am	Monday
Sophomores	Thursday by 3:45 pm	Friday 7:30am	Tuesday
Juniors	Friday by 3:45 pm	Monday 7:30 am	Wednesday
Seniors	Monday by 3:45pm	Tuesday 7:30 am	Thursday

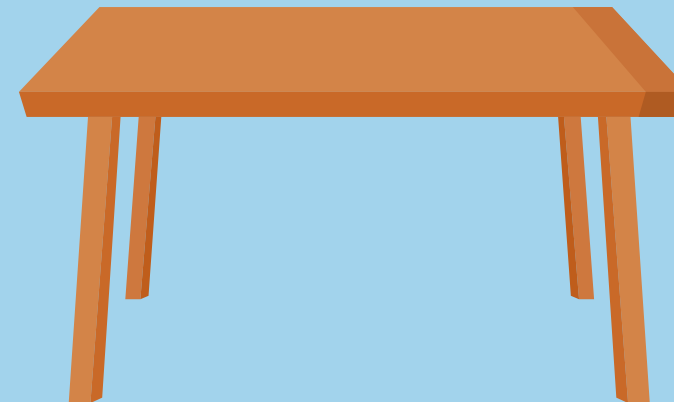
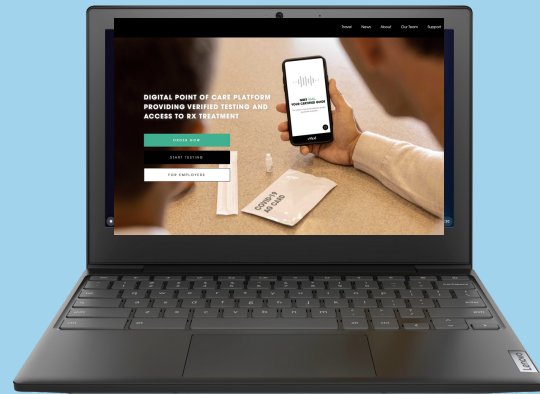
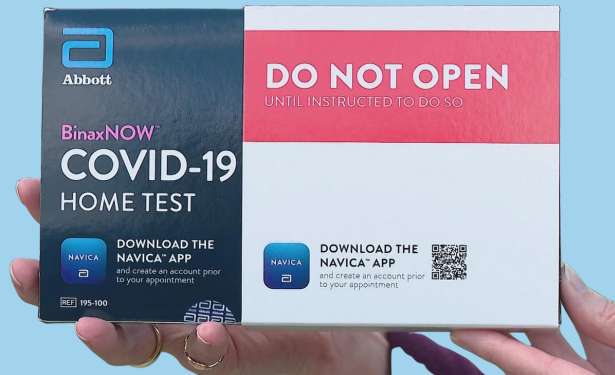
It is the responsibility of the student to pick up and complete your test each week. Testing kits will ONLY be available for the specific grade level on their designated pick-up day.

**THE FIRST PICK UP & TESTING DAY WILL BEGIN ON  
THURSDAY, JANUARY 20 with SOPHOMORES.**

## STEP 3: PREPARE FOR & BEGIN TESTING

Before starting your test, please ensure you have the following items:

- Unopened Test Kit
- Chromebook
- Flat surface to place your test
- Valid Photo ID for **both student & parent/guardian** (Valid forms include your official school ID, driver's license, passport, passport card, state-issued identification card, or military ID card)



- To begin testing, visit [emed.com](https://emed.com) on Chromebook.
  - On the top right click "Log in> "I want to start testing"> Log in with Navica (the same information that parent(s) used to create their Navica account)>Complete the questionnaire>Join Guided Session.
- Once you join the guided session, a guide will walk you through each step of the process including how to take the test.

**A Parent/Guardian MUST be present at time of testing with a Valid Photo ID for students under 18 years of age.**

## STEP 4: REPORTING RESULTS

- Return to the NAVICA app on your phone & Select "Results" icon.
- Select the Correct Test Date then Share or Print.
- Email results to [covidresults@stmdphs.org](mailto:covidresults@stmdphs.org). Be sure the student's name is in the subject line. Please send test results to this email, regardless of the outcome.
- Please review the chart on the front page for test deadlines for each grade level.

## STEP 5: TEST RESULTS & NEXT STEPS

- **IF YOU ARE NEGATIVE:** Email the results to [COVIDresults@stmdphs.org](mailto:COVIDresults@stmdphs.org) and you are approved to be in school and report to work as normal.
- **IF YOU ARE POSITIVE:** STAY HOME! Email your results to [COVIDresults@stmdphs.org](mailto:COVIDresults@stmdphs.org) and contact Mr. Khalil Brown at 216-881-1689 ext 239 or [kbrown@stmdphs.org](mailto:kbrown@stmdphs.org) for academic support.

## FAILURE TO COMPLETE TESTING

If a student fails to submit testing results within 24 hours of the due date, they will not be allowed to be on campus or report to work until a negative test is produced. Student absences due to a failure to submit weekly Covid-19 test results will be UNEXCUSED and subject to school and CWSP absence policies.