



August 25, 2021

**COVID-19 Testing Registration and Instructions for District Office Staff
(DO, FIP, FUD, CDS, Transportation, Music Teachers, and Substitutes)**

Dear District Office Staff,

Registration for weekly mandatory COVID-19 testing is now open for District Office staff.

The registration deadline is Friday, August 27, 2021 at 8 p.m.

We are contracting with two Covid-19 Testing Companies. For questions, please contact:

- **DoctorNow:** mmiller@doctornow.net
- **Malibu Medical Group:** mike@malibumedicalgroup.com

***All staff that are unable to get tested during our test window on campus, then they can always go to our West LA office between 10am-2:30pm. Address: Malibu Medical, 11545 W. Olympic Blvd. Los Angeles. We can always stay open late. If that is the case please call our director Joshua directly. (661) 576-0995 Malibu Medical Group/CURE: Please register as soon as possible. We plan to start COVID-19 testing next week. More information on the schedule will be forthcoming.*

- **District Main Office Building Personnel / Ed Services / Substitutes:** will test at the District Office: 1651 16th Street Santa Monica, CA 90404 (Malibu Medical Group): Register: <https://hipaa.jotform.com/212357181542149>
- **CDS Site Staff / Special Ed Preschool Staff:** will test with the school site where they are located. For Adams Preschool and LCDC:
 - Adams Preschool with JAMS (DrNow): Register: <https://doctornow-patient.precisemdx.com/jams> OR
 - LCDC with Lincoln (DrNow): Register: <https://doctornow-patient.precisemdx.com/lincoln>
- **Transportation:** will test at the SMMUSD Transportation site: 1899 Olympic Boulevard, Santa Monica, CA 90404 (Malibu Medical Group): Register: <https://hipaa.jotform.com/212357181542149>

- **FIP / CDS Office Staff / Washington West** will test at: 2828 Fourth St. Santa Monica, CA 90405 (Malibu Medical Group): Register: <https://hipaa.jotform.com/212357181542149>
- **FUD will test at SAMOHI** (DrNow): Register: <https://doctornow-patient.precisemdx.com/samo>
- **Music Teachers will sign up with their lead school site they are assigned to**: Please refer to this link for site registration information: <https://drive.google.com/drive/folders/1TwMI30dawfeWS21ysla7sldSXpkvpaRT?usp=sharing>

For registration you will need to have handy:

- A photo identification
- Insurance card or information, if you are insured. Information from your card is required.
- Email address
- Cell phone number

******Note that the state of California insurance companies are required to cover this testing and cannot pass any of the cost (including for copay or deductibles) to the subscriber.***

Now you are ready to register! Each staff member requires an individual registration.

Please note that the system works best on a mobile device.

Confidentiality of Test Results. COVID-19 test results are considered confidential medical information under both state and federal law. This means that they must be kept in a separate medical file that is viewed only by members of management with a true need to know authorization. COVID-19 positive test results are confidential and will not be shared.

Covid-19 Self-Administered Nasal Swab Tests. Instructions will be provided to staff on how to self-administer nasal swab. The test is designed to be self-administered. It is quick and easy, with no more than length of the cotton portion on a standard size Q-Tip style swab that is inserted in the nose. Below are links to an English and Spanish YouTube video describing the process:

- [Self-Administered nasal Swab \(English\)](#)

- [Self-Administered Nasal Swab \(Spanish\)](#)

You must fully complete registration and submit the form. You will receive a confirmation via email to the email address you entered during the registration process. Retain the QR code for scanning with each test. Partial registration will not be permitted. Please note: The district has decided to only contact participants when there is a positive result or other potential problems. If you have not been notified of an issue then the sample was successfully processed and returned a negative result. If this process changes you will be notified.

If you have any questions, please contact the District Coordinating Nurse, Rachel Bressler at 310-450-8338 ext. 70-218, or email at: rbressler@smmusd.org.

Let's all work together to make testing go smoothly and reduce the risk of COVID on our district campuses and facilities.

Thank you in advance for your support!

Sincerely,

Mrs. Tara Brown

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Director of Student Services