***EMAIL TO INTRODUCE THE PROGRAM***

What: *Program intro/announcement email*

From: *Organization leader, i.e., school principal*

To: *All program participants, i.e., teachers, staff, students, and families*

When: *Before testing begins*

Subject:

*Introducing a new COVID-19 testing program* for St. Martin Parish School Board residents

Hello to the Juvenile Continuing Education Program Family

As we begin this new school year, the health and safety of all students and staff remains our top concern. I’m excited to announce that St. Martin Parish Schools is starting a voluntary weekly COVID-19 testing program to help keep our school community safe and allow us to have regular in-person learning. Through this program, we will offer the highest quality PCR testing available at no cost to teachers, staff, students, and families.

Keeping school buildings open depends our ability to identify and take immediate action to address COVID-19 concerns on our campus. By identifying infections early, weekly testing will help keep transmission low and students in school for in-person learning, sports, and extracurricular activities.

This program will allow St. Martin Parish Schools to test both symptomatic and asymptomatic individuals and reduce the risk to our school community. Each week a trained healthcare team will visit to conduct the testing program using a choice between short nasal or oral swabs. The samples will be couriered to the CLIA-certified laboratory and tested using PCR technology. Results will be delivered by text or email usually before the next morning and any individuals with positive tests will be contacted by our team about next steps.

You’ll receive an email in the coming weeks with information on how to register and what to expect when testing. Every additional person tested reduces the chance of the virus spreading in our community so it is my hope that all our families will take advantage of the opportunity to help our school be as safe as it can possibly be and to remain open without any disruption.

If you have any questions or concerns, please reach out to 225-910-8308 or visit the website www.k12testing.com.

We deeply appreciate your partnership and your commitment to keeping our school community safe and healthy.

Chicora James