




STATE OF CONNECTICUT
STATE BOARD OF EDUCATION



TO: Superintendents of Schools

FROM: Charlene M. Russell Tucker, Commissioner of Education 

DATE: August 15, 2022

SUBJECT: Process for Requesting COVID19 Self-Test Kits and PPE for Students and School Staff in Connecticut

To help curb the transmission of SARS-CoV-2 (COVID-19) during the 2022-2023 school year, and in accordance with the Department of Public Health (DPH) and Connecticut State Department of Education (SDE), [Launching into Healthy Learning Guidance](#) the following process has been established for districts/ private schools to use to request self-test kits free of charge.

Process for Requesting PPE and Self-Test kits

Each Local Education Agency (LEA) or private school should identify one (1) COVID-19 Supply Liaison Point of Contact to place orders on behalf of the entire district or private school. This person will be responsible for ascertaining current inventory and need, as well as submitting requests.

DPH has established both an ordering and delivery system in concert with a private industry partner. When ready to place an order, designated COVID-19 Supply Liaisons can visit the link below and enter the required information. Upon submission, your order is verified and reviewed by DPH staff before it is processed for delivery. When items are ready to be delivered, the listed Point of Contact will be contacted by DPH delivery drivers to set up a date and time for delivery of requested supplies.

- Test Kit Order Form: <https://veoci.com/v/p/195646/workflow/4ccrzbzms5d4>
- PPE Order Form: <https://veoci.com/v/p/195647/workflow/4yzhxn2kh5ps>
- Questions regarding issues with ordering can be directed to PHAD.dph@ct.gov

*Please note, districts can also order for the school-based day care centers and municipal youth camps.

How Many Kits/Supplies Will Each District Receive?

Supply requests are based on need and districts/private schools should estimate the number of supplies needed based off their school population (staff and students) in relation to existing inventory. Districts/private schools should make every effort to ensure requests are reasonable.

How Should Districts Distribute Kit/Supplies to Staff and Students?

Self-test kit usage should be aligned with the DPH and SDE [Launching into Healthy Learning](#) guidance. For the start of the 2022-2023 school year, DPH has ordered enough for two (2) test kits for each student and staff member; requests should not exceed double your total student and staff population. Test kits should be used for symptomatic individuals to determine if their

symptoms are resulting from a COVID-19 infection. Additionally, students and staff can utilize self-test kits to operationalize the Test-Mask-Go method outlined in the [Launching into Healthy Learning Guidance – Operational Strategies](#).

Other supplies requested, such as masks, thermometers, and hand sanitizer will be fulfilled if supplies are available. Districts/private schools should make every effort to procure PPE supplies utilizing their existing vendor contracts. PPE supplies should be kept on hand for use within a school building or during a school sponsored event.

Expiration Dates and Disposal of Test-Kits

The following memorandums are available from DPH Office of Public Health Preparedness and Response that outline current extensions and disposal information:

- [DPH – OPHPR: iHealth Extension Memo \(8-5-2022\)](#)
- [DPH – OPHPR: table of COVID Rapid Tests \(7-26-2022\)](#)

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cc: School Nurse Supervisors