

**MEMORANDUM**

TO: Principals  
Learning Community Superintendents

THRU: Cotrane Penn, Interim Associate Superintendent, Student Services

FROM: Monica Adamian, Coordinated School Health Specialist (Contact person – 704-965-3150 or [monicas.adamian@cms.k12.nc.us](mailto:monicas.adamian@cms.k12.nc.us))

DATE: March 15, 2023

SUBJECT: COVID-19 Testing in schools and home test kits

ACTION: Designate staff for testing in schools and share information for staff and families to order home tests

- School Based COVID Coordinator positions will end May 5<sup>th</sup>, 2023 and will not be renewed next year. Schools should develop a plan for reassigning any duties, including:
  - Administering COVID tests
  - Entering/reading test results
  - Ordering test supplies-using the Concentric online portalIf the designated staff need training or have questions, see [COVID training details](#).
- The COVID Public Health Emergency will be lifted on May 11, 2023. We will send updated information if any COVID protocols are changed as a result.
- CMS families and staff may now order **FREE COVID tests for home delivery**. An order comes with ten COVID home tests.
  - Families can order every month at no cost.
  - Please share the [flyer](#) in your communications with student families and staff. The QR code and password below take you directly to ordering.
  - **Note: The mailing address must be in NC (no PO Box); staff living outside of NC can have tests mailed to their work address.**
  - For CMS employees accessing COVID leave benefits, documentation of a positive COVID test from a provider must be presented (home tests are not accepted for this).



Use passcode **CMS!181** to request free tests