



## COVID-19 Testing Procedures for WSD Staff & their Families

To ensure access to reliable COVID-19 testing, the WSD has partnered with Tosa Pediatrics to provide testing to WSD Staff and their families. If you believe you or a family member requires testing or you have been instructed to undergo testing, please follow these steps.

1. Call Tosa Pediatrics at 414 774-9200 to schedule an appointment for testing and inform us that you are a WSD employee.
  - You are eligible for a test if you have symptoms, a known exposure, or have been instructed to obtain a test by a representative of the WSD or your local health department.
  - Tosa Pediatrics staff will ask your name & your WSD school or building & room number.
  - You will need to provide basic insurance information.
2. Prior to your appointment, you will need to complete a “COVID-19 Testing Questionnaire” and, if possible, make a copy of BOTH SIDES of your insurance card. The Questionnaire can be found on the WSD website and the Tosa Pediatrics website. You have three options:
  - Print & complete the questionnaire by hand, then bring to your appointment. (preferred)
  - Complete the questionnaire online, print, and bring to your appointment. (preferred)
  - Complete the questionnaire online and email to [covid@tosapediatrics.com](mailto:covid@tosapediatrics.com).
3. Upon arrival to Tosa Pediatrics for your appointment
  - Call 414 774-9200 from your car and inform our staff of your arrival.
  - Provide your completed “COVID-19 Testing Questionnaire” if you have not emailed it.
  - Provide a copy of your insurance card (front and back), or your actual card to copy.
4. Testing and Results
  - A provider will perform the test either in your car or prepare a room, call you when ready, and if testing is to occur inside, meet you at a designated door.
  - After some brief questions and recording a temperature, a provider will perform both a nasal (“NP”) and a throat (“OP”) swab in approx. 15 seconds.
  - WSD Staff being tested will receive results that same day or the day following. Family members being tested will receive results the following day.
  - Information will be provided on how to isolate or quarantine, if necessary.
  - Information regarding testing results will be shared with the Wauwatosa Health Department and WSD Nurse.
  - Please note, you will not be evaluated by a physician. The visit is for testing purposes only.
5. Costs
  - Under the CARES Act, testing should incur no cost through October 2020. In the event you receive a charge, please forward the bill to WSD Human Resources.

If you have any questions, please contact Katelyn Lasse RN, District Nurse  
or Marta Kwiatkowski in Human resources.  
Stay Safe, Wear Your Mask!