

INDIAN RIVER SCHOOL DISTRICT

“A Model of Excellence”



Jay F. Owens, Jr. Ed.D.
Superintendent

Karen T. Blannard
Assistant Superintendent

IRSD Vaccination/Testing Mandate Procedures

On October 18, 2021, Governor Carney and the Department of Health and Social Service (DHSS) issued an emergency regulation requiring educators, school staff, volunteers, and contractors working in Delaware schools to be vaccinated against COVID – 19 or undergo weekly testing beginning November 1, 2021.

Data Services Center (DSC) has developed the ‘COVID – 19 Vaccine and Testing’ application to support districts with implementing this requirement and it will go live on November 1st.

Beginning November 1st, all school district employees will be required to submit proof of vaccination status or proof of weekly testing through the ‘COVID – 19 Vaccine and Testing’ DSC application. There will be a grace period for employees to upload documents through November 12, 2021. Any employee who does not comply with the emergency regulation will be referred to the Office of Human Resources for progressive discipline.

To submit vaccination status or weekly testing status: (also, please refer to the quick tips sheet from DSC)

The certification app is mobile-friendly and it is recommended to use your smart phone to easily take a photo of your vaccine or testing certification. If you have trouble uploading a photo of your vaccination card, you can scan it with a district copier using [this tutorial](#). Use [this guide](#) if you still need support.

1.) Log into DSC www.dataservice.org.

(Or use the Data Service Center icon in [Classlink](#) if you do not have a DSC password)

2.) Select ‘COVID – 19 Vaccine and Testing’.

3.) Follow the directions according to whether you are submitting proof of vaccination or proof of testing.

4.) Below is a detailed COVID-19 Certification Instructions Link:

https://docs.google.com/document/d/1P0Heyp11eq-AISTp-ZwzDdQONladorbHGTBA5yfv_94/edit?usp=sharing

Submitting proof of vaccination:

- Select the brand of vaccination you received.
- Enter the date of your first dose.
- Enter the date of your second dose.
- Upload a photo of your vaccination card showing the dates received of your two doses.
- If you have trouble uploading a photo of your vaccination card, you can scan it with a district copier using [this tutorial](#). Use [this guide](#) if you still need support.

November 12, 2021

- Falsification of a vaccination card is a federal criminal offense.

Submitting proof of weekly testing:

***Please refer to the bottom of this document to view testing options.**

- Select the location/company that conducted the test.
- Enter the date of your test.
- Enter the results of your test.
- Upload a photo of your test results.

*Please note, you should not upload any information until you have your test results. The application will not allow you to submit any information without the results.

*Staff members electing to test each week will be sent automatic emails reminding them that it is time to upload their weekly results.

** If you have contracted COVID-19 within the last 90 days, please upload your positive test results in the portal. You will be exempt from testing during that 90-day period.*

Testing options for staff

- Weekly Testing Sites: <https://coronavirus.delaware.gov/testing/weekly-pop-up-testing-flyers>
 - This link also includes a zip code option to secure testing sites in close proximity to the employee's home and/or workplace. Vault testing is available through this link in the event employees would prefer the option of having a test kit mailed weekly to their home address.
- Curative offers free community testing at various locations within Sussex County.
 - IRSD has an on-site location weekly on Wednesdays in the parking lot of Indian River High School from the hours of 10:00 a.m. to 6:00 p.m.