

# K-12 COVID-19 Vendor Staffing Log

**Achieve Health Management:** 4 Hours      **Quest Diagnostics:** 6 Hours  
**AccuReference:** 4 Hours                      **Goodside Health:** No minimum # of staff hours  
**Bloom:** 4 Hours                                 **Thermo Fisher:** No longer offering staffing  
 Click here for price per tests: [Vendor Resource Chart Link](#)

District: \_\_\_\_\_

Testing Location: \_\_\_\_\_

Date: \_\_\_\_\_

Vendor: \_\_\_\_\_

Cost Per Hour: \_\_\_\_\_

Minimum Hours Required: \_\_\_\_\_

Vendor Staff Name	Vendor	Time In	Time Out	Signature	Total Hours Worked
<b>Total Hours</b>					

## Staffing Breakdown and Plan Adjustments

School systems should continuously monitor staffing needs and expenditures (i.e. utilize the daily calculations) to inform staffing planning decisions and to ensure they are being good stewards of these federal grant dollars.

Site Testing Coordinator Name (print): \_\_\_\_\_

Site Coordinator Signature: \_\_\_\_\_

District Testing Coordinator Name (print): \_\_\_\_\_

District Coordinator Signature: \_\_\_\_\_

## Daily Calculations-

Total Hours	
Cost Per Hour	
<b>Total Cost (Total Hours * Cost)</b>	
Total Test Administered by Vendor Staff	
Total Hours	
<b>Tests Administered Per Hour</b>	
Total Test Administered ÷ Total Hours	
<b>Cost Per Test Administered</b>	
(Total Costs ÷ Total Test Administered)	