**COVID-19 Mobile Testing Center**

**Standard Operating Procedures for Testing**

**General Information:**

* Multiple signage in large font – WINDOWS UP, STAY IN CAR.
* One Tent Manager per tent (logistical operations)
* 1 Traffic Cone Manager with 6 Traffic Cone Directors
* Facilities & Supply supports all requests from Tent Manager
* One person per station (each lane) for stations 1 and 3; no more than two people per lane per station maximum
* iPads for registration/discharge (per lane: 1 in Station 1; 1 in Station 3)
* Preventive Protection:
	+ Face shield
	+ N95 masks
	+ Double layer gloves (regular size & size larger for outer layer)
	+ Full Tyvek suit.
* Decon of Station 1 & 3 staff (No Exposure)
	+ One Decon Specialist entire shift in Doffing area
	+ 1 Chair for staff to sit on and 1 chair for supplies
	+ Purell/disinfectant gel, disinfectant wipes
	+ Garbage can with bag labelled for decontamination

**Donning Gear**

View videos on testing facilities overview and how to manage PPE equipment and N95 masks.

* Drive Through Testing Facilities Overview: <https://youtu.be/BhqpYsFuZCQ>
* PPE Link: <https://youtu.be/J1Yf-Tpvz9E>
* N95 Mask Fit Test Link: <https://youtu.be/DWliLMY4cUg>

**Doffing (remove gear)/DECON**

**Removing Outer Garb:**

* Sanitize outer gloves with Purell/disinfectant gel and remove outer gloves
* Grab apron by waist and pull forward to release waist strap
* Grab apron by clavicle and pull forward to release neck strap
* Remove apron from body, roll up and place in garbage bag identified for decontamination.
* Sanitize inner gloves with Purell/disinfectant gel
* Grab face shield by foam and pull straight up (elastic band will pop free from your head)
* Sanitize the inner gloves with Purell/disinfectant gel again.
* Remove N95 face mask by pinching the center nose bridge area and pulling forward and then up (elastic band will pop free from your head)
* Sanitize the inner gloves with Purell/disinfectant gel one last time. Remove gloves per video protocol and dispose in decontamination garbage bin.
* Sanitize bare hands with Purell/disinfectant gel.

**Work Assignment Protocols**

**Station 1 – Greeting & Registration**

SIGNAGE: WINDOWS CLOSED/STAY IN CAR outside of Station 1

* Two persons per lane – 1 person for iPad work, 1 person for manually filling out Biorefernce COVID-19 Requisition forms.
* Greet person, remind to keep windows closed & stay in car.
* Have driver put car in park
* Ask for person to place ID on closed window
* If Using IPAD:
	+ Verify ID picture matches person, find ID name on iPad Registration list
	+ If name found on iPad in patient queue tab, touch “Check In” on iPad and the “Call Back”
		- Find IDR (Infection Disease Requsition) form that is pre-filled – one for each member of the car
		- Stick all IDR forms under windshield wiper
	+ If name is NOT found on iPad, staff enters them into iPad as “Add walk-in patient”. Enter the following:
		- Firstname, Lastname, Phone and click “Check In”
		- Go back to iPad and repeat process above to locate name and check in.
* If Completing Manual Form:
	+ Verify ID picture matches person.
	+ You will complete a BioReference COVID-19 Requisition form for each person in the vehicle using their id to complete fields
		- exception – children/people without ID. Car occupant needs to hand-write First/Last name, address (if different than other occupants), Date of Birth and Phone number of person without ID.
	+ Top left side of form, labelled “Patient” is the only section you will fill out. Complete following fields:
		- Name, Last; First; Street; Apt# (if applicable); City; State, ZIP; Date of Birth; Patient Phone Number;
	+ Once all forms are completed, separate out white (top) copy from yellow (bottom) copy.
	+ All white copies are folded in half and place under windshield wiper driver’s side.
	+ All yellow copies go in the box on the table.
* Tell driver that they should keep IDs out to show at each station
* Instruct car to proceed to station 2

If name not found in iPad or IDR Form is not found, then:

* Complete Bioreference Lab Request Form (insert image) - use information from ID to populate Patient name, address, phone and Date of Birth (DOB).
* Go back to patient list on iPad and complete registration information (fill in details here)
* Rip off white top form. Keep yellow form for documentation;
* While IDR form goes under windshield – one for each person in car
* Instruct car to proceed to station 2

**Station 2 – Testing**

* Intake [Assistant]
	+ Receive requisition from Stage 1
	+ Begin labelling collection devices
* Patient Identification [Collector]
	+ Visually verify patient identification
	+ Identify number of patients in the vehicle
	+ Provide biohazard bag and napkins to patients
	+ Return to table
* Collection preparation [Collector]
	+ Pre-open collection packages (swabs, tongue depressors, etc.)
* Collection [Both]
	+ Return to the car
	+ Identify the correct patient
	+ Explain the procedure
	+ Collect Sample [Assistant holds vials, while Collector swabs]
	+ Close vials [Assistant]
	+ Return to table
* Bag and Seal [Both]
	+ Change gloves and sanitize
	+ Mark time of collection and source of collection on the requisition [Assistant]
	+ Bag specimens and seal specimens, including completed requisition [Collector]
	+ Place samples in refrigerated container
* **Repeat steps 3-5 for each patient in the car**
* Patient Instructions [Collector]
	+ Provide written guidance/instructions for quarantine/isolation to occupants’
	+ Instruct occupants to contact Hotline if they have any questions
* Instruct the patient to close window and proceed to Stage 3

**Station 3 – Discharge**

SIGNAGE: WINDOWS CLOSED/STAY IN CAR

* When car pulls up, ask for person to place ID on closed window
* Find ID name on iPad Registration list
* Touch name on iPad, then touch “Call Back” on ipad
* Staff points to exit and directs car to leave facility/tent testing area

SOPS Still Needed

**Checkpoint Verification Greeter**

**Doffing Station SOP**

**Rotation Transition SOP**

**Safety Officer Duties & Responsibilities**

**Trouble Shooting Guides for Stations 1 & 3 – iPad issues**