**WORKFLOW #1: HIGH VOLUME SITE**

This scenario is when you have limited time to conduct a high volume of tests. More staff are helpful in this scenario.

### Intake

1. **Prep activities**
   - Set up a station for students to **write their name (first, last) and birthday** on sticky-notes.

2. **Intake Role Duties**
   - Monitor flow of students coming for testing, manage line, enforce social distancing, maintain flow of traffic, check students in, etc.

3. **Workflow**
   - Students arrive
   - Ask students to write their name and birthday on a sticky-note at the sticky-note station

### Test

1. **Prep activities**
   - Set up testing area including:
     - Swabs
     - Reagent in testing beakers with yellow caps
     - Trays (white boxes with holes)
     - Put reagent beakers into trays in advance depending on how many can easily fit.

   - PPE (masks and gloves for tester)
   - Hand sanitizer
   - Extra pens

**ADVICE**

- Pre-remove all caps on the trays.
- Set cap back on the top of the tube until a swab is inserted. Cap can be disposed of after.
- Pre-fold the top of the swab package (do not open) so that it will be easier to open with gloves when a student comes to be tested.
2. Tester/Test Observer Role
- Confirm identify of student, conduct/observe test, give white trays (once full) to Resulter.

3. Workflow

1. Tester takes the sticky-note from student. Confirm the name and date written on the post-it with the student.

2. Ask if student has been tested before, explain process if necessary (see BD Veritor resources).

3. Open swab package from the side with the stick (not the swab) and either remove or ask student to remove.

4. Either conduct test or observe student self-conducting test by swabbing 5 times inside each nostril.
   
   Note: It’s important that the swab hits the inside walls of the nose to get a good sample.

5. Remove yellow cap and put swab into reagent beaker.

6. Close the sticky-note to itself so it makes a loop, then slide over the top of the swab stick to label the sample.

   Note: Samples can sit for no more than 30 minutes in the reagent beaker before it must be added to the testing cartridge. This applies to whether the swab is kept in or outside of the reagent beaker.

7. Explain how the student will get their results (depending on your school system) and direct them to their next step (waiting area or exit location, etc.).

ADVICE

- If testing a higher volume of students, try to maintain a one-way flow of traffic (enter via a different location than exiting without passing each other).

8. Change gloves or sanitize between students.
1. **Prep activities**
   - Ensure table space for trays and laying out adequate amount of test cartridges. Prepare system for timing test cartridges.

2. **Resulter Role**
   - Add reagent + sample to testing cartridges, track, and time 15 minutes wait-time on the testing cartridges.

3. **Workflow**
   - Take tray and remove one sample. Place sticky note on testing cartridge. Swirl the swab around the reagent beaker, pull up halfway, and squeeze off solution. Place white cap on reagent beaker and throw away swab.
   - Squeeze three drops from the reagent beaker into the sample window in the bottom half of the cartridge.
   - Do three testing cartridges at a time, write the time on the testing cartridge, and set timer for 15 minutes.

   **Note:** Testing cartridges must sit for 15 minutes, but no more than 20 minutes before being inserted into the analyzer. Therefore, there is a 5-minute cushion which is useful when doing batch testing.

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**analyze**

1. **Prep activities**
   - Prepare system to track results, like extra paper for sticky notes and location to dispose of testing cartridges after results have been recorded.

2. **Analyzer Role**
   - Insert test cartridges into analyzer, and record results.

3. **Workflow**
   - Remove sticky note from testing cartridge and place on piece of paper.
   - Insert the cartridge into the analyzer, wait until result is given.

   **Note:** If the result is invalid, you can redo the test with the same reagent beaker, if it is still available, on a different testing cartridge rather than reswab the student.
   - Record result on the sticky-note and dispose of testing cartridge.
1. Prep activities
   • Prepare system used to track student results and inform results.

2. Informer Role
   • Enter positive results into SimpleReport and inform students of results.

3. Workflow
   1. Take sticky notes from analyzer and enter into the system.
   2. Inform students of results.