WORKFLOW #3: LOW VOLUME SITE

This scenario is when you have a limited time to conduct a low volume of tests. Less staff are OK in this scenario. This workflow follows what is demonstrated in BD Veritor Trainings and can be adapted to be completed per student or with batch testing.

intake

1. Prep activities
   • Set up station and computer system used to check in students and track results.

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
   1. Students arrive
   2. 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)
     - PPE (masks and gloves for tester)
     - Hand sanitizer
     - Extra pens

2. Tester/Test Observer Role
   • If doing batch testing...
     (you anticipate testing more than 5 students in a row)
     1. Put reagent beakers into trays in advance depending on how many can easily fit.
     2. Number holes on testing trays in advance.
     3. Label testing cartridges with the same numbers in advanced based on number of students expected.
1. Workflow

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

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

3. Either conduct test or observe student self-conducting test by swabbing 5 times in a circle inside the nostril on each side (left and right) of the nose.

4. Remove yellow cap and put/ask student to put swab into reagent beaker.

5. Explain how the student will get their results (depending on your school system) and direct 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).

• If NOT doing batch testing...
  (you anticipate fewer than 5 students to come in at any one time)

  Label the reagent beaker and the testing cartridge at the time the student enters for consistency.

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).

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.
1. Prep activities
   • Prepare system for timing test cartridges.

2. Resulter Role
   • Ensure sample is transferred into reagent beaker. Add reagent with sample to testing cartridges, track, and time 15 minutes wait-time on the testing cartridges.

3. Workflow
   1. Take tray and remove one sample. Swirl the swab around the beaker, pull up halfway, and squeeze off solution. Place white cap on beaker and throw away swab.
   2. Label testing cartridge to match the label on the sample and reagent in the beaker.
   3. Squeeze three drops from the beaker into the sample window in the bottom half of a cartridge with the same testing number as the beaker.
   4. If needed, 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.
   5. Changes gloves or sanitize between students.

1. Prep activities
   • Prepare system to track results (like verbally telling informing staff or via a printed off list of students testing) 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
   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.
1. Prep activities
   • Prepare system used to track student results and inform results.

2. Informer Role
   • Enter result into tracking system and inform students of results. Dispose of testing cartridge.

3. Workflow
   1. Take cartridge or tool to inform results (could be verbally) from analyzer and enter into the system.
   2. Inform students of results.