WORKFLOW #2: MEDIUM VOLUME SITE

This scenario is when you have a limited time to conduct a medium volume of tests. Fewer staff are okay in this scenario.

intake

1. Prep activities
- This system uses numbers and permanent markers to track students. 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
- Students arrive
- Ask students to write their name and birthday on a sticky-note at the sticky-note station

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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
- Put reagent beakers into trays in advance depending on how many can easily fit. Number the holes on testing trays in advance.

ADVICE
- Pre-remove all caps on the trays.
- Set back on the top of the reagent beaker to rest until a swab is inserted.
- 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**
   - Give identification numbers to student, label test cartridges with student number and student initials, conduct/observe test, give white trays once full to Resulter.

3. **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. Inform the student of their testing number written on the tray. Write the testing number and the student’s initials on the testing cartridge. **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.

   6. 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).

- 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
   • 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. After sufficient trays have been filled, pause testing to complete resulting phase.
   2. 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.
   3. Squeeze three drops from the reagent beaker into the sample window in the bottom half of the cartridge with the same testing number and pre-filled initials of the student.
   4. 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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1. Prep activities
   • Prepare system to track results (like verbally telling informer staff or printing off a 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
   1. 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.
   2. Notify Informer of results in pre-determined system prior to disposing of testing cartridge.
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.