

## KIOSK TESTING PROCESS (2/26/21)

### 1. OVERVIEW

- Appointments are made on-line and spaced appropriately to provide optimum social distancing during the testing process; some walk-ins accepted
- Staff and students e-sign a Notice of Privacy and staff e-sign the COVID-19 Employee Voluntary Testing Consent; the staff consent is in both English and Spanish
- Participants are screened before entering the site for symptoms or known close contact- anyone in these categories is referred out (students to the Student Health Center; staff to their PCP). Masks are mandatory at all stages of Kiosk Testing process.
- Campus EH&S evaluated HVAC air flow at each Kiosk site for appropriateness. Additionally, if available, doors and windows at Kiosks sites are open at all times to assist with air flow.
- The testing process was designed to be no more than 3-5 minutes from check-in to exit to further limit any potential exposure
- Testing Kiosks are staffed by a senior staff member and students. Attendants are not medical professionals, but participate in a rigorous 2 week training program
- All Kiosk staff wear surgical masks, maintain 6 foot distance from others, and hand sanitize frequently while on duty

### 2. KIOSK ATTENDANT TRAINING

- HIPAA Privacy and Security
- Professionalism
- Infection Control and PPE use
- The roles of the 3 Kiosk attendant assignments: Greeter, Check-in, Swab Station
- Technology – EMR (Electronic Medical Record) Mass Testing Module: ipads, scanners, etc.
- Practice scenarios

### 3. GREETER ATTENDANT

- Welcome the participant
- Assess - Are they here for testing? Have they tested with us before? Do they have an appointment?
- Assess for symptoms, known close contact or positive test in preceding 3 months; direct away from Kiosk to appropriate venue for testing or call SHS with question about previous positive tests
- Explain it is important to clear the nose of mucus before testing. Do they need to blow their nose before checking in? If they blow their nose give show them where the tissues are located, ask them to turn away from others, use hand sanitizer after blowing
- Prepare them for check-in; will need phone with the QR code for check in, put your other belongings away if possible

#### Social Distancing:

- Keep checking the lines for 6 feet apart and masking
- Help with flow “When it is your turn to step up to the swab bar please put your backpacks and other items in the marked area.”
- Watch for the next person waiting in line and remind them to stay back. This ensures social distancing and privacy.

#### Computers-

Some participants will need to update info on health e-Messenger (you may assist them with the onsite computers.) NOTE: sanitize the computers after each use.

### 4. CHECK-IN ATTENDANT

- Welcome participant (Be mindful when speaking about personal information at the kiosk)
- Scan barcode on phone, confirm Date of Birth.

- Check their name against our daily printed list for missing info.

Instruct participant to:

- Please put phone away to be hands free
- Please use some hand sanitizer (just need a little pump)
- Grab one of the testing tubes. Keep it upright (now and while in line).
- Scan tube with scanner.
- Save and send accession.
- Direct them to a station or if crowded- "Step in line for swab station, they will call you up when they're ready."

#### 5. SWAB STATION ATTENDANT (Swab station attendant to watch every single step of the testing process)

Swab stations are positioned at least 10 Ft. apart.

Swab station attendants wear surgical masks and are stationed behind Plexiglas partitions, 4 ft distant from participants. Attendants wear gloves and wash or sanitize hands frequently

Welcome participant

Instruct participant to:

- Set your tube in the tray. The tube should stay in the tray until the very end.
- Keep testing tubes there - do not pick up to remove cap, insert swab, etc.
- Remove the grey or orange cap and throw away immediately.

Attendant:

- Open swab package (open from handle end, not swab end).
- When participant is ready, slide new, yellow lid to participant.

Instruct participant to:

- Pull mask down just below their nose. Keep mouth covered.
- Grab the swab. Insert into each nostril and "swirl" in a circular motion for 15 seconds. The cotton part of the swab should be fully inserted, no need to insert deeper than that.
- Use mirror and clock/timer if needed.
- Slowly insert swab into tube and "twirl" the swab for 30 seconds HOLDING ONTO BASE.
- Slowly remove and dispose of the swab- holding onto base.
- Use tissue paper to dry around the rim of the tube. Dispose of the tissue.
- Recap tube with new, yellow lid, "flower side" up. Move to "completed" tray.
- Encourage use of hand sanitizer.
- Remind participant that results in 24-48 hours. If a result is positive - a SHC staff will call with support and instructions.
- Thank participant for stopping by and caring for themselves and the community
- Offer QR Code for evaluation if first timers