

COVID-19 Recommended Site Roles and Responsibilities

NOTICE

The COVID-19 community-based testing program is a federally supported, state-directed program in collaboration with Verily's Project Baseline.

The testing guide below has been developed to align with guidelines provided by federal and state public health authorities. Parties adopting this guide should work with their clinical operations, environmental health and safety teams, and their state and local authorities to ensure compliance with relevant laws.

DISCLAIMER

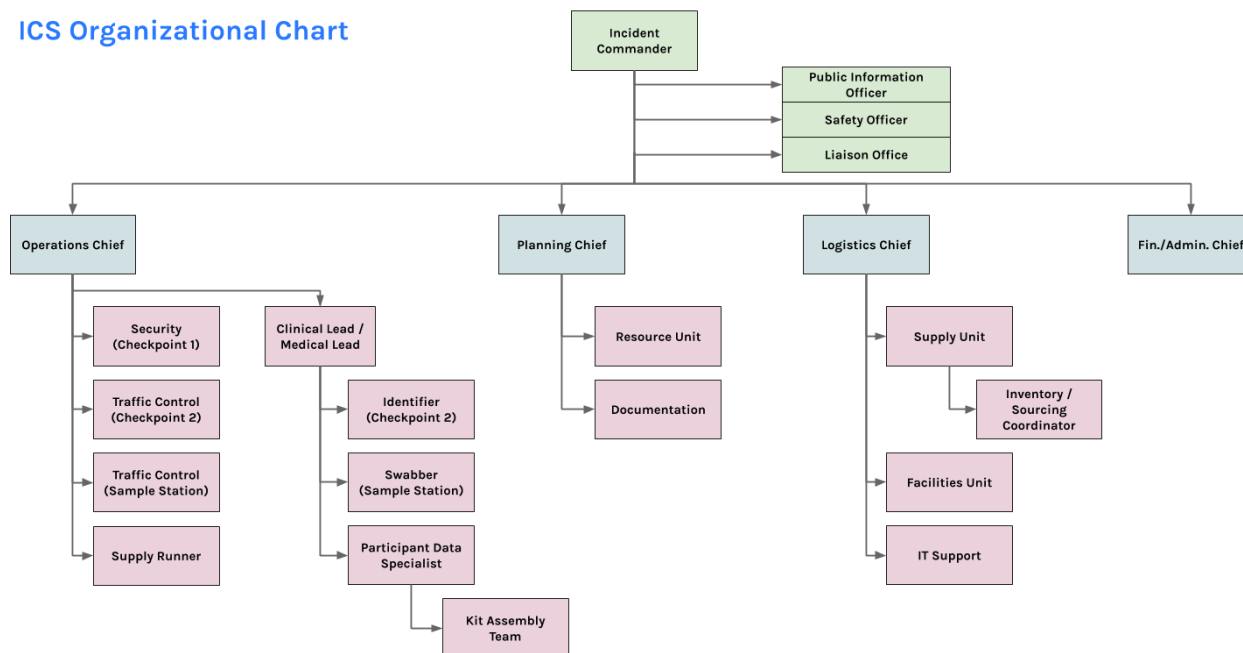
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COVID-19 Recommended Site Roles and Responsibilities

COVID-19 Sample Collection and Testing Operations Guide

The following section is intended to serve as an informational guide for setting up a sample collection site during the COVID19 outbreak. The following roles and responsibilities will likely need to be adjusted based on your site’s specific needs. We anticipate two phases at each site: a Phase 0 (start-up) and Phase 1 (operations). More staff will likely be required during the initial start-up (Phase 0), and each site will likely consolidate roles according to their specific experience (Phase 1). We propose role consolidations below.

ICS Organizational Chart



Staffing Overview			
Role	Phase 0: Site Startup	Phase 1: Operations	Notes
Incident Commander	Y	Y	
Operations Chief	Y	Y	Option for consolidating IC/Operations role after startup
Clinical Lead / Medical Unit Leader	Y	Y	Option for consolidating Ops/Clinical/Medical/Safety after startup

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Planning Section Chief	Y	Y	Analytics team under Planning recommended in Phase 0 to characterize Site capacity
Logistics Chief	Y	Y	Option for handling by Operations Chief
Safety Officer	Y	Handled by Clinical Lead	Option for handling by Clinical Lead or Operations Chief
Liaison Officer	Off-Site	Off-Site	Option for handling by IC
Resource Unit	Y	Handled by Operations or Planning	
Supply Unit	Y	Y	Supply Runners, as needed
Participant Data Specialist	Y	Y	Kit Assembly Team (KAT), as needed.
Checkpoint #1 (Front Gate Security)	Y	Y	
Checkpoint #2 (Admission Station)	Y	Y	
Sample Station	Y	Y	
Public Information Officer	Y	Off-Site	

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Role Specific Job Aid / Operational Checklist

Incident Commander (IC)	
Role	The Incident Commander is responsible for all aspects of an emergency response, including quickly developing site objectives, managing all site operations, application of resources, and taking responsibility for all persons involved. The Incident Commander sets priorities and defines the organization of the incident response team and the overall incident action plan. The Incident Commander position will always be designated or assumed. The Incident Commander may, at their own discretion, assign individuals who may be from the same agency or from assisting agencies to subordinate or specific positions for the duration of the site operations.
You need	Radio, Laptop, IC job aids, ICS forms catalog
Radio callsign	IC: "<blank> to IC" (e.g., "Hello, Planning, this is IC")
Responsibilities	Conduct initial briefing with staff, event site personnel, unarmed security, and armed security. Liaise with key ("lead") agencies regarding their assets and level of deployment. Schedule planning meeting with command staff and section chiefs. Contact other responding agencies and/or responsible parties to establish unified command and operational cooperation. Ensure lines of communications are developed among staff and among other responding agencies, the responsible party, and their response organization. Brief command staff and section chiefs. Initiate review and approval of action plans, media releases, and contracts. Ensure incident summary status (ICS 209) is completed.
Phase	Responsibilities
Morning	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that appropriate people are in command and in general staff positions <input type="checkbox"/> Review previous day handover documentation (ICS 201) <input type="checkbox"/> Oversee the command staff brief run by the Planning Section Chief
Briefing	<ul style="list-style-type: none"> <input type="checkbox"/> Lead Briefing by communicating welcoming thoughts, who can stop operations (IC & Safety), and daily timeline <input type="checkbox"/> Ensure Briefing flow is followed: Safety Operations Logistics Plans
Debrief	<ul style="list-style-type: none"> <input type="checkbox"/> Lead Debrief by communicating parting thoughts
End of day	<ul style="list-style-type: none"> <input type="checkbox"/> Review information on situations from relevant and reliable sources and complete an incident action plan (ICS 201), if required

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Operations Chief	
Role	<p>The Operations Chief is responsible for managing all operations and personnel related to participant workflow at the site. The Operations Chief directly implements changes to the workflow and executes the Management Objectives and the IAP. The Operations Chief should ensure that the site is operating smoothly, that each division is successfully executing their assignments, and reduce any hazards at the site. The Operations Chief is also responsible for improving the efficiency of the site in a safe manner, including minimizing PPE usage and increasing participant capacity.</p> <p>The Operations Chief must work closely with the Clinical Lead / Medical Unit Leader to ensure that operations are consistent with the testing protocols and needs of the site. The Clinical Lead can help the Operations Chief ensure that the activities involving testing align well with the rest of the site operation to provide one seamless operation. The Operations Chief should also work closely with the Planning Chief to ensure an adequate staffing force is available each day of operation.</p>
You need	Radio, Laptop
Radio callsign	Operations: "<blank> to Operations" (e.g., "Hello, IC, this is Operations")
Responsibilities	Translate from plan to action. Focus internally on site operations and execution. Direct operational staff to accomplish objectives. Design flow of traffic and equipment when the site opens. Adapt traffic flow and number of bays to fit the appointment load, PPE availability, staff availability, etc., for the day and adjust as needed. Identify staffing gaps and define new roles as needed for that site. Route issues to the correct point of contact for resolution. Final decision maker and problem solver for any issues that arise from Checkpoint 1, Checkpoint 2, or the Sampling Station.
Phase	Responsibilities
Morning	<ul style="list-style-type: none"> <input type="checkbox"/> Review 201 for the day and formulate the operations plan <input type="checkbox"/> Complete orientation for new staff prior to Briefing
Briefing	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in Briefing by communicating operations plan to general staff which includes projected participant volume and daily timeline <input type="checkbox"/> After Briefing, meet with station leads to ensure they have their assignments and communications plan for the operations period
During Operations	<ul style="list-style-type: none"> <input type="checkbox"/> Complete a communications and station readiness check 10 minutes prior to facility opening for operations <input type="checkbox"/> At operation start time, call to notify all stations that operations are beginning <input type="checkbox"/> Ensure station leads are executing Operations and Safety plans throughout the operations period. Help enforce Supplies plan for PPE usage and management

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	<ul style="list-style-type: none"><input type="checkbox"/> Oversee operations and assist in traffic flow outside of the traffic controllers areas<input type="checkbox"/> Periodically review Safety and Supply for any updates needed<input type="checkbox"/> Ensure changes to operations are made only during the operations period for safety issues or if there is a significant efficiency issue<input type="checkbox"/> After the agreed upon appointment grace period, call to notify all stations that the operation is shutting down and to begin end of day procedures
Debrief	<ul style="list-style-type: none"><input type="checkbox"/> Participate in Debrief and assign a Planning point of contact for safety and station leads to give feedback on participant flow
End of day	<ul style="list-style-type: none"><input type="checkbox"/> Review feedback from safety and station leads for any needed changes for the next operation period. Operations will take this feedback and ensure changes made will not cause secondary issues with other stations<input type="checkbox"/> Communicate closing plans with facilities staff

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Clinical Lead / Medical Unit Lead	
Role	The Clinical / Medical Unit Lead is responsible for the effective and efficient processing of Participants through the test site and for provision of medical services to site personnel.
You need	Laptop, phone
Radio callsign	Clinical: "<blank> to Clinical" (e.g., "Hello, IC, this is Clinical")
Responsibilities	<p>The Clinical/Medical Unit Lead will work closely with site operations leadership to ensure safe and efficient clinical operations, systems, and processes. The position requires a clinical leader who will contribute to the development of testing site goals, as well as support the overall standards of clinical practice.</p> <p>Oversee the Checkpoint 2 and Sample Station health care professionals (HCPs), ensuring compliance with PPE, swabbing, sample reconciliation, and decontamination procedures. Ensure participant privacy to the fullest extent possible. The Clinical/Medical Unit Lead should be an RN (or above, e.g., NP, MD) with a current active license in the state, active BLS and ACLS certification, and required management or charge nurse experience.</p> <p>Develop a Medical Plan which will, in turn, form part of the IAP. The Medical Plan should provide specific information on medical assistance capabilities at site locations (such as location of AEDs, Medical and First Aid Kits), potentially hazardous areas or conditions, and off-site medical assistance facilities and procedures for handling complex medical emergencies.</p>
Phase	Responsibilities
Morning	<ul style="list-style-type: none"> <input type="checkbox"/> Train applicable HCP staff on Sample Station swabbing and PPE best practices <input type="checkbox"/> Ensure Sample Station, Donning Station and Doffing Station have proper PPE and equipment needed for operation period <input type="checkbox"/> Review Medical Plan to assist with preparing the Incident Action Plan (IAP)
Briefing	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in Briefing by stating Medical plan to general staff
During Operations	<ul style="list-style-type: none"> <input type="checkbox"/> Relay any traffic control or flow issues in the Sample Station to operations for changes that need to be made for the next operation period
End of day	<ul style="list-style-type: none"> <input type="checkbox"/> Verify correct sample reconciliation procedures are followed prior to pickup <input type="checkbox"/> Recommended: Clinical lead cross-site call to build best practices

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Planning Chief	
Role	The Planning Chief is responsible for collecting, evaluating, and disseminating operational information pertaining to the site. The Planning Section Chief is responsible for assigning resources, communicating any changes to the following day, and preparing the Incident Action Plan (IAP) for each operational period.
You need	Laptop, phone, radio
Radio callsign	Planning: "<blank> to Planning" (e.g., "Hello, IC, this is Planning")
Pertinent Points of Contact	Contact for sample pickup/drop off (e.g., LabCorp/Quest) Contact for interfacing with dashboards (e.g., number of daily participants) Contact for Operations Chief (e.g., for handing out operating procedure changes to roles and divisions)
Responsibilities	Maintain the status of resources assigned to the site Prepare and save Incident Action Plans (IAP) and incident maps. The IAP should be posted in a visible location for the staff and accessible online. Each member of the command and general staff should have access to a copy of the IAP at all times during the operational period. Gather and disseminate information between the Incident Commander, Planning Section Chief, and Logistics Chief Oversee site data gathering and analysis regarding site operations (e.g., number of participants, number of bays open)
Phase	Responsibilities
Morning	<ul style="list-style-type: none"> <input type="checkbox"/> Identify Station Leads and ensure staff are assigned to each role <input type="checkbox"/> Ensure the Incident Command Post (ICP) is staffed with an Analytics lead, if required. Serve as backup point of contact if necessary <input type="checkbox"/> Update organization charts (e.g., in command post and common space) <input type="checkbox"/> Update key information on command center whiteboards <ul style="list-style-type: none"> ○ Site/facility coordinator contact information ○ Sample pick-up contact information ○ Law enforcement/security contact information ○ Projected numbers for the day <input type="checkbox"/> Update Sample Pick-up Team <ul style="list-style-type: none"> ○ Coordinate pickup and dropoff for sample collection (e.g., LabCorp/Quest) via SMS/phone. Provide them with the number of total participants (located in IAP201 by the PDS), e.g., "Hello, I'm <insert your name> with <insert site name>, and I am your point of contact today. If you can verify when the pick up and drop offs for today will be, that would be great. We anticipate/confirm XX total

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	<p>participant samples. Thank you.”</p> <ul style="list-style-type: none"> <input type="checkbox"/> Hand out daily operating procedures to staff <input type="checkbox"/> Coordinate with Supply Chief and ensure radios are distributed
During Operations	<ul style="list-style-type: none"> <input type="checkbox"/> Approve runners departing for supply trips <input type="checkbox"/> Coordinate sample pickup with vendor, if required <input type="checkbox"/> Collect feedback from Incident Commander, Operations Chief, and Logistics Chief and begin planning changes for tomorrow
End of day	<ul style="list-style-type: none"> <input type="checkbox"/> Coordinate sample pickup with vendor <input type="checkbox"/> Complete IAP: The Planning Section Chief is responsible for filling out the yellow colored tabs and yellow colored cells. Many cells of the IAP are populated automatically and are colored purple to indicate they should not be manually overwritten. The daily totals for participants (actual, not scheduled) and staffing are colored green. <ul style="list-style-type: none"> ○ Fill out Start Page ○ Fill out 201. Work with Operations, Analytics, PDS to fill out section 8 on scheduled participants and actual participants. Use the applicable dashboard to fill out scheduled participants. Fill out section 10 with help from Resource Unit. Sign each section of 201 after reviewing. <ul style="list-style-type: none"> <input type="checkbox"/> Communicate HCPs needed for the following day ○ Work with Resource Unit to update 203 for the next day. ○ Ensure Logistics Chief has access to 205. ○ Review, update and print 207 for the next day. ○ Work with Resource Unit to update 'Core Staff' into 211 for the next day. Verify resourcing with Operations Chief. ○ Save a copy of the full IAP in a dedicated folder to keep a record of the incident. Review with IC for approval and download 209 as a pdf and send to pertinent agencies, with the following message body: <ul style="list-style-type: none"> <input type="checkbox"/> Attached is the ICS 209 for ### Testing Site. We are interested in your feedback on this report. If you have information that you would like to add, please reply to this email and we will make every attempt to get it added. Please do not "reply all". Thank you. <input type="checkbox"/> Collect feedback from staff and HCPs. Help staff stay motivated by highlighting numbers of patients seen and other successes where relevant.

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Logistics Chief																											
Role	The Logistics Chief oversees all the support needs for the site, including facilities, transportation, supplies, equipment maintenance, fuel, food service, communications, and medical services for site personnel.																										
You need	Laptop, phone, radio																										
Radio callsign	Logistics: "<blank> to Logistics" (e.g., "Hello, IC, this is Logistics")																										
Responsibilities	<p>The Logistics Chief sets up, maintains, and demobilizes all facilities used in support of site operations, including the Incident Command Post (ICP) and Checkpoints. See COVID-19 Non-Clinical/Clinical Operational Supplies and IT Equipment for additional information.</p> <p>Coordinate with the site facilities staff, including reconciliation of tents, tables, heaters, traffic control devices, etc.</p> <p>Ensure Site facility opens and closes on time, and Command Post is closed and secured at the end of the day</p> <p>Handle site inventory management and supply replenishment</p> <p>Ensure food/drinks have been ordered for the next day</p>																										
Site Notes	<p>Distribute COMMS immediately prior to the Briefing:</p> <table border="1"> <thead> <tr> <th>Name</th> <th>COMMS Distribution</th> </tr> </thead> <tbody> <tr> <td>IC</td> <td>Radio</td> </tr> <tr> <td>Operations</td> <td>Radio, Radio (secondary)</td> </tr> <tr> <td>Planning</td> <td>Radio</td> </tr> <tr> <td>Logistics</td> <td>Radio</td> </tr> <tr> <td>Safety</td> <td>Radio</td> </tr> <tr> <td>Clinical/Medical Unit</td> <td>Radio</td> </tr> <tr> <td>PDS</td> <td>Radio, Secure Phone</td> </tr> <tr> <td>Checkpoint 1</td> <td>Radio</td> </tr> <tr> <td>Checkpoint 2</td> <td>Radio, Secure Phone</td> </tr> <tr> <td>Sample Station</td> <td>Radio (in plastic bag)</td> </tr> <tr> <td>Road Gate</td> <td>Radio (secondary)</td> </tr> <tr> <td>LEOs</td> <td>Radio (secondary)</td> </tr> </tbody> </table>	Name	COMMS Distribution	IC	Radio	Operations	Radio, Radio (secondary)	Planning	Radio	Logistics	Radio	Safety	Radio	Clinical/Medical Unit	Radio	PDS	Radio, Secure Phone	Checkpoint 1	Radio	Checkpoint 2	Radio, Secure Phone	Sample Station	Radio (in plastic bag)	Road Gate	Radio (secondary)	LEOs	Radio (secondary)
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Phase	Responsibilities
Morning	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure facility entry and exit gates, if applicable, are open prior to first participant appointment and vendor scheduled deliveries/ pickups
End of day	<ul style="list-style-type: none"> <input type="checkbox"/> Communicate with sample test vendor to confirm that they will be picking up the next day and notify them of sample count. <input type="checkbox"/> Ensure the Supply Unit has removed all test kits and PPE from any open tables and that any high value item cages are locked. <input type="checkbox"/> Communicate to testing venue and/or security: <ul style="list-style-type: none"> o When the last personnel are leaving o Time of first staff on-site the next day

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Safety Officer	
Role	<p>The Safety Officer monitors site operations and advises Incident Command on all matters relating to operational safety, including the health and safety of emergency responder personnel. The Safety Officer has emergency authority to stop and/or prevent unsafe acts during site operations.</p> <p>The Safety Officer is responsible for developing the Incident Safety Plan—the set of systems and procedures necessary to ensure ongoing assessment of hazardous environments, coordination of multi-agency safety efforts, and implementation of measures to promote emergency management/site personnel safety, as well as the general safety of site operations.</p>
You need	Radio, laptop, phone
Radio callsign	Safety: “<blank> to Safety” (e.g., “Hello, IC, this is Safety”)
Responsibilities	Plan and participate in the Command and General Staff meeting. Plan and participate in Briefing. Remind staff of safety issues and discuss issues from previous operational periods that are pertinent. Monitor PPE adherence, safety around and in the hot zone. Ensure that all personnel and stations have adequate PPE and are using it properly. Point of contact for daily morning biohazard waste pick up and EOD decontamination/station inspection/waste removal from hot zone.
Phase	Responsibilities
Morning	<ul style="list-style-type: none"> <input type="checkbox"/> Verify that the fire sprinkler valve is open at the start of each day and that any enclosed spaces with vehicles are adequately vented <input type="checkbox"/> Assist with staff health screening, if applicable <input type="checkbox"/> Perimeter walk from Checkpoint 1 to Sample Station to ensure that CO gas monitors, fire extinguishers, medical kits, AEDs and other emergency equipment is on site and in good operating condition <input type="checkbox"/> Ensure that medical plans are posted at visible locations at each primary work station
Briefing	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in Briefing by communicating PPE Protocol, social distancing protocol, and on-site injury protocol
During Operations	<ul style="list-style-type: none"> <input type="checkbox"/> Morning radio sanitization announcement <input type="checkbox"/> Lunch radio sanitization announcement <input type="checkbox"/> Afternoon radio sanitization announcement
Debrief	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in Debrief by communicating what went well, what could have been better, returning home sanitization considerations, and well-being considerations

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End of day	<ul style="list-style-type: none"><input type="checkbox"/> Oversee Sample Station decontamination and waste removal process<input type="checkbox"/> Radio & turn-in <p>Note: Must be available to be one of the last to turn in radio</p>
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Liaison Officer	
Role	The Liaison Officer is Incident Command's point of contact for representatives of other governmental departments and agencies, NGOs, and/or the private sector (with no jurisdiction or legal authority) to provide input on their organization's policies, resource availability, and other site-related matters. Assistants and personnel from NGOs and the private sector involved in incident management activities may be assigned to the Liaison Officer to facilitate coordination.
You need	Radio (if required)
Radio callsign	First Name: "<blank> to <First Name>" (e.g., "Hello, IC, this is John")
Pertinent Points of Contact	City, County, and State Law Enforcement, Office of Emergency Services
Responsibilities	Communicate with pertinent governmental departments and agencies regarding site matters and applicable updates.
Phase	Responsibilities
During Operations	<input type="checkbox"/> Liaise with externals (i.e., test site facilities, Government)

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Resources Unit	
Role	The Resources Unit makes certain that all personnel check in and out of the site. The Resources Unit maintains a system (example provided in the Incident Action Plan template) for keeping track of the availability of all personnel and maintains a master list of all personnel committed to site operations. The Resources Unit may also assist the Operations Chief in onboarding and communicating to staff their assignments.
You need	Laptop, phone
Radio callsign	N/A
Responsibilities	<p>Under direction of the Planning Chief, the Resources Unit ensures staff rotations for vehicle flow, runners, and other miscellaneous tasks as needed. The Resources Unit is also in charge of:</p> <ul style="list-style-type: none"> ○ Performing daily staff onboarding procedures ○ Maintaining daily roster for all onsite staff through IAP ○ Ensuring staff needed per operation are confirmed in the IAP ○ Confirming active participation with core staff in advance of each day's operations <p>Lead by example - remind people to keep 6ft apart and wash hands often</p>
Phase	Responsibilities
Morning	<ul style="list-style-type: none"> <input type="checkbox"/> Prior to staff arriving on-site, set up entrance table, 'Please sign-in' sign, hand sanitizer, and laptop with the daily roster sheet <input type="checkbox"/> Start signing people up as they come in <input type="checkbox"/> Ensure breakfast has been setup <input type="checkbox"/> Assign staff to all stations <ul style="list-style-type: none"> ○ Assign lead positions and support staff; review responsibilities ○ Perform orientation, including high level overview of what each station does, PPE protocols in place, reminder to maintain social distancing, maintain participant privacy including no photo/video policy, ensure staff take breaks when needed ○ Instruct station leaders to start preparing their teams and review station-specific instructions
During Operations	<ul style="list-style-type: none"> <input type="checkbox"/> Periodically check on staff (walk to individual stations to make sure everything is running smoothly) <input type="checkbox"/> Pick up food at front gate upon arrival <input type="checkbox"/> Order breakfast, lunch, drinks, snacks for the next day <input type="checkbox"/> Determine when staff can be scaled down
End of day	<ul style="list-style-type: none"> <input type="checkbox"/> Check people out of roster and ensure there is no one missing <input type="checkbox"/> Confirm with Operations the number of staff needed for the following day

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	and coordinate with staffing providers
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Supply Unit	
Role	The Supply Unit orders, receives, processes, stores, tracks inventories, and distributes all site-related resources and supplies. The Supply Unit provides the support required to receive, process, store, and distribute all supply orders. The Unit also handles tool operations which includes storing, disbursing, and servicing tools and portable, nonexpendable equipment. Additionally, the Supply Unit assists in projecting resource needs based on information provided in the IAP.
You need	Radio, printer, laptop
Radio callsign	Supply: "<blank> to Supply" (e.g., "Hello, IC, this is Supply")
Site Notes	Staffing: <ul style="list-style-type: none"> ○ 1-2 Administrators ○ 1 Runner to restock Sample Station to supply for HCPs & inventory count
Phase	Responsibilities
Morning	<input type="checkbox"/> Ensure all stations are stocked <input type="checkbox"/> Perform inventory count of all supplies received and update/maintain the master inventory
During Operations	<input type="checkbox"/> Runner visits each station to confirm stocking <input type="checkbox"/> Monitor inventory levels and escalate to central Supply Chain team if urgent materials needed <input type="checkbox"/> Maintain inventory at Sample Station supply table while adhering to PPE practices <input type="checkbox"/> Update and maintain the master inventory
End of day	<input type="checkbox"/> Verify master inventory is correct

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Participant Data Specialist (PDS)	
Role	The Participant Data Specialist is responsible for executing tasks that require accessing Participant SPII data, including creating the participant roster, communicating with participants, and troubleshooting issues like data mismatch or incorrect appointment information.
You need	Laptop, secure PDS mobile phone, radio
Radio callsign	PDS: "<blank> to PDS" (e.g., "Hello, IC, this is PDS")
Pertinent Points of Contact	Scheduling Team, Central Label Operations team
Site Notes	Support Staffing: <ul style="list-style-type: none"> 3 (minimum) Kit Assembly Team members to support Requisition and Label Preparation
Phase	Responsibilities
Morning	<ul style="list-style-type: none"> <input type="checkbox"/> Prepare and print Participant Roster for Checkpoint 2 and Sample Station <input type="checkbox"/> Verify accuracy of printed / assembled requisitions, labels and test kits and transfer to file folder at Checkpoint 2 <input type="checkbox"/> Verify test kit printing setup is operational <input type="checkbox"/> Perform radio check <input type="checkbox"/> Prepare and distribute PDS secure mobile phones <ul style="list-style-type: none"> Send test SMS messages to Checkpoint 1 and Checkpoint 2 phones, confirm reply. If no reply, call on radio to get confirmation
During Operations	<ul style="list-style-type: none"> <input type="checkbox"/> Address any issues or errors in participant appointments, requisitions, or SPII for Checkpoint 2 and Sample Stations. This includes printing new test kit material, correcting participant data, etc. <input type="checkbox"/> Perform mid-day Sample Reconciliation process, if required
End of day	<ul style="list-style-type: none"> <input type="checkbox"/> Oversee Sample Reconciliation: <ul style="list-style-type: none"> Verify count of participants checked in against count of test samples collected, record "no-shows," update daily analytics & PPE logs Reconcile samples collected with patient sample lists to ensure correct number of samples sent out to lab Ensure unused requisitions and any papers with SPII (Participant Roster, etc.) are appropriately discarded, e.g., shredded or incinerated <input type="checkbox"/> Collect PDS secure mobile phones and secure by deleting texts, text history and photographs <input type="checkbox"/> Charge PDS secure mobile phones for next day <input type="checkbox"/> Print Rosters, Requisitions, and Labels for next day

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Checkpoint 1 (Front Gate Security)	
Role	Checkpoint 1 is responsible for providing initial traffic control support to the site, redirecting non-participants off site, and ensuring participants present appointment information to downstream Checkpoints.
You need	Canopy Tent (if space or weather permits) Radio Signage High visibility vest
Radio callsign	Checkpoint 1: "<blank> to Checkpoint 1" (e.g., "Hello, IC, this is Checkpoint 1")
Responsibilities	Initial traffic control point Confirmation of appointment (signage) ID and requisition spot check to be allowed onsite (signage) Redirecting non-participants off site
Phase	Responsibilities
Morning	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure proper signage is in place <input type="checkbox"/> Stage early participant arrivals in a waiting area prior to facility opening for testing
During Operations	<ul style="list-style-type: none"> <input type="checkbox"/> Stop participant vehicle at entrance <input type="checkbox"/> Use signage to confirm appointment with the facility <input type="checkbox"/> Use signage to initiate spot check of ID and requisition <input type="checkbox"/> Direct participants to Checkpoint 2 for admission <input type="checkbox"/> Direct non-participants off site
End of day	<ul style="list-style-type: none"> <input type="checkbox"/> Remove and store all unsecured signage and equipment

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Checkpoint 2 (Admission Station)	
Role	Checkpoint 2 is responsible for confirming participant information matches the requisition packet, including appointment location/time/date and participant SPII. Checkpoint 2 is also responsible for providing traffic control support to Sample Station and redirecting non-participants off site.
You need	Canopy Tent Table/chairs Radio Signage Requisition lock boxes Requisition roster in binder Traffic Control signage High visibility vest (traffic controller) Secure mobile phone (Participant Data Specialist)
Radio callsign	Checkpoint 2: "<blank> to Checkpoint 2" (e.g., "Hello, IC, this is Checkpoint 2")
Responsibilities	Traffic control between Checkpoint 2 and Sample Station ID and requisition verification (signage) Confirming that requisition packet matches participant information Moving participants out of the queue if there is mismatched information (e.g., to be resolved by patient information specialist)
Site Notes	Staffing: <ul style="list-style-type: none"> ○ 2 healthcare providers ○ 1 traffic controller ○ 1 Participant Data Specialist
Phase	Responsibilities
Morning	<input type="checkbox"/> Ensure proper signage is in place <input type="checkbox"/> Confirm requisition roster is in the binder, properly formatted, and information is correct (HCP) <input type="checkbox"/> Transfer requisition kits from clean box to dirty box if applicable (HCP)
During Operations	<input type="checkbox"/> Traffic Controller signals cars to move forward to HCP station <input type="checkbox"/> HCP checks ID and requisition number against requisition list <input type="checkbox"/> HCP places requisition packet under the wiper blade <input type="checkbox"/> Traffic Controller sends participant vehicle into Sample Station
End of day	<input type="checkbox"/> Wipe down and disinfect all equipment <input type="checkbox"/> Remove and store all unsecured signage and equipment

COVID-19 Recommended Site Roles and Responsibilities

Sample Station	
Role	Sample Station is responsible for confirming participant information, performing nasopharyngeal swab collection, preparing and labeling the sample test kit for delivery to test vendors, performing sample reconciliation, and completing decontamination procedures in the hot zone. Sample Station is also responsible for providing traffic control support to direct participants off site.
You need	Radio Signage Test Kits PPE
Radio callsign	Sample Station: “<blank> to Sample Station” (e.g., “Hello, IC, this is Sample Station”)
Responsibilities	Performs nasopharyngeal swab collection. Performs Sample Reconciliation and Transfer process. Disinfects all equipment in the hot zone and discards materials in biohazard waste bags.
Site Notes	Staffing: <ul style="list-style-type: none"> ○ 2 healthcare providers per bay ○ 1 traffic controller (if required)
Phase	Responsibilities
Morning	<input type="checkbox"/> Ensure proper signage is in place <input type="checkbox"/> Ensure sample stations have adequate test kits & PPE
During Operations	<input type="checkbox"/> Traffic Controller signals cars to move forward to HCP station <input type="checkbox"/> HCP checks ID and requisition number against requisition list <input type="checkbox"/> HCP performs swab and verifies that specimens are stored per protocol <input type="checkbox"/> Traffic Controller sends participant vehicle to exit when signaled
End of day	<input type="checkbox"/> Perform Sample Reconciliation and Transfer process <input type="checkbox"/> Disinfect all tables and chairs used during the event and dispose into the biohazard bag. Ensure all used face shields, face masks, gowns, gloves, and pens are discarded into a biohazard waste bag <input type="checkbox"/> Remove and store all unsecured signage and equipment

COVID-19 Recommended Site Roles and Responsibilities

Public Information Officer (PIO)	
Role	The Public Information Officer collects, verifies, prepares, coordinates, and disseminates community information to the public through the news media, radio, newspaper, and social media. The PIO interfaces with the public, media, other agencies, and stakeholders to provide information and updates, including any issues management. The PIO serves as liaison between communications teams for all site partners, and supports information sharing with elected officials.
You need	Laptop, phone
Radio callsign	N/A
Responsibilities	Central point of contact for media and public officials.