

COVID-19 Participant Workflow

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

- This guide is provided in an effort to assist agencies in establishing "drive-through" COVID-19 sample collection and testing operations. However, each agency's needs or circumstances may differ from the assumptions behind the practices described in this guide, so we cannot and do not make any warranties or representations about them or anything else in this guide.
- The situation surrounding COVID-19 is evolving almost daily. Verily has endeavored to accurately describe information that may be helpful in connection with "drive-through" COVID-19 sample collection and testing operations as of the date this guide is made available, but does not have any duty to update this guide and does not take responsibility for any errors or inaccuracies.
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1. Background

This instructions manual describes steps for processing participants through nasopharyngeal swab collection in pop-up drive-through clinics, where the swabs are sent to a clinical lab for COVID-19 testing. This guide captures step-by-step the actions of the health care professionals, admission clerks, and participants and their cars throughout the process. This process is estimated to take 10-15 minutes per participant.

We recommend discussing this document with your own incident commander and site specific Clinical Lead to ensure guidelines are suitable to your own environment, and modifying as appropriate.

2. Scope

This process instruction applies to the collection of nasopharyngeal swabs for COVID-19 drive-through testing only.

3. Terminology

Term/Acronym	Definition
PPE	Personal Protective Equipment - all equipment used to protect an individual from potential contamination. This includes, but is not limited to, masks, gloves, gowns, and biohazard suits.
MA	Medical Assistant
RN	Registered Nurse
Hot Zone	Area of site where participants in vehicles lower window and potentially expose workers to contamination. For our purposes 'Hot Zone' refers to the area surrounding and including Sample Station (Sample Collection Station).
Don	The process of putting on PPE.
Doff	The process of taking off PPE. Requires a specific order to ensure no personal contamination occurs via transfer from contaminated PPE.

4. Materials

4.1. Equipment

- 2 Tables per sampling Bay with 6ft distance between table and car, allowing space for car in between (allowing to test passenger or driver as needed)
- 1 Biohazard waste bin per sampling Bay
- Radios/Walkie-Talkies for communication between stations

4.2. Sampling Kit

See **COVID-19 Sampling Collection and Transfer** for sample collection materials

- Label + requisition kit, prepared per **COVID-19 Requisition and Label Preparation**

4.3. Information/lists

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- List of names of scheduled participants for guard station
- Station participant log form

4.4. Other Consumables

- See **COVID-19 Personal Protective Equipment** for PPE consumables
- Handwash station / alcohol hand sanitizer
- Tissues in case participant needs to clear nose of mBiohazard bags/bins
- Rubber bands in case of attaching sample kits to car mirrors (ULINE S-20822 or similar 7 inch (size 117B))
- Wet ice or refrigerators (if ambient temperatures are expected to be higher than 25 °C/77 °F)
- Dry ice

5. Environmental Health and Safety

We recommend discussing this document with your own Environmental Health and Safety personnel to ensure guidelines are suitable to your own environment, and modifying as appropriate.

5.1. General

- 5.1.1. Read through the entire document to assure overall understanding of the contents.
- 5.1.2. Verify that training to this document, if applicable, is completed before carrying out the process.

5.2. Safety

- 5.2.1. Assume all samples are infectious and follow PPE and process instructions carefully. Contact your supervisor if you have any questions about specific samples and their handling.
- 5.2.2. Take appropriate precautions when using cleaning agents. Read the Safety Data Sheets and follow the handling instructions carefully.

5.3. Waste

- 5.3.1. Assume all waste generated by this process is infectious and dispose of it in a red biohazard bin/bag.

5.4. Information

- 5.4.1. Please note that you may be exposed to sensitive personally identifiable information (SPII). Take appropriate precautions and do not discuss or disclose.

6. Preparation

- 6.1. If ambient temperatures may exceed 25 °C / 77 °F, store viral transport tubes on ice or in a refrigerator until required for sampling.
- 6.2. Follow PPE recommendations per role, donning and doffing protocols, and special exposure instructions at **COVID-19 Personal Protective Equipment**.

7. Process Steps

7.1. Step 1: Confirm participant ID at Entry Checkpoint (Checkpoint 1)

- 7.1.1. Participant arrives at Entry Station by car with windows rolled up.
- 7.1.2. Participant shows photo ID and email confirmation (with reference ID and current appointment) at window at security gate checkpoint through their closed window.

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- 7.1.3. Staff confirms that the participant is registered for testing.
 - 7.1.3.1. Staff then directs the confirmed participant to Checkpoint 2, Admission Stations.
 - 7.1.3.2. If a participant is not confirmed for testing, staff will direct them to the Baseline website in order to fill out the survey and then direct them out of the line to the exit.

7.2. Step 2: Prepare and confirm sample label at Admission Checkpoint (Checkpoint 2)

- 7.2.1. With the window up, the participant shows a photo ID and confirmation email to the admission coordinator (AC) through the driver window.
- 7.2.2. Runner retrieves requisition, label, and specimen bag packet and passes to AC. If no applicable requisition or label is prepared then staff will assist in preparation of new requisition and label if appropriate.
- 7.2.3. AC verifies their name and DOB with requisition.
 - 7.2.3.1. If the participant's name or DOB is incorrect, the participant is turned away and asked to leave the facility. Participants are asked to call the Verily User Success team to correct demographics information and reschedule their appointment.
- 7.2.4. AC writes the current date and time on the requisition sheet.
- 7.2.5. With sticker or post-it, AC marks vehicle window at the participant's position in the vehicle.
- 7.2.6. AC attaches the bag to the car.
- 7.2.7. Participant is directed to Sample Collection Station by traffic volunteers.

7.3. Participant moves to Sample Collection Bay (Sample Station)

- 7.3.1. Sample is taken by Swabber with help from Swabbing Assistant in Sample Collection Bay, following **COVID-19 Sample Collection and Transfer**.
- 7.3.2. All proper PPE donning and doffing techniques should be followed, as per **COVID-19 Personal Protective Equipment**, and as discussed **with your Environmental, Health, and Safety personnel or equivalent**.

7.4. Participant Exit

- 7.4.1. Participant closes window and is directed to the exit.
- 7.4.2. If required, Swabbing Assistant places participant label on specimen log form.
- 7.4.3. Swabber and Swabbing Assistant doff and re-don required PPE, per **COVID-19 Personal Protective Equipment**.

8. Post-Collection

- 8.1. Participant data specialist (or designee) regularly checks that all samples stay frozen until pickup.
- 8.2. Samples are transferred according to **COVID-19 Sample Collection and Transfer**.
- 8.3. Biohazardous waste is disposed of according to **COVID-19 Medical Biohazard Waste Instruction**.