Verily COVID-19 Site Lead Guide

NOTICE

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

1.   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.

2.   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.

3.   Any action you take upon the information in the guide is strictly at your own risk. Verily disclaims any liability for any losses and damages in connection with the implementation and operation of any aspect of the Project Baseline COVID-19 program. Each user remains responsible for any personnel operating any testing site the user may establish or authorize.

4.   This guide is not intended to provide medical advice, diagnosis, or treatment or to substitute for the advice of independent medical judgement of physicians or compliance with the then-current recommendations of public health experts, which should be followed in evaluating and implementing the information in this guide. Nothing in this guide should be construed as the giving of advice or the making of a recommendation regarding any decision or action related to the user's health or the health of others.

5.   Verily does not guarantee any particular results or the health or safety of any health care providers or their patients if the guide is followed. Following this guide does not guarantee coverage and reimbursement.

6.   Inclusion in the guide does not mean that Verily supports or recommends a specific treatment, drug, device, physician, test, institution or testing site.

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About The Role

The Site Lead 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 Site Lead sets priorities and defines the organization of the incident response team and the overall incident action plan. The Site Lead position will always be designated or assumed. The Site Lead 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.They are the primary contact point for communicating with the designated Verily partner manager, and should help ensure a smooth integration with Project Baseline.

To-Do Within The First 72 Hours

✓	Action item	Notes/resources
	Set up team, coordinate with partners	
	Source required Site-related equipment	
	Setup Site, perform Site walkthrough, and complete staff training	
	Signage is onsite	
	Set up and test onsite printer	
	Test kits for Day 1 participants are onsite	
	Specimen bags and Quest pickup schedule is in place	
	Medical biohazard waste pickup schedule is in place	
	Determine launch day, hours of operation and capacity	
	Send comms announcement	
	Confirm supplies are delivered onsite	

Daily Core Responsibilities

- ❏ Ensure proper Site set up

    - ❏ Address any network and connectivity needs for the Site

    - ❏ Ensure equipment is ordered and in place (including PPE, printing supplies, and test kits)

- ❏ Allocate appropriate personnel to staff positions

    - ❏ Clinical Lead

    - ❏ Participant Data Specialist

    - ❏ Public Information Officer

- ❏ Supply forecasting

- ❏ Conduct daily Briefings with staff at beginning of each day

- ❏ Conduct daily Debriefs with staff at end of each day

- ❏ Review information on any situations that occurred that day, and complete relevant paperwork

Staff Capacity and Allocations

Critical Site Support Roles

These personnel allocations and assignments have been identified as critical by Project Baseline COVID-19 program teams for efficiently operating the Site and interfacing with the Baseline platform. Depending on your Site layout and capacity, your needs may vary.

Role	# of Staff	Responsibilities
Incident Commander/Site Lead	1	The Site Lead is responsible for all aspects of the Site, including quickly developing incident objectives, managing all operations, application of resources, as well as responsibility for all persons involved.
Clinical Lead / Safety Officer	1	The Clinical Lead is responsible for the effective and efficient processing of participants through the test Site. The Clinical Lead serves as a backup to the Swabber at the Sample Station, as required. The Safety Officer monitors incident operations and advises Site Lead on all matters relating to operational safety, including the health and safety of emergency responder personnel. Due to the nature of the test Site operations, it is anticipated that the Clinical Lead and Safety Officer duties can be performed by a single individual.
Participant Data Specialist	1	The Participant Data Specialist is responsible for executing tasks that require accessing Participant SPII data, including creating the Requisition Kits and troubleshooting issues like data mismatch or incorrect appointment information. Due to the nature of the test Site operations, it is anticipated that the Participant Data Specialist and Site Lead duties can be performed by a single individual, if allowed by Site layout and capacity.
Appointment Verifier at Checkpoint 1	1	Checkpoint 1 staff 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.
Participant Identifier at Checkpoint 2	1	Checkpoint 2 staff is responsible for distributing Requisition Kits to participants, confirming participant information matches the requisition, providing traffic control support to Sample Station and redirecting non-participants off Site.
Swabber at Sample Station	1 / Bay	Sample Station staff is responsible for confirming participant information, performing nasopharyngeal swab or assisting in mid-turbinate 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.
Security & Traffic Controller	As required, per Site layout	Assist in participant flow and traffic control through the Site.

Staff Capacity Planning and Onsite Allocations

These models have been used by Project Baseline COVID-19 program teams to allocate staff and volunteers. Depending on your Site layout and capacity, your needs may vary.

# of Sample Bays	Collections per hour [nasopharyngeal]	Collections per hour [mid-turbinate]	Recommended Staffing				
			Site Support	Checkpoint 1	Checkpoint 2	Sample Station	Total
1	30	25	3	1	1	1	6
2	60	50	3	1	1	2	7
3	90	75	3	1	1	3	8
4	120	100	3	1	1	4	9

Sourcing Medical Staff

Sourcing medically qualified personnel to operationalize testing Sites may be done through partnering with agencies or employers of healthcare providers if needed, e.g., in cases where the state and/or local authorities are unable to fully staff.

The below list is provided for your convenience and "as is." This list is not an endorsement or guarantee of the service or quality of the below vendors.

Vendor	Services	Contact details
Elligo Health Research*	Medical staff to run testing Site operations (including multi-lingual practitioners when available) Senior level staff, e.g., Clinical Leads Project oversight on-site and off-site Physician level project consultation	rfi@elligodirect.com
Hawthorne-Effect*	Medical staff to run testing Site operations (including multi-lingual practitioners when available)	Jodi Akin jodi@hawthorne-effect.com
Advanced Clinical Employment Staffing*	Senior level staff, e.g., Clinical Leads Medical staff to run testing Site operations	Adrea Widule awidule@advancedclinical.com
Quest Diagnostics*	Medical staff to run testing Site operations	Wendi Mader wendi.s.mader@questdiagnostics.com
WorkCare, Inc.	Medical staff to run testing Site operations	Bryan Reich bryan.reich@workcare.com
Medix	Medical staff to run testing Site operations	Heather Wimmer heather.wimmer@medixteam.com

* experience with Verily COVID-19 testing protocols and testing Site operations

Sourcing Foreign Language Interpretation Services

Sourcing of on-demand phone language interpretation services may be done through partnering with agencies if needed, e.g., in cases where on-site language interpretation is unavailable.

The below list is provided for your convenience and "as is." This list is not an endorsement or guarantee of the service or quality of the below vendors.

Vendor	Services	Contact details
Transperfect Translations*	Over-the-phone interpretation service is available 24/7 in over 170 languages	Ross Abramson rabramson@transperfect.com

* experience with Verily COVID-19 testing protocols and testing Site operations
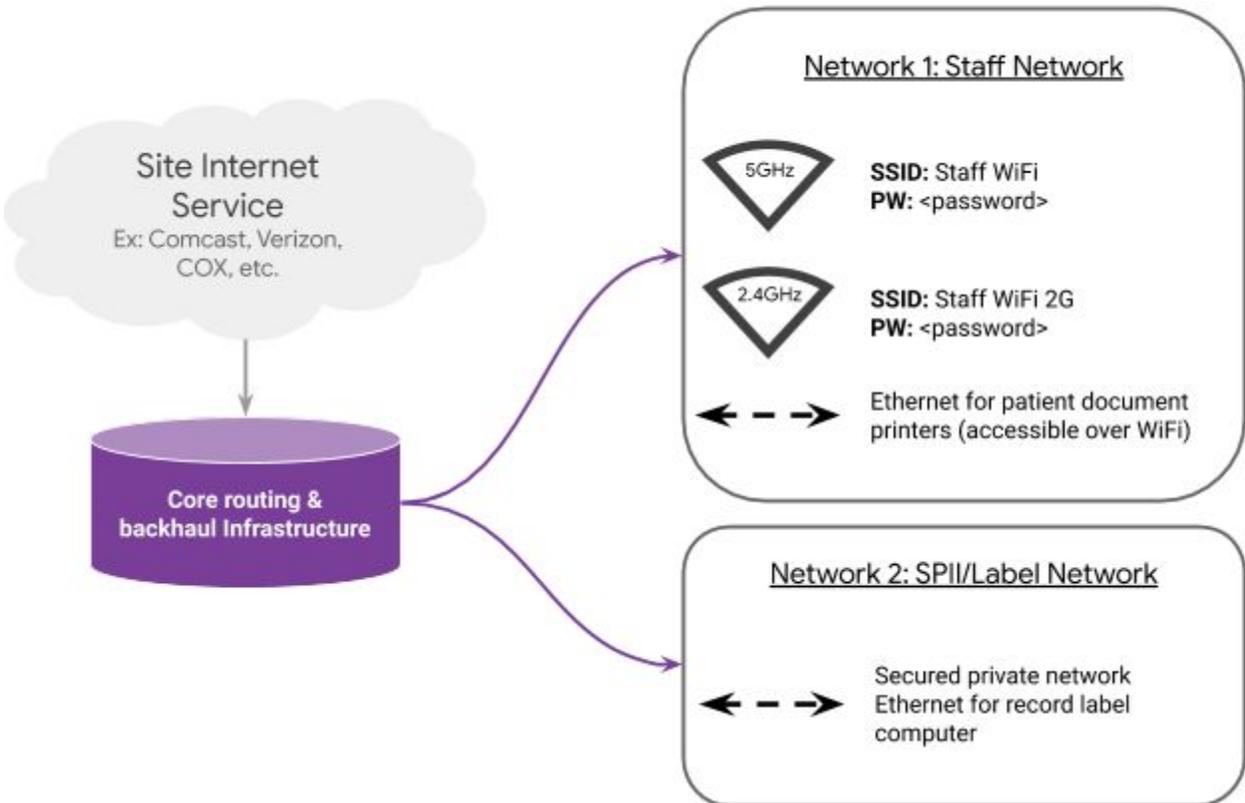
Setting Up Drive-Thru IT

Drive-Thru IT Details

The following provides detailed information about how to plan your network and connectivity needs for your COVID-19 testing site.

Specific Deployment Recommendations	
Location	**Connectivity Recommendation**
Checkpoint 1 Appointment verification	No network needs
Checkpoint 2 Participant identity verification	If printing NOT possible (no power, tables, etc. or unable to service location): • Coordinate for printing station (near staff or work area) to print out appropriate requisition details and/or participant labels as needed If printing IS possible (secondary option): • WiFi connectivity needed for computers reprinting any updated participant requisitions • Networked printer ideally over Ethernet but WiFi may be used. USB printing may be used but not practical depending on the total number of admission stations needing to print in a fluid manner
Sample Station Sampling area within contamination zone	No network needs; this space is typically within the highest contamination zone and considered a device-free space to avoid possible contamination
Requisition Printing Area Central Requisition printing station	Requisition Printing Details • Requisitions from the Project Baseline COVID-19 program tool are printed daily using a computer connected to the label printer. It is recommended that label computer(s) be on a separate network from the staff network in the rest of the Site and that direct USB printing be used.
Command Center In proximity to supplies and staff area	• General WiFi connectivity for any Site leads and staff for ongoing communications & productivity needs. Recommend 10Mbps connection, minimum. • WiFi connectivity is needed for any network printers which cannot accept Ethernet

Onsite Network Topology Example

Site Internet Service
Ex: Comcast, Verizon, COX, etc.

Core routing & backhaul Infrastructure

Network 1: Staff Network

5GHz — **SSID:** Staff WiFi **PW:** <password>

2.4GHz — **SSID:** Staff WiFi 2G **PW:** <password>

←--→ Ethernet for patient document printers (accessible over WiFi)

Network 2: SPII/Label Network

←--→ Secured private network Ethernet for record label computer

If you're not sure how to accomplish this, the Baseline COVID-19 program recommends finding a local deployment vendor to assist and provide connectivity, printer, and general technical support.

Supplies and Equipment

Non-Clinical Supplies and Equipment

Equipment required at a Site upfront includes the following:

Category	Related Equipment
Site-Related Equipment	**Checkpoints and Sample Stations:** ● Canopy tent (if required): 1 per Station, 20'x10' (or similar) with sides and ballast/anchors ● Folding tables: 1 per Sample Station + 1 per Site at PPE Donning Station, with disposable table covers compatible with decon practices ● Biohazard disposal bins: 1 per Sample Station + 1 (minimum) at PPE Doffing Station ● 8ft galvanized barricades, traffic delineators / cones, caution tape or Tensabarrier stanchions for traffic control and to delineate Hot Zone and Donning/Doffing perimeter ● Small refrigerator or dry ice cooler for Sample storage: 1 per Sample Station + 1 per Site test for vendor logistics. ● Continuous Gas Monitor: 1 per Station; 2S, CO, O2 and Combustible gases (CO at minimum), as required by applicable Fire Department inspection criteria ● Small container for each station in Sample Station to hold test kits ● Clock: 1 per Station ● Colored duct tape ● Hand Sanitizer stations ● A-Frame sign holders, digital signage and laptop/desktop with 32"-55" TV/Display for traffic control, detailed instructions and demonstration of process. ● Optional: space heater or fan **Command Center:** ● Canopy tent (if required): 1 per Station, 20'x10' (or similar) with sides and ballast/anchors ● Racks and/or lockable cages for inventory storage, ● Laptop and Barcode Scanner (Zebra Symbol LS2208, or equivalent) to access and update inventory, if required ● Folding tables and chairs ● Whiteboard ● Hand Sanitizer stations ● Storage for staff personal belongings ● Provisions for food services (all food items to be individually packaged to ensure staff hygiene) ● Video Conference Computer: Chromebook or desktop computer for displaying video conferences with webcam, speakers **Site:** ● Medical response kit: First Aid Kit, Automated external defibrillator (AED),

	non-contact infrared thermometer
	• Portable vehicle jump start battery: 2 per Site, recharged nightly, as required
	• Fire Suppression: 1x 10 lb ABC fire extinguisher per linear 30 feet where traffic routed through enclosed structures, as required by local Fire Department
Requisition Printing Equipment & Supplies	**Requisition Print Station Equipment:** • Laptop (2): Windows 10, Intel i5/256GB SSD/USB A (or higher), capable of operating label printing software, as required. • Laser printer (2): Brother HL-L3270CDW, or equivalent. Capable of printing to 8.5"x11"; minimum 4,000 page monthly duty cycle: USB connection • Barcode Scanner (2): Zebra Symbol LS2208, or equivalent • USB Hub (USB-A to USB-A, 2-port or more), USB Mouse, USB-A to USB-B cable, USB-C Charger • Document Shredder (2) • File Folder with lock (2) • File Cabinet with lock (1) **Print Station Supplies:** • Scissors • Paper Clips • Hanging file folders • Sticky notes • Printer paper • Requisition / Label Stock • 2"x1" 4 label form (Unisource Part Number: 302205) • Toner for requisition laser printer
Site Communications Equipment	**Mobile phones:** • Secure mobile phones (2). Used by Participant Data Specialist for communication with Participants, if required, to resolve scheduling / requisition issues. Only phones provided by Site Lead expressly for this usage are allowed. **Radio Communications:** • Professional Two-way Radios with sufficient charging equipment, as required. Encrypted with mobile repeaters, if required by Site layout • Note, recommend each Site considers renting radio equipment to leverage existing frequency bands established, e.g. bearcom.com

Clinical Supplies

Participant samples cannot be collected unless there is sufficient supply of the following equipment. See the Verily COVID-19 Clinical Lead Guide for additional detail.

The key clinical supplies include:

Key Clinical Supplies	- N95 respirators - Surgical masks - Face shields - Safety glasses/goggles - Gowns - Nitrile gloves - Bouffant/Surgical cap - Handwash station and alcohol hand sanitizer - Clorox or Lysol wipes - Biohazard waste bags and bins - Shoe covers - Tissues in case participant needs to clear nose of mucus for swab - Wet ice (if ambient temperatures are expected to be higher than 25 °C/77 °F) - Dry ice, if required - Swabs and viral transport tubes (e.g., BD 220529 or similar for RT-qPCR testing through LabCorp or Quest. Confirm collection supplies with your testing provider. Testing capacity and test types are evolving quickly. Please note that collection supplies are dependent on test type and testing supplier.) - Sample transport bags (e.g., ULINE-S2968) - Sample bulk storage bags (eg, 20-25 sample bags per bulk storage bag, provided by test vendor) - Rubber bands for attaching sample kits to car mirrors, ULINE S-20822 or similar 7 inch (size 117B) - Small container for each station in Sample Station to hold test kits

Things to Print

Project Baseline Training Log

Title:			
Document Number:	**Rev:**	**ECO:**	**Effective:**

Protocol Title	
Protocol #	
Documents Trained on	

I confirm that I have read and understood the documents listed above.

Name (printed)	Signature	Role	Date

Appendix

Additional References

- [ICS 201 - Incident Briefing](#)

- [ICS 203 - Organization Assignment List](#)

- [ICS 205 - Incident Radio Communications Plan](#)

- [ICS 207 - Incident Organization Chart](#)

- [ICS 209 - Incident Status Summary](#)

- [ICS 211- Incident Check-in List](#)