

COVID-19 Staff Capacity Planning and Onsite Allocations

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.
- 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.
- 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.
- 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.
- 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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Staff capacity planning

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. See **COVID-19 Recommended Site Roles and Responsibilities** for resource allocations and consolidation options.

# of Sample Bays	Collections per hour*	Collections per day*	Total Staff - by Role Type					Total
			Med Tech	Registered Nurse	Security	Site Operations	Site Support	
1	25	200	2	2	2	2	8	16
2	50	400	2	4	2	2	8	18
3	75	600	2	6	2	2	8	20

*Note: Volume assumptions assume steady state

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Onsite personnel allocations

These personnel allocations and assignments have been used by Project Baseline COVID-19 Program teams. Depending on your Site layout and capacity, your needs may vary.

Checkpoint	# of Staff	Role	Role Type	Role Requirements	Scalability Note	PPE
Checkpoint 1 Appointment Confirmation	2	Security & Traffic Control	Security	Security Guard / Law Enforcement Officer	2 per 4 bays	None
Checkpoint 2 Patient identity verification & Requisition labels	1	Identifier	Med Tech	Medical Assistant level or trained volunteer	1 per 4 bays	N95 Mask Glasses/Goggles/Face Shield Gown Gloves
	1	Packet Retriever	Med Tech	MA level or higher preferred	1 per 4 bays	Surgical Mask Glasses/Goggles/Face Shield Gown Gloves
	1	Station Support & Traffic Controller	Site Operations	Operational support; basic universal precautions	Fixed per site	Surgical Mask Gloves
Sample Station	1	Station Swabber	Registered Nurse	Registered Nurse or higher	1 per bay	N95 Mask Face Shield Gown Gloves (2 pairs) Shoe Covers
	1	Station Swabbing assistant / backup	Registered Nurse	Registered Nurse or higher	1 per bay	N95 Mask Glasses/Goggles/Face Shield Gown Gloves (2 pairs) Shoe Covers
	1	Station Support & Traffic Controller	Site Operations	Operational support; basic universal precautions	Fixed per site	Surgical Mask Gloves

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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	Role Type	Responsibilities
Incident Commander	1	Site Support	The Incident Commander 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	Site Support	<p>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 Station Swabber at the Sample Station, as required.</p> <p>The Safety Officer monitors incident operations and advises Incident Command on all matters relating to operational safety, including the health and safety of emergency responder personnel.</p> <p>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.</p>
Supply Unit Manager	1	Site Support	The Supply Unit Manager orders, receives, processes, stores, tracks inventories, and distributes related resources and supplies.
Supply Runner	1	Site Support	The Supply Runner is responsible for restocking Checkpoint and Sample Station materials and supplies and for assisting in inventory count.
Participant Data Specialist	1	Site Support	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.
Kit Assembly Team	3 (minimum)	Site Support	The Kit Assembly Team is responsible for executing tasks that require accessing Participant SPII data, including Requisition/Label printing and assembly/verification of Requisition kits

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Sourcing medical staff

Sourcing medically qualified personnel to operationalize drive-through 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	Geographic footprint	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	National	rfi@elligodirect.com
Hawthorne-Effect*	-Medical staff to run testing site operations (including multi-lingual practitioners when available)	National	Jodi Akin jodi@hawthorne-effect.com
Advanced Clinical Employment Staffing*	-Senior level staff, e.g., Clinical Leads -Medical staff to run testing site operations	National	Adrea Widule awidule@advancedclinical.com
Quest Diagnostics*	-Medical staff to run testing site operations	National	Wendi Mader Wendi.S.Mader@questdiagnostics.com
WorkCare, Inc.	-Medical staff to run testing site operations	National	Bryan Reich Bryan.Reich@workcare.com
Medix	-Medical staff to run testing site operations	National	Heather Wimmer heather.wimmer@medixteam.com

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

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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.

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

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