

COVID-19 Non-Clinical/Clinical Operational Supplies and IT Equipment

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.
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Non-Clinical Equipment Operational Supplies

Equipment required at a Site upfront includes the following:

Category	Related Equipment
<p>Checkpoint-Related Equipment</p>	<p>Checkpoints:</p> <ul style="list-style-type: none"> • Canopy tent (if required): 1 per Station, 20'x10' (or similar) with sides and ballast/anchors • Folding tables with disposable table covers, foldable chairs • Continuous Gas Monitor: 1 per Station; 2S, CO, O2 and Combustible gases (CO at minimum), as required by applicable Fire Department inspection criteria • Clock: 1 per Station • Colored duct tape • Hand Sanitizer stations • Optional: space heater or fan <p>Sample Stations:</p> <ul style="list-style-type: none"> • Canopy tent (if required): 1 per Station, 20'x10' (or similar) with sides and ballast/anchors • Folding tables: 2 per Sample Station + 1 per site at Donning Station, each with disposable table covers compatible with decon practices • Continuous Gas Monitor: 1 per Station; 2S, CO, O2 and Combustible gases (0 to 1000 ppm), as required by applicable Fire Department inspection criteria • Clock: 1 per Sample Station • Sample storage refrigerators: 1 per Sample Station + 1 per site test for vendor logistics. Recommend generator backup (3hr minimum). • Biohazard disposal bins: 1 per Station + 1 per site at Doffing Station • Colored duct tape • Hand Sanitizer stations <p>Hot Zone Perimeter & Donning / Doffing Stations:</p> <ul style="list-style-type: none"> • Folding tables: 1 per site at Donning Station + 1 per site at Hot Zone Stores Station, with disposable table covers compatible with decon practices • Biohazard disposal bins: 1 (minimum) at Doffing Station + 1 per Station for hazmat storage • Tensabarrier stanchions or 42" traffic delineators w/ Caution Tape to delineate Hot Zone and Donning/Doffing perimeter • Hand Sanitizer stations • Colored duct tape <p>Traffic control:</p> <ul style="list-style-type: none"> • 8ft galvanized barricades • 42" traffic delineators

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	<ul style="list-style-type: none"> • Traffic cones • Caution tape • Tensabarrier stanchions • A-Frame sign holders • Digital Signage: 3 Line Traffic Message Board, or similar, for traffic control; Laptop/desktop with 32"-55" TV/Display for more detailed instructions and demonstration of process.
<p>Site-Related Equipment</p>	<p>Inventory / Stores:</p> <ul style="list-style-type: none"> • Canopy tent (if required): 1 per Station, 20'x10' (or similar) with sides and ballast/anchors • Folding tables with disposable table covers • Racks and/or lockable cages for inventory storage • Laptop: Access and update inventory, if required • Barcode Scanner: Zebra Symbol LS2208, or equivalent, if required. • Hand Sanitizer stations <p>Command Center:</p> <ul style="list-style-type: none"> • Canopy tent (if required): 1 per Station, 20'x10' (or similar) with sides and ballast/anchors • Folding tables and chairs • Whiteboard • Hand Sanitizer stations • Video Conference Computer: Chromebook or desktop computer for displaying video conferences with webcam, speakers <p>Staff Support Center:</p> <ul style="list-style-type: none"> • Canopy tent (if required): 1 per site, 20'x10' (or similar) with sides and ballast/anchors • Folding tables and chairs • Hand Sanitizer stations • Storage for staff personal belongings • Provisions for food services (all food items to be individually packaged to ensure staff hygiene) <p>Site:</p> <ul style="list-style-type: none"> • 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 10lb ABC fire extinguisher per linear 30 feet where traffic routed through enclosed structures, as required by local Fire Department • Trash bins • Hand Sanitizer stations

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<p>Label / Requisition Equipment & Supplies</p>	<p>Print Station Equipment:</p> <ul style="list-style-type: none"> • Laptop (2): Windows 10, Intel i5/256GB SSD/USB A (or higher), capable of operating label printing software, as required. • Label printers (2): Brady BBP33 / i3300 or equivalent • 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 (for printer) • USB-C Charger • Document Shredder (2) • File Folder with lock (2) • File Cabinet with lock (1) <p>Print Station Supplies:</p> <ul style="list-style-type: none"> • Scissors • Paper Clips • Hanging file folders • Sticky notes • Printer paper • Label Stock
<p>Site IT & Communications Equipment</p>	<p>Mobile phones:</p> <ul style="list-style-type: none"> • Secure mobile phones (5). Used for communication with Participants, if required, to resolve scheduling / requisition issues. Only phones provided by IC and/or Logistics expressly for this usage are allowed. • All permissions must be disabled except messaging and camera • Default messaging app must be to send SMS • Backup / Sync features must be disabled, including photos and text <p>IT: Wireless internet connectivity equipment (as required) for access to label requisition data and facilitate site staff communications. See COVID-19 Drive-through IT Details for connectivity details.</p> <p>Radio Communications:</p> <ul style="list-style-type: none"> • Professional Two-way Radios (12-16, as required): • Encrypted with mobile repeaters, if required by site layout • Sufficient charging equipment to ensure all radios charged overnight • Note, recommend each site considers renting radio equipment to leverage existing frequency bands established, eg. bearcom.com
<p>Office Equipment</p>	<p>Paper shredders (2) File cabinet with lock (1) File folder with lock (1)</p>

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	<p>Printers (3 per Site):</p> <ul style="list-style-type: none"> • Admin table at front of building • Command center • Requisition printing: laser printers (2) with minimum 4000 page monthly duty cycle (example HL-L3270CDW) • Label Printer (2): Brady BBP33 or Brady i3300 • Zebra Symbol LS2208 Barcode Scanner (2) <p>Whiteboard, minifridges (minimum 2 per Site: 1 per collection station, 1 for command post)</p>
<p>Office Supplies</p>	<p>Key chains (for file cabinet keys), paper baskets, manilla folders, hanging file folders, file folders, clipboards, plastic bins, plastic filing bin, pens, printer paper, 3-hole punch, binder rings, label maker, label paper, whiteboard markers and erasers, highlighters, Post-it notes, pens, pencils, paperclips, laminator, lamination sheets, clear plastic folders / sheet protectors, name tags, Sharpies, rubber bands, Scotch tape and dispenser, masking tape, colored duct tape, stapler and staples, scissors, wire shelves, cubbies, extension cords, power strips, volunteer T-shirts, volunteer wristbands, batteries (AAA, AA, C, D, 9V).</p>

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Clinical Supply and Inventory

Participant samples can't be collected unless there is sufficient supply of the following equipment. See **COVID-19 Personal Protective Equipment** for additional detail.

The key clinical supplies include:

- 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 bucket for each station in Sample Station to hold swabs
- Cryo-Safe Labels (Brady B33-53-7425, or similar)
- Ribbon for Label Printer (Brady B30-R4300, or similar)
- Toner for requisition laser printer

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IT Equipment Suggestions			
Location	Description	Equipment	Qty
PDS Staff at Checkpoint 2	Mobile phone device for interactions where there is a realtime language barrier. 1 for primary use, 1 for spare.	Secure mobile phone	2
PDS Staff at SPII Printing Area	Mobile phone device for interactions where there is a realtime language barrier. 1 for primary use, 1 for spare.	Secure mobile phone	2
Requisition printing at SPII Printing Area	Windows 10 laptop with USB ports and Ethernet capabilities for managing print and label requests.	PC with Windows 10	1
Requisition printing at SPII Printing Area	Medical label printer for printing medical tags and barcode information. USB-A to USB-B cable required; connected directly to SPII computer. Drivers are needed to manage printer settings.	Label printer (ex: Brady BPP33)	1
Requisition printing at SPII Printing Area	Laserjet printer used for printing medical requisition documents. USB-A to USB-B cable required; connected directly to SPII computer. Drivers are needed to manage printer settings.	Tabletop B&W Laserjet printer	1
Staff printer at Work room	Staff Laserjet printer used for general printing use as needed. USB-A to USB-B cable should be provided (typically included with printers)	Tabletop B&W or color Laserjet printer	1
Status Display at Command Center	Used with attached computer for showing relevant and real time onsite stats	32"-55" HDMI TV or Display	1
Status Computer at Command Center	Chromebook or computer for displaying a Google Sheet which details onsite stats	Chromebook (recommended) or laptop with Chrome web-browser	1
Video Conference Computer at Command Center	Chromebook or desktop computer for displaying video conferences	Chromebook (recommended) or laptop with webcam, speakers	1