

Swabber (Full PPE)

1. Dons PPE when first patient arrives
2. Goes to vehicle with Health and Human Services form
3. Places Chux on open window
4. Reviews patient's photo ID and explains form
5. Hands patient disposable pen and holds clipboard with form attached and asks the patient to sign form without touching the paper
6. Walks over to runner area and drops paper form in file
7. Walks over to dirty area and leaves clipboard on stand designated as "dirty"
8. Takes Oxyvir wipe and wipes down clipboard and drops clipboard into drying crate
9. Returns to car with assistor
10. Explains flu swab to patient and performs test
11. Explains COVID swab to patient and performs test
12. If patient is the driver- instruct patient where to go to wait for 15 minutes
13. Instructs patient if they feel ill while they are waiting they should honk the horn
14. Returns to "dirty" side of tent
15. Changes gloves and performs hand hygiene
16. Dons new set of gloves and waits in tent for next patient

Spotter (Gloves & Surgical mask)

1. Takes lab labels and applies to specimen bag and media: Large lab labels placed on outside of each bag for flu and COVID. One small flu label places on paper wrapper of flu swab, other small flu label (not used) put in outside pocket of specimen bag
2. Dons gloves and Surgical mask
3. Carries one specimen at a time out to collector OR places specimen bags on Mayo stand and roles out to car with collector
4. Stands 3 feet behind collector
5. Takes collected flu specimen and places on "dirty" tray stand
6. Takes COVID swab that is protruding from media to tent so collector can cut swab in order to fit media in tube.
7. Seals COVID bag and places on "dirty" tray. Takes oxyvir and wipes outside of bag
8. Holds both bags in one hand
9. Removes glove form opposite hand and uses hand sanitizer on that hand
10. Takes specimen to lab or places in cooler to batch specimens going to the lab
11. Removes glove from opposite hand and uses hand sanitizer on that hand
12. After dropping specimen at the lab removes remaining glove and performs hand hygiene

Runner (No PPE)

1. As car arrives, directs them to cone to stop vehicle. Alerts collector and assistor that patient has arrived
2. Asks patient to turn off engine
3. Asks patient name and informs patient to have photo ID ready
4. Notifies lab to print lab labels (if not preprinted)
5. Ensures demographic label has been placed on Health and Human Services form.
(Demographic label is pre-printed)
6. Moves cone from parking spot if the patient has driven themselves
7. Goes back to runner side of tent to await next patient.
8. Arrives all patients at the end of day

****Runner would only don surgical mask if holding umbrella over collector****

Doc of the Day

1. Pre sign NC HHS form with dates
2. Support collection site if there is an emergency in the parking lot
3. Sign off all notes from collection staff at the end of day
4. If there is an uncovered shift potentially cover swabbing at the tent if needed.
5. Be available to correct orders placed improperly (properly order flu test or covid test)