

# Buffalo State College

## COVID-19 POOL ONSITE TESTING OPERATIONS AND VOLUNTEER RESPONSIBILITIES

### Greeter

- Follow standard operating procedures
- Welcome, first checkpoint to provide general information and instructions
- Direct student/faculty/staff to sanitize hands before handling their collection kit
- Make sure student/faculty/staff are wearing a mask
- Make sure student/faculty/staff line up six feet apart
- Confirm student/faculty/staff have their Buffalo State photo ID card ready and COVID-19 surveillance registration account open on their phone
- Ask student/faculty/staff if they have any COVID-19 symptoms
- Ask student/faculty/staff if they have tested positive for COVID-19 in the last 6 weeks
- Ask student/faculty/staff if they have been exposed to anyone who is sick or has COVID symptoms
- Ask student/faculty/staff if they have had any food/drink/gum/mints/ lozenges/smoked/vaped in the past 30 minutes? If yes, reschedule.
- Ask student/faculty/staff if they have brushed teeth/mouth wash in the past three hours? If yes, reschedule.
- Sanitize all surfaces and disinfect gloves after each pooling group of 12 has been completed

### Attendant 1 (2 positions)

- Follow the standard operating procedures
- Ask student/faculty/staff to open their COVID-19 surveillance registration account on their phone to scan barcode on swab
- Verify scanned barcode and Buffalo State photo ID card match what is on the collection tube
- To properly confirm this, first the student must be on a screen with a large green checkmark, titled, "Please verify with your proctor."
- Once confirmed dispense saliva collection tube and direct them to Attendant 2 station
- If the student is not on this page, their barcode and Buffalo State photo ID card have not yet been saved. After reaching this screen, Attendant 1 must confirm both these inputs
- Sanitize all surfaces and disinfect gloves after each pooling group of 12 has been completed

### Attendant 2

- Follow standard operating procedures
- Wear all appropriate PPE
- Instruct student/faculty/staff to collect saliva from own mouth, swab along bottom gum line and under tongue for 10-15 seconds
- Direct student/faculty/staff to place sponge end of swab into collection tube and screw cap on tightly
- Once cap is secured, direct to shake tube vigorously 15 times

- Retrieve collection tube and place in collection tube rack
- Write student/faculty/staff full name and date of birth on the blank space between the barcodes legibly with black fine point pen making sure not to obstruct the barcodes
- Fill tube rack with 12 completed collection tubes and give to Pooler for processing
- Sanitize all surfaces and disinfect gloves after each pooling group of 12 has been completed

### **Pooler**

- Follow standard operating procedures
- Wear all appropriate PPE
- Begin by opening labeled bag and removing pooling tube
- Pooling tube should be placed in provided pooling tube rack holder
- Empty 12 collection tubes into pooling tube
- Unscrew the cap twisting left, squeeze the sponge tip of swab against tube with a twisting motion
- Carefully empty contents of saliva collection tube into pooling tube, do not splash
- Screw cap back on collection tube tightly and place in bag
- Repeat process for all 12 collection tubes and seal bag closed
- Carefully screw cap tightly on pooling tube
- Verify barcode on pooling tube and bag are the same
- Use disinfecting wipes to clean the outside of the pooling tube and place back in rack holder
- Sanitize all surfaces and disinfect gloves after each pooling group of 12 has been completed

### **Site Supervisor**

- Follow standard operating procedure
- Responsible for onsite operations and critical day-of best practices, procedural logistics and task execution of Greeter, Attendant 1, Attendant 1, Attendant 2 and Pooler