DISTRICT COVID TESTING TEAM SCREENER (non-clinical)

JOB ACTION SHEET

(rev 8/25/2020)

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| Report to | District COVID Site Planner |
| Supervises | N/A |
| Requirements | Must demonstrate proper and appropriate use of PPE. Must possess excellent organizational skills; demonstrate effective oral and written communications skills. Must follow confidentiality and HIPAA guidelines. Provide for own transportation to/from testing site. Prefer bilingual skills, e.g., English/Spanish. |

Brief mission statement: This position provides administrative support at the testing site: greeting public, obtaining relevant personal information and other administrative duties as needed.

**Event planning:**

□ Attends meetings and trainings pertaining to test expectations

□ Obtains and learns how to use algorithm needed in screening public for testing

**Upon arrival or start of event:**

□ Sign in on employee roster

□ If in a shift, receive briefing from former incumbent in position

□ Obtains information on roles and responsibilities at site and obtains a brief on the site operational plan from the District COVID Site Planner

□ Greet public (clients). Begin screening individuals, using provided algorithm, gathering all relevant personal information.

□ Enters client information into registration database

□ Ensures client access and functional needs are accommodated

□ Use language interpretation/translation tools (either actual interpretation/translation or Language Line) as needed

**During event:**

□ Continue greeting, registering, and screening the public

□ Continue to ensure client access and functional needs are accommodated

□ Brings problems that cannot be resolved to the attention of the District COVID Site Planner

□ Provide general information about COVID-19 using provided talking points

□ Continue to use language interpretation/ translation tools (either actual interpretation/translation or Language Line) as needed

**End of event:**

□ Assists in the break down and cleaning of test site

□ Collect screening materials and tools used during event. Return same to district office

□ Sign off on staff roster upon departure

□ Participates in hotwash of the test event