**COVID Testing Site Planner – Initial Event Venue Set-Up Guideline**

***Upon Arrival***

|  |  |
| --- | --- |
| **Briefly look through the section headings of this guide before starting** |  |
| Refer to the “Testing Site Action Plan” that should have been developed for this response by the District Emergency Health Coordinator. (Contains operating times, activated staff names, supplies deployed, etc.) |  |
| Advise the District Incident Management Team that you have arrived at the site. |  |
| Establish contact with the event site facility point of contact |  |
| Establish contact with local law enforcement to discuss needs/objectives/operating hours, if present. |  |
| Request that law enforcement conduct a safety/security sweep of the site exterior and interior. |  |
| Ensure site utilities are operational and adjust as needed (power, lights, heat, or A/C) |  |
| Ensure site is accessible with suitable parking (streets open, parking lots empty). |  |
| Secure initial testing clinical and clerical supplies. Ensure a box or container is available for used clipboards to be stored until sanitized. Briefly look through supplies to become familiar with contents. Contents may be displayed on table for better accessibility. |  |
| Designate a supply staging area (room, area or tables) for all incoming site supplies and signs. |  |
| Determine a staff assembly area for the arrival of general site staff to stand-by. This room should also serve as the All Staff Briefing meeting location and a location for rostering event personnel. If this event is a drive through venue, a tent separate from the testing operation can be used. |  |

***Staff Sign-In Station (Packet of support documents which can be stored in a tub)***

***NOTE: all employees/MRC volunteers should be*** *should be screened to ensure they have the appropriate knowledge, skills & abilities to adequately perform in their assigned roles*

|  |  |
| --- | --- |
| Assign a district employee or MRC volunteer to serve as “Sign-In Officer” to oversee this function |  |
| Provide the Sign-In Officer with the “Sign-In Officer Actions & Badge Procedures” packet |  |
| Provide the Sign-In Officer with a list of deployed staff & their expected roles (if known) |  |
| All staff should sign-in, be issued a badge, yellow vest, and face covering to be worn at all times |  |
| All event personnel should use *role specific* vest inserts. |  |
| Job Action Sheets can also be given out by the Sign-In Officer during sign-in if roles are known. |  |
| Arriving staff that are not in a leadership or supervisory roles (also known as general staff) should be directed to a staff staging room or assembly area to await the All Staff Briefing. |  |

***Walkie-Talkies (packet of support documents which can be stored in a tub)***

|  |  |
| --- | --- |
| Assign a district employee or MRC volunteer (e.g., Safety, Logistics or Security) to oversee this function to include conducting Just In Time training and determining radio assignments |  |
| Use or issue the Walkie-Talkie Instructions packet to the person assigned to coordinate.   * Use the Just In Time Training for radio use and choose an operating channel that all other leadership staff will use. * Use a walkie-talkie assignment list to track distribution of radios |  |

***Testing Site Command Room & Leadership Positions***

|  |  |
| --- | --- |
| Establish a testing site Command room/command post (label with sign once available) |  |
| Ensure local phone line operational – confirm facility phone/fax numbers and advise Health District Leadership staff. |  |
| Assign a staff (Liaison) to phone to be available to answer or make requests to district leadership. |  |
| Testing site leadership can coordinate site operations at this location. Advise other staff (including other support agencies) of the location |  |
| Develop and use the “Testing Site Command Chart” and fill-in the staff that will be assigned. Adjust as needed. |  |
| Ensure all anticipated testing site leadership/supervisors are on-site and established. |  |
| Staff should have vest, appropriate vest insert and a signed badge (from Sign-In officer)  Establish a time/location to conduct testing site leadership/supervisors staff briefing and announce. |  |

***Leadership “Huddle” (Briefing)***

|  |  |
| --- | --- |
| Prior to the begin of the shift, all arriving site management leaders/supervisors and participating agency representative should all meet in the designated site command room to discuss, coordinate and review site set-up and operations. The meeting should allow for the open exchange of information and participants should be clear on their roles/expectations before the conclusion of the meeting. |  |
| Establish a time to conduct event leadership/supervisory staff briefing and announce to all. |  |
| **Meeting Topics to Discuss:**   * Allow staff to introduce selves to one another   + Distribute and/or review the Testing Site Action Plan     - Discuss testing event objectives     - Testing event layout, stations to establish   + Administer all SIte Just In Time Training (JITT) for unit supervisors, as necessary.   + Review the ICS structure that will be used at the site.   + Give/review assignments and areas of responsibility   + Ensure leadership/supervisors have Job Action Sheets.   + Distribute Job Action Sheets to unit supervisors for the positions they will oversee.   + Review disease and prophylaxis/treatment facts, if vaccinating   + Review Personal Protection Equipment (PPE) guidelines (if any)   + Discuss Infection Control/Quality Assurance   + Review standards of care as needed.   + Review operating times, schedules, staffing, and operations.   + Determine/discuss staff support services (e.g., meals, breaks, etc.)   + Review and confirm availability of all forms and paperwork that will be used.   + Develop/provide a schematic of the venue flow and stations to establish.   + Review safety and emergency evacuation procedures – identify exits and a gathering spot. The Sign-In Officer will perform a staff accountability check with the sign-in list.   + Advise/inform staff of the available supplies that are on site and their location.   + Conduct a walkie-talkie “try-out” test in which all with portable radios practice sending and receiving a message.   + Remind everyone to practice and monitor their staff for good customer service skills – all site staff should be helpful and reassuring to one another & the public.   + Ask if there are any questions. Ensure that everyone understands their role.   + Inform all staff of when/where the All Staff Briefing will occur and to prepare accordingly. |  |

***All Staff Briefing (Depending on amount of staff and timing, may combine with the Leadership “Huddle” (Briefing))***

|  |  |
| --- | --- |
| Establish a time/location to conduct an all staff briefing and announce to all staff at the site. |  |
| Develop an agenda for the staff briefing meeting and to help assemble supporting documents that will be used/distributed **(see briefing topics below)**. Just In Time Training that covers basic testing operations. |  |
| Prepare any sound or audiovisual equipment for briefing (i.e. bullhorn, in-house PA system) |  |
| Conduct the Testing Site All Staff Briefing |  |
| **Briefing Topics:**   * Discuss POD Site objectives * Introduce unit leaders and other key staff.   + Review the ICS structure as configured at the site. Provide an ICS overview, and then break down into clerical & clinical sections.   + Conduct the general testing site Just In Time Training (JITT) - or have unit supervisors conduct.   + Review disease and prophylaxis/treatment, if vaccinating   + Review Personal Protection Equipment (PPE) guidelines (if any)   + Discuss Infection Control/Quality Assurance   + Review standards of care   + Describe operating times, schedules, staffing, and operations.   + Review staff support services (e.g., meals, breaks, etc.)   + Review the Venue Site layout, flow and stations that will be established.   + Review safety and emergency evacuation procedures – identify exits and a gathering spot. The Sign-In Officer will perform a staff accountability check with the sign-in list.   + Advise/inform staff of the available supplies.   + Remind all staff to practice good customer service skills – be polite, helpful and supportive to the public as well as other staff.   + Provide opportunity for staff to ask questions. |  |
| **Designate specific staff to set-up POD site signage. The “Signage Team” will work with the site leader and supervisors to ensure the site is clearly labeled for the public from entry to exit. Ensure that the signage is in multiple languages, typically at least the top 3 in the district, and pictograms.** |  |
| Advise if another briefing will be conducted and indicate the time & location |  |

***Set-Up/Stations***

|  |  |
| --- | --- |
| Establish inventory control of all supplies and supply arrivals – including vaccine and related supplies, if applicable. Coordinate with district leadership team concerning supply order guidelines or other inventory control. **The Logistics/Supply Officer should be assigned this duty.** |  |
| **Set-up testing Site flow/stations according to Site Action Plan guidelines.** Small paper signs/arrows are in the supplies tub and may be used for site set-up and to help identify stations –these signs should be augmented with larger station signs (such as Screening and which include the top 3 languages in the district and pictograms). |  |
| Signage/markings/barrier tape should be used to guide the public in the following areas:   * **Event Site Parking Area**: Assign adequate staffing assigned to parking set-up and control. Work with law enforcement officials, if possible. Parking should have signs/cones other identifiers indicating parking entrance and parking route. * **Outside Event Entrance** should be readily identified with signage and include general rules. * **Triage (if established)** * **Greeting** * **Registration Area** * **Line queue** should have directional arrows/staff assigned to guide. * **First Aid (if established)** * **Swabbing** * **Vaccination Area, if necessary** * **Exit** |  |
| Other signage should be considered for:   * **Site Command Post** * **Staff Rostering** * **Break Room** * **Event Supply Storage/Staging Area** |  |
| Ensure that all necessary testing supplies are received and provided to appropriate units (clinical, clerical) for set-up. **The Logistics Officer, if there is one, should assist with this.** (Refer to the Site Action Plan for supply deployment info). |  |
| Ensure adequate number of client information sheets /educational materials is available. |  |
| A screened privacy area may need to be established in the clinical area for clients – confer with the Clinical Site Leader to ascertain if necessary. |  |

***Prior to Opening***

|  |  |
| --- | --- |
| Ensure adequate staff is onsite and prepared and all areas/stations are “ready”. |  |
| Ensure security and traffic plans are being implemented (if present, by law enforcement) |  |
| In accordance to the Site Action Plan (or indicated by the Incident Management Team) - Provide prophylaxis to all event staff at the site, if vaccinating). |  |
| If vaccinating, open site to any other event staff (if having more than one shift), 1st Responders on site (law enforcement, fire, EMS) and their families as indicated in the Site Action Plan. |  |

***During Testing Operations***

|  |  |
| --- | --- |
| Open testing site to public (either by appointment or first come/first serve) |  |
| Monitor client flow and make adjustments as necessary – re-assign staff from slow stations to busy stations or ones having delays. Take actions to reduce delays/back-ups. Request additional staff support as needed. |  |
| Monitor Staff for signs of fatigue/stress – ensure regular breaks are scheduled |  |
| Constantly monitor Inventory & make supply requests as needed, or if there is a Logistics Officer, have that person report to you on a regular basis |  |
| Schedule and perform Shift changes as needed |  |
| Debrief with outgoing staff |  |
| Brief incoming staff – ensure all staff receives Just In Time Training/Site Orientation. |  |
| Complete Shift Report, situational Reports or other documents. |  |
| Maintain on-going contact with the health district Incident Management Team. |  |

***Conclusion Testing Operations***

|  |  |
| --- | --- |
| Hold an All Staff Meeting to   * Conduct hotwash * Debrief Outgoing Staff |  |
| Brief incoming District Site Planner, if necessary |  |
| Complete Shift Report and related documents, if necessary |  |
| Ensure all staff have signed out on roster |  |
| Ensure that all supplies/logistics are returned to district |  |

**District *Testing Site* Command Chart**

**LOCATION\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**OPERATIONAL PERIOD: Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hours: from\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_**

Positions with \*\* should be issued initial (6) Willkie-Talkies.

**SITE PLANNER\*\***

**(COLLABORATES WITH SITE Leader)**

**OTHER POSITIONS AS NECESSARY, SUCH AS**

* **SECURITY OFFICER \*\***
* **LOGISTICS/SUPPLY OFFICER \*\***
* **SIGN IN OFFICER \*\***
* **SITE LIAISON/PHONE**
* **SAFETY OFFICER \*\***

**SCREENER \*\***

**SPECIMEN PROCESSOR\*\***

**CLINICAL UNIT SUPERVISOR \*\***

**(COLLABORATESS WITH SITE PLANNER)**

**OTHER POSITIONS AS NECESSARY, SUCH AS**

* **ORIENTATION**
* **INFECTION CONTROL**
* **CLINIC FLOW MONITOR**
* **MENTAL HEALTH**
* **VACCINATOR**
* **FIRST AID**

**CLINICAL TESTER(S)**

