

## Hello and Welcome!

We are thrilled to have you join our team in this important work we are doing to mitigate risk of spreading Covid-19 among places of work. As an integral part of our team and process, we wanted to share with you key instructions and protocols for you to follow to maintain safety, standards and experience for you during the Onsite Covid-Testing.

## Meenta Box Items

Testing Protocol for Specific Test Type & Specimen collection guidelines

Medical supplies

1. Alcohol wipes
2. Hand sanitizer
3. Sharps Containers
4. Band-aids
5. Disinfectant wipes



List of Names in order of people getting tested



Printed Stickers with Barcodes



Test Kits (from specific supplier)



PPE for Clinician and Site Administrator

1. Gloves
2. Masks



Paper Tape



Measuring Tape



Prefilled FedEx Shipping Label



Extra Biohazard Bags (to ensure proper disposal of waste)



Testing Signage



List of Meenta Box Items



Meenta Box Checklist



Day of Testing Timeline and Instructions

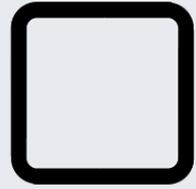


"I just Got Tested Stickers"

## Meenta Box Checklist

### Introductory Zoom Session

Be sure to schedule your Introductory Zoom Session with the Meenta team so we can get you ready for test day [\[Schedule Here\]](#)



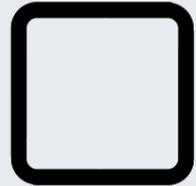
### Receive Your Meenta Box

The Contents of this Box Have everything you will need to be successful on your testing Day.



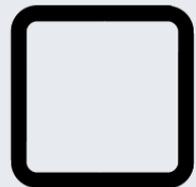
### Create your Meenta Account

You will need to register for an account on Meenta before you can start running your testing site. [\[Register Here\]](#)



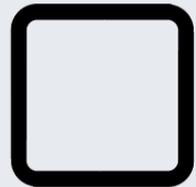
### Get Familiar with the Protocol

When you meet your clinician, you will want to be sure they are familiar with the Testing Protocol



### Follow the Day of Testing Timeline

See the Day of Testing Timeline to be sure you are ready to go for the testing Site.



## Day of Testing Timeline



### 1. Arrival

1. Arrive 1 hour before your first patient to set up the place
2. Verify you have all the supplies
2. You will want to train the clinician by going over the Testing Protocol and Instructions for the specific test that will be administered.
3. Assess the environment to make sure the space works for social distancing, collection and patient privacy.



### 2. On-Site Coordination

1. You should have received instructions on where to set up the collection site.
  - a. Assess the environment to make sure the space works for social distancing, collection and patient privacy.
  - b. Patient flow:
 

Intake: There should be a space for patients to enter that maintains 6 feet apart between patients.

Exit: Patients should be able to exit maintaining 6 feet from those who are entering (or if through a doorway, staggered entering and exiting, with clearly marked areas on the floor to maintain social distance).
  - c. Measure and Mark out Intake Social Distance Waiting Lines: Outside testing room – please mark out 4 “X’s” on the floor 6 feet apart using the Paper Tape, for the incoming patients to be tested.



### 3. Setup the Table

1. Take the Printed **Schedule of Names**. We recommend laying out the **Printed barcode labels** for everyone getting tested.
2. Place the **Test kits** on the table
3. Ensure you and the Clinician is wearing the **PPE** that came in the Box.
4. The table should be set up for you for testing collection, with a chair on both sides of the table.



### 4. Collection Process

1. Patients will be preassigned times and have a QR code with all their patient data for easy registration.
2. Patients should all be wearing a mask and use hand-sanitizer or wash hands before entering collection site.
3. As patient step forward to be tested:
  - a. Scan their QR Code – Confirm patient identity
  - b. If they have not completed their Risk Assessment Survey or Consent and Authorization Forms have them complete these prior to administering their test.
  - c. Scan Lab Test Order sheet and associated “Lab sticker”
  - d. Affix the corresponding bar code from the label page to the corresponding individuals's Test kit.
  - e. Collect specimen (per specimen collection guidelines)
  - f. Have the clinician package their specimen into their barcoded kit once the collection is done. They must wash their hands.
5. When people come out, hand them a sticker and ensure they do not remain at the testing site.
6. Continue to process people coming in.

## Day of Testing Timeline



### 5. PPE Donning/Doffing Process

- a. The Mask is to be worn at all times.
- b. Gloves should be put on and disposed of between each patient.
- c. Hand-sanitizer should be used in conjunction with changing gloves between patients.

#### 1. Disinfecting Process:

- a. Chair and workspace should be wiped down between each patient.

#### 2. Clean-Up:

Post last patient: Clean up work-space, wipe down with disinfectant wipes, and dispose of any materials in proper waste containers.

3. Collection Specimen/Sharps Container Drop-Off: Specific instructions will be provided on where to bring sample collections and dispose of sharp containers



### 6. For Walk-ins

*It is possible that not everyone getting tested will have registered correctly:*

1. If they have a phone or computer: create a test for them in the system. (Ask for their email address and send them the invite to complete the steps).
2. If they have no technology: You will need their name and email. You may elect a timeslot on their behalf. (They will need to accept the invite and complete the registration process before they they can access their results).



### 7. Shipping at the End of the Day

The Clinician has the bulk packaging envelope where they have been placing each completed test. Meenta will notify you where the FedEx dropoff is in their area and when the last pickup is. You will start to receive reminders when there are only two hours before it closes.



### 8. Next Steps

Congratulations! You have completed the Testing Day! Be sure to properly dispose of any leftover materials from the Tests. Depending on the type of test administered you should typically expect to see the Results posted in each person's Dashboard within 48-72 hours. We will notify all individuals when their results are ready.