**Three Rivers MRC – 1520**

**COVID-19 Testing Support Mission Set**

**Mission Set**: A scalable response and recovery capability for MRC units and volunteers that is organized, developed, trained, and exercised prior to an emergency or disaster for local, state, and/or regional deployment purposes.

**Three Rivers MRC Introduction and Background**: The Three Rivers MRC has been volunteering with the Three Rivers Health District (District) from the inception of the SARS-CoV-2, the virus that causes COVID-19, testing program in ten counties and the Upper Mattaponi Indian Tribe. The service area breakdown of the ten counties is as follows:

* 2,600 sq. miles
* 140,000+ population
* 10 Health Department service locations
* 10 county jurisdictions (Gloucester County, Mathews County, King William County, King & Queen County, Essex County, Richmond County, Westmoreland County, Northumberland County, Lancaster County & Middlesex County)
* 7 incorporated towns (West Point, Tappahannock, Urbanna, Whitestone, Kilmarnock, Warsaw & Montross)
* 3 federally recognized Tribes (Pamunkey Indian Tribe, Upper Mattaponi Indian Tribe, Rappahannock Indian Tribe)
* 3 hospitals (Riverside Tappahannock, Riverside Walter Reed & Rappahannock General Hospital)

During the initial phase of the response the Health District brought in turnkey lab services to provide COVID-19 testing. Three Rivers MRC provided registrars/greeters, traffic control/safety officers, decontaminators, logistics volunteers to support the Mako Lab, and notifying clients of negative test results. The District then developed its own COVID-19 Testing Team and Three Rives MRC transitioned to supporting the Heath District and expanded its support to include swabbers and scribes. MRC volunteers are also training to provide support with the COVID-19 vaccine distribution and have participated with Three Rivers Health District Flu Ex. Three Rivers MRC will continue to provide support to our District and the Three Rivers COVID-19 Testing Team to support the community with free testing in rural areas, to people who may lack the funds to afford testing, or the means of transportation to get to testing.

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| **Mission Set Title: COVID-19 Testing Support** | | |
| **Resource Description**: MRC volunteers will provide both clinical and non-clinical support to the Three Rivers Health District COVID-19 Testing Team. Resources identified below would be deployed as requested. | | |
| Resource Components: | | |
| **Personnel:** | **Type** | **Licenses or Certifications Required?** |
| Volunteers deployed as single resource:  Registrars/Greeters, Decontaminators, Logistics, Scribes, Logistics and Testers. | Yes, for clinical volunteers. |
| **Training Requirements:** | **Non-Clinical**  Orientation  FEMA 100/700/200/800  Event Safety Brief  Registrar/Greeters: JITT - Briefing on forms they give to clients and Informational handout on donning and doffing PPE.  Decontaminators: JITT - training on decontamination process for supplies used by the public and Informational handout on donning and doffing PPE.  Logistics: Given script and guidelines to follow when making result calls.  Scribe: JITT – training on writing information on specimen collections devices and Informational handout on donning and doffing PPE.  Traffic Control/Safety Officer: JITT – being aware of traffic pattern for event and Informational handout on donning and doffing PPE.  **Clinical**  Orientation  FEMA 100/700/200/800  Event Safety Brief  Testers: MD, NP, RN, LPN, CNA, MA, EMT. Review of CDC Clinical Testing Guidelines, Review of assigned videos on testing and Informational handout on donning and doffing PPE.  Skills Check Off | |
| **Equipment Required:** | Tents, chairs, tables, pens, clipboards, paper, umbrellas, hand sanitizer, bleach wipes, tissues, handheld radios, PPE (gloves, mask, face shields, goggles, gowns), bags, carts, and totes for transport of items. | |
| **Deployment Timeline:** | Local Jurisdiction – Within 48 hours | |
| **Requirements for Rotation of Personnel:** | Shifts between 1-4 hours, no more than 4 hours at an event. | |
| **Pre-Planning Considerations:** | **Space Requirements:** Volunteers will work in environment of testing: Outdoor drive thru or outdoor walk up.  **Support Requirements:** Jet Pack, laptops, phones, equipment carts, signage, and uniforms. | |
| **Limiting Factors:** | Internet connectivity, replacement of consumables, mobility. | |

**Resources:**

* Job Action Sheets Appendix A (see below)
* “Using Personal Protective Equipment (PPE)” <https://www.cdc.gov/coronavirus/2019-ncov/hcp/using-ppe.html>
* Commonwealth of Virginia DCLS COVID-19 Submission Form and Consent Form
* “Interim Guidelines for Collecting, Handling, and Testing Clinical Specimens for COVID-19” <https://www.cdc.gov/coronavirus/2019-ncov/lab/guidelines-clinical-specimens.html>

**Appendix A: Testing Clinic Job Action Sheets**

**Roles: REGISTRAR / SCRIBE / LOGISTICS / DECONTAMINATORS / SAFETY**

**Qualifications:** Basic clerical organizational skills; detail oriented; customer service experience

POSITION REPONSIBILITIES/SHIFT CHECKLIST

**Activation Duties:**

* Answer patient calls to be screened for testing
* Assign appointment times for various testing sites throughout the week
* Report to clinic site 60 minutes prior to clinic start time.
* Sign in and read entire Job Action Sheet.
* Review site plans and site design/layout.
* Keep accurate count of test kits on hand; request more kits if needed
* Take completed screening forms from screener and enter all patients into Atlas database
* Print specimen lab slips and stickers for collection kits
* Review site plans and site design/layout.
* Participate in Just in Time training provided to you.
* Set up testing station.
* Obtain appropriate supplies and personal protective equipment.
* Participate in Just in Time training (JITT) provided to you.

**Operational Duties:**

* Welcome patient to site. Confirm they are here for COVID-19 testing.
* If here for testing make sure they are wearing a mask or cloth face-covering, if not provide them with one.
* Verify ID
* Give patient packet of handouts for reference.
* If not here for testing, tell them the area is closed and direct them to exit.
* Be available to answer any questions.
* Gather sample collection kit from cooler.
* Assist nurse by opening bags for collection and sealing collection bag after sample is collected
* Place collection bag in secondary bag to ensure double bagging.
* Place sample in cooler.
* Monitor station’s supplies.
* Decontaminate/ clean supplies as needed
* Courier all specimens to the lab at the end of the testing event
* Support influenza/ COVID-19 vaccinations

**Deactivation Duties:**

* Assist in demobilization of clinic site.
* Sign-out on overall staff sheet.
* Help to clean-up and break down vaccination station.
* Review all records, as needed, to confirm they are completed completely and accurately
* Sign-out on overall staff sheet.

\*All members of the CATT will be cross trained to provide coverage within the CATT. Exception – only health care providers can provide NP or OP testing for COVID-19.

\*\* Used for guidance for Three Rivers MRC Volunteers

**Role: TESTER**

**Qualifications:** Must be a nurse (LPN preferred), physician, nurse practitioner, or other health care provider determined by the Local Health District.

POSITION REPONSIBILITIES/SHIFT CHECKLIST

**Activation Duties:**

* Report to clinic site 60 minutes prior to clinic start time
* Sign in and read entire Job Action Sheet.
* Review site plans and site design/layout.
* Participate in Just in Time training provided to you.
* Set up testing station.
* Obtain appropriate supplies and personal protective equipment.

**Operational Duties:**

* Verify patients ID verbally and with identification.
* Verify the recommendation to test on screening form and document screening form.
* Explain the procedures to the patient and ask if they have any questions.
* Perform NP/nasal swab as trained. Place swab in VTM and close for registrar to continue packaging.
* Monitor station’s supplies.
* Perform influenza/ COVID-19 vaccinations

**Deactivation Duties:**

* Help to clean-up and break down vaccination station.
* Review all records, as needed, to confirm they are completed completely and accurately
* Sign-out on overall staff sheet.

\*All members of the CATT will be cross trained to provide coverage within the CATT. Exception – only health care providers can provide NP or OP testing for COVID-19.

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