



## Montgomery County COVID-19 Testing Procedures

### Registration

- Registration is preferred for individuals to test. There are three ways a person may register to receive a test:
  - Online at: [https://www.advagenix.com/SCC/NewRequest/PATIENT\\_TESTING\\_REQUEST](https://www.advagenix.com/SCC/NewRequest/PATIENT_TESTING_REQUEST)
  - Over the phone by calling (240-777-1155)
  - On-site by completing the necessary forms.

Walk-up registration is also allowed at all testing sites.

- A roster of individuals being tested is not required for clinical operations; tracking the number of appointments and the number of persons registered at each clinic is paramount for clinic operations.
- For those unable to register electronically, registration can occur on-site manually using intake staff entering information by computer through interviews or with patients completing paper forms. If using paper forms, intake staff are still required to register information into the lab system through a network.
- Providing insurance information will be required; however, uninsured persons will be covered by the County.

### 1. Testing Schedule

- Scheduling will occur in coordination with the testing organization and DHHS.
- The duration of continued public testing will be data-driven based on the spread and/or containment of the virus.

### 2. Types of Testing

- Symptomatic testing requires:
  - A heightened level of PPE for staff on-site.
  - A nasal, nasal pharyngeal or oral swab is preferred.
  - Clinical staffs that have been FIT tested and are trained to administer the test.
  - Preferred method is in a drive through model for flow and physical distancing measures.
- Asymptomatic testing requires:
  - Staff to adhere to face-covering standards and lesser PPE measures.
  - Reduced number of clinical staff on-site to monitor self- collection of tests.
  - Patients are able self-collect with saliva or oral swab tests.
  - Preferred method is either a drive-through or a walk-up in a large open setting or large room where flow, physical distancing measures can be implemented.



### 3. Test Site Set Up

- Space large enough to handle the target throughput of 100 people/hour.
- Ensure site setup supports staff and participants' ability to maintain recommended physical distancing as much as possible as they progress through the site. Larger = more distancing.
- Allow additional client space when PODs may include families.
- Develop a single direction flow for participants.
- Scheduling is essential to avoid excessive lines and congregations.
- Actual layout is dependent on space, throughput target, and other resources.

***See below for sample indoor and outdoor test site set up.***

- The site will need to set up a reception area to monitor/review paperwork & distribute test kits.
  - The site will need to designate a collection area that is conducive to testing, and away from public lobbies.
  - This area should contain a table or several that are separated to maintain the social distancing requirements.
  - Small trash containers need to be placed within easy reach of each client position, so they can dispose of the test kit materials once finished. (DHHS will provide small red bags (10 gallons) and other materials.
- **Bio-hazard Disposal**
    - The collection and disposal of used test kit collection materials must be done in accordance to universal precautions.
  - **Delivery to Lab**
    - Specimens may be stored at room temperature overnight.
    - Specimens must be returned to Dennis Avenue Health Center (DAHC) or to the AdvaGenix lab within 36 hours of collection. DAHC will accept specimens between M-F (8:00am-5:00pm).
  - **Drive-Thru Testing**
    - **Can operate both Symptomatic and Asymptomatic testing operations.** Drive through testing may be set up in large parking lots, parking garages, large properties or other venues that are conducive to a minimum 2-3 lane drive through model.
    - This model may be expanded to a greater testing capacity as space allows.
    - This model is most appropriate for large scale operations or for symptomatic patients.
    - This area will need to have clearly marked lanes and traffic patterns using signage, barriers, or tape.



- A self-administered specimen collection area should be large enough for vehicles to pull into, park or stop, pause and conduct the test. The time it takes to collect the specimen will vary from individual to individual based on the test being utilized (spit vs. swab)

## 5. Testing Procedures

DHHS coordinates onboarding an organization into the schedule for testing. On-boarding includes, initial interview (conference call) with facility or location point of contact to discuss logistics and answer any questions. At this time, it is determined whether the facility/location can set up a testing clinic. It is preferred to conduct an on-site physical assessment of the location, if possible.

Once interview assessment is complete the requesting organization designates a coordinator(s) for the event.

- DHHS works with the organization to set up a date and time for the collection event.
- The coordinator(s) receives a username and password from AdvaGenix.
- The organization agrees to follow the site agreement for a trained staff member(s) to coordinate specimen collection and follow the outlined instructions for site safety precautions and specimen handling.
- Multiple coordinators can be designated for large organizations / event.
- The site will provide a PC and printer with internet connection. Multiple PCs may be set up for just in time staff registration.
- DHHS will arrange delivery and pick up of the specimen collection kits and bar code scanners.
- It is recommended that the testing organization communicate to participants that the event is planned at least two full working days before the event(s). Self-administrated testing instructions will be sent along with the announcements.
- The organization advises the participants to pre-register for individual specimen collection.
- Participants will pre-register for the event on the AdvaGenix website. The pre-registration will consist of completing a qualifying questionnaire (person works for the organization etc.), demographic and insurance information Pre-registration will be required and can be complete by following the link below:  
[https://www.advagenix.com/SCC/NewRequest/PATIENT\\_TESTING\\_REQUEST](https://www.advagenix.com/SCC/NewRequest/PATIENT_TESTING_REQUEST)
- The registrant must also complete a Consent to Test form by accessing  
<https://forms.montgomerycountymd.gov/f/COVIDPatientConsent>
- Participants will be advised that their insurance will be billed. But no copay or deductible will apply. Uninsured participants will not be billed.
- After the employee pre-registers, the individual will receive a confirmation email with a barcode to print or display on mobile device.



#### Day of the event:

- The site coordinator logs onto the AdvaGenix website with their username and passcode.
- The participant will present the completed paperwork to the site intake staff and verify they have not eaten or drank for 30 minutes or more.

#### Registration:

- The coordinator scans the participant's barcode from their pre-registration and scans the barcode on the test kit given to the individual being tested to link them to that specific test kit

#### Specimen Collection:

- The participants are directed to a private area to collect their specimens and return the collected specimen to the designated collection container.
- The participant **must** safely secure the specimen collection box / bin and work with DHHS for delivery of the specimens to the lab.
- DHHS and the organization will agree on who will deliver the specimens to AdvaGenix upon completion of the specimen collection event.

#### Test Results:

- The participants will be sent the test results in an encrypted email. Instructions on what to do with either a positive or negative test result will be included on the results page or in the email.
- Positive test results will be communicated by AdvaGenix to the State Health Department Surveillance System for contact tracing. COVID-Link will contact positive cases by phone.
- Unless previously communicated to the participants, test results will not be sent to the sponsoring organization / employer.
- DHHS can assist organizations on formulating their individual company's COVID-19 management processes.

## *II. Roles and Responsibilities*

### *A. Organization Site Testing Manager*

The Site Testing Coordinator is responsible for managing site set-up, assuring proper collection procedures are followed as well as the safe handling of biohazards and specimen samples.

- Site Testing Coordinators will be identified by each organization or group as the representative who will manage the testing process in their respective agency.
- Site Coordinators are required to keep a tally sheet daily with the accurate number of persons tested for that day.



- Coordinators will be provided a packet of information in advance of the testing prepared by DHHS.

#### B. DHHS Testing Coordinator/on-boarding staff

Assigned to serve as point of contact and work directly with the organization to facilitate testing startup.

- DHHS will work with the site coordinators to ensure proper infection control, paperwork/documentation, and specimen handling processes.
- A DHHS staff member may meet/communicate with site coordinator(s) on the day of testing to review the guidance for the site coordination.

#### C. Registration/ Intake Staff

- Confirm Appointment
- Ensure consent is completed
- Identify client is in the system
- May assist client in completing registration
- Direct client to test pick-up area

#### D. Self- Collection Monitors

- Staff the Test pick up area (must maintain proper distancing)
- Provide collection instructions
- Complete test kit assignment
- Direct client to self-administration specimen collection area
- Staff the specimen collection area to observe for proper technique. Answer questions and ensure proper re-packaging

#### E. Logistical Personnel

- Help set-up site
- Ensure supplies (test kits, forms, disinfectants, collection boxes) are appropriately staged.

#### F. Interpreters

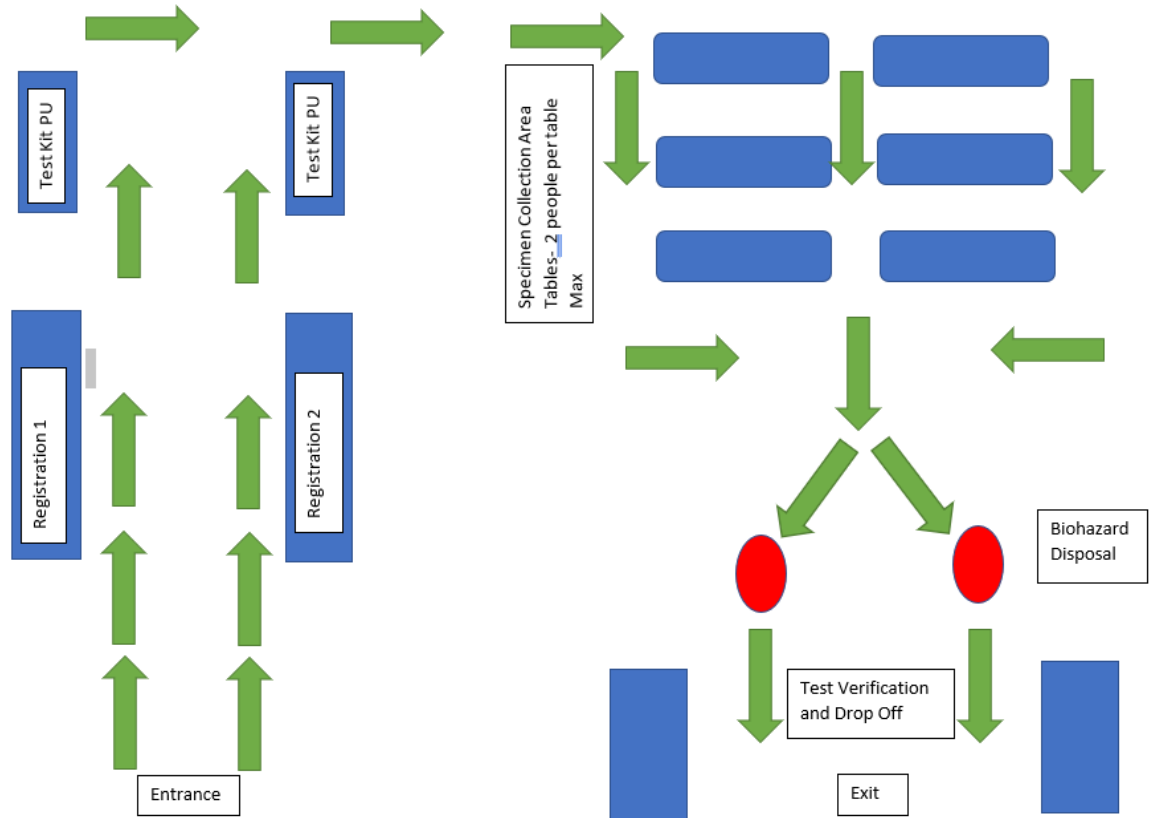
- Staffed appropriately based on the expected distribution of community populations.
- Use language line for clients where on-site interpretation is insufficient.

#### G. Flow Staff

- Assist in maintaining traffic flow at drive-through sites.
- Assist in queuing of clients.



Appendix A: Sample Sit up for Indoor or Outdoor Walk thru Model  
(Large indoor room such as a Gymnasium or Outside Parking Lot)



**Resources Required:**

8 – 10-foot tables

4 – 6-foot tables

26 - chairs minimum

Disinfectant and Hand sanitizer for each table

2 – Biohazard Collection Bins with Red Bags

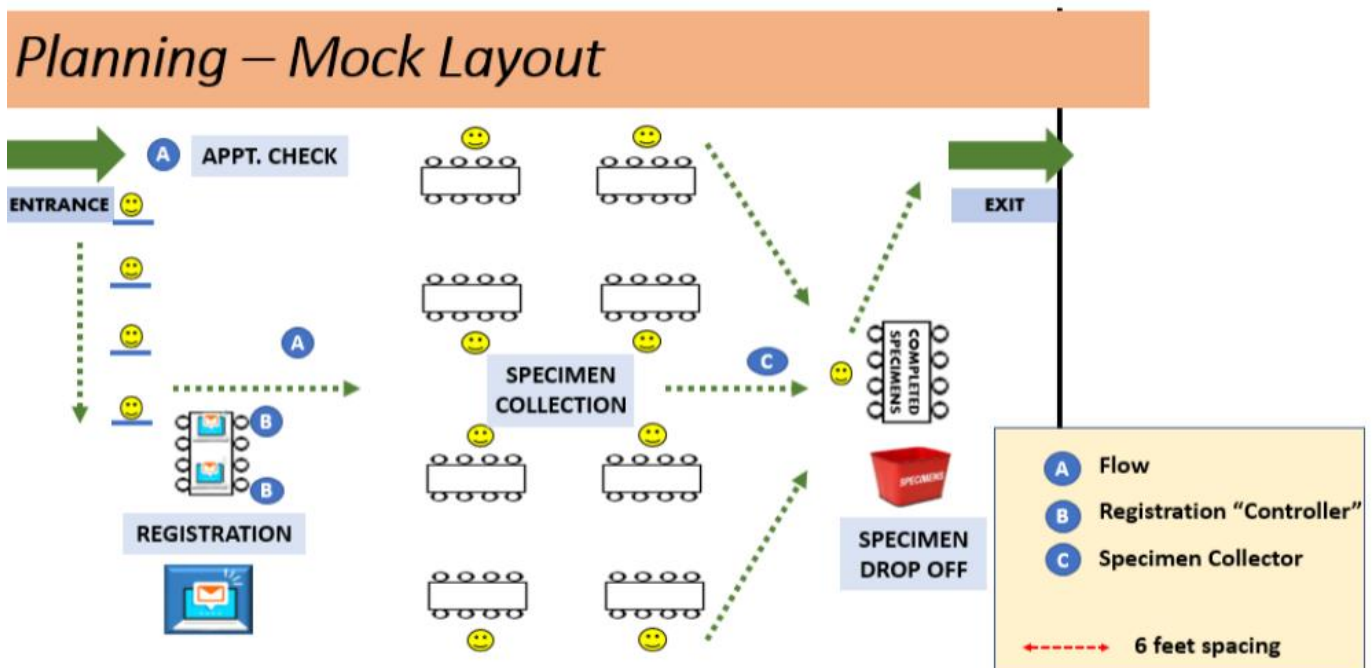
Computers and Internet access

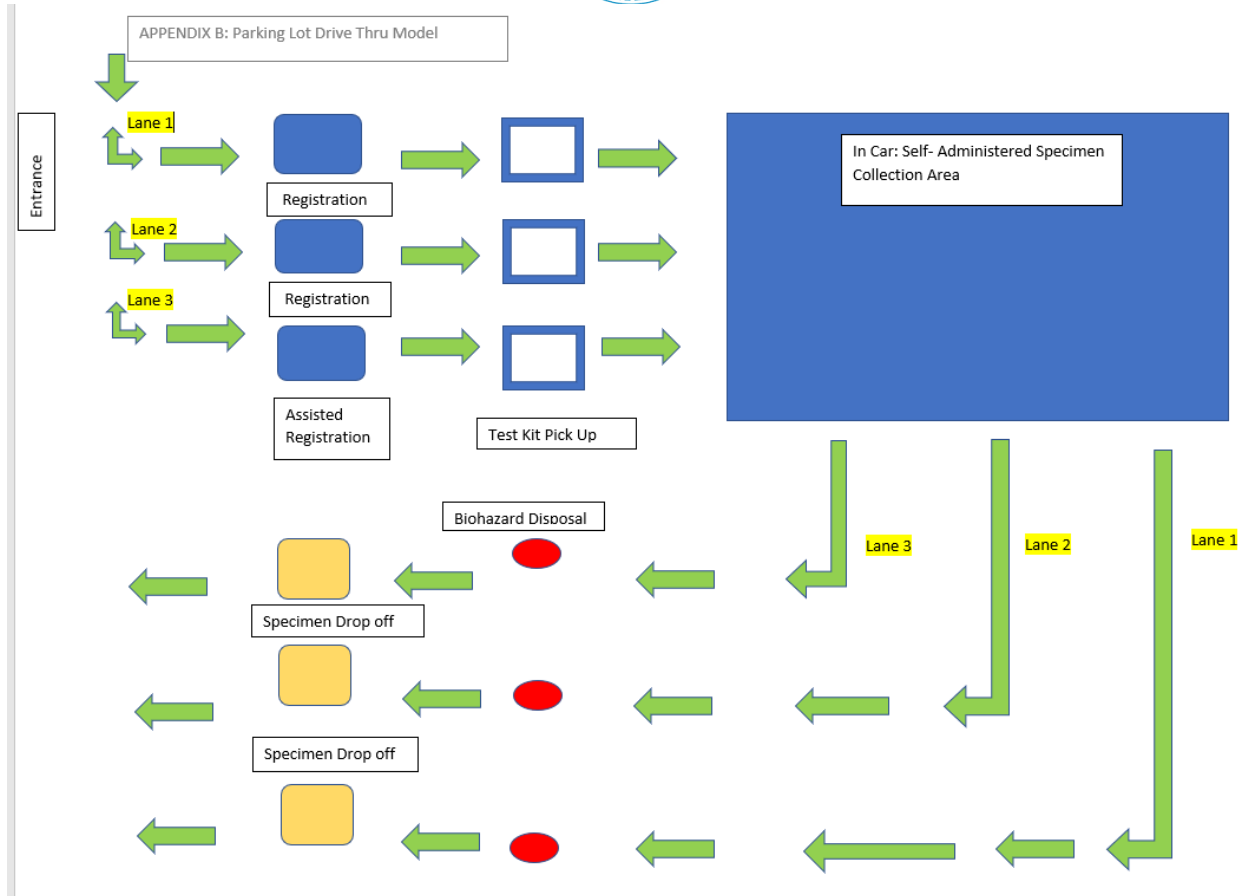


Registration and consent forms (paper)

Signage

Example 2.





This model is scalable based on the size and testing capacity goals for the individual testing site.

#### Resources Required:

9 - 12 x 12 Tents

9 - 6-foot tables

15 - chairs minimum

Computers and Internet access

Registration and consent forms (paper)

3 - Biohazard Collection Bins with Red Bags

Directional signage