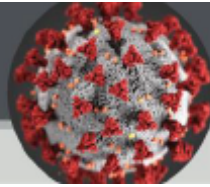# Point-Prevalence Testing Checklist

Purposeful preparation can make Testing Day go smoothly. People being tested may be fearful, so an organized process can be calming. Communicating before, during, and after the testing is also essential to keep people informed and educated about why testing is important at your site. Plan messages to residents, family, and staff.

Create a Testing Plan

☐	Review staffing and emergency staffing policy. Make a plan on how to accommodate staffing needs if asymptomatic positive staff are identified
☐	Choose a testing date
☐	*National Guard*: Fill out the redcap survey *Private Lab*: Schedule a date with the lab
☐	Obtain consent from residents. Gather signed consents into one area
☐	Obtain consent from staff. Gather signed consents into one area
☐	Obtain provider orders for testing residents
☐	Obtain provider orders to testing staff
☐	Determine testing location for staff – including a plan for drive-up testing if you choose to use that method for any staff
☐	Determine testing location for residents
☐	Gather supplies needed on testing day (Example: Gloves, tables, garbage can, cleaner/disinfectant, pens, solid writing surface,chairs, necessary PPE)
☐	Communicate testing plan to residents, families, and staff
☐	Identify staff needed during testing • National Guard: Staff Liaison for Guard personnel, staff to escort Guard personnel and assist with testing needs they may have, staff available to run supplies or tests if needed. • Private Lab: Staff to complete swabs, staff to transport residents (if needed), staff to assist with other staff coming in for testing (handing out forms, labels, monitoring waiting area, etc.), staff to run supplies or samples
☐	Obtain and print copies of lab slips to accompany staff specimens. Pre-fill in any static data so staff can fill in their details when they arrive on testing day
☐	Obtain and print copies of lab slips to accompany resident specimens. Fill all data in that you're able to prior to testing to make the testing process more efficient
☐	Confirm supplies that site will need to provide on testing day including coolers, ice packs, labels, lab slips, etc
☐	Confirm how lab specimens will be shipped to the lab and who is responsible to do so
☐	Solidify cohorting plans or how to care for residents who test positive for COVID
☐	Determine on-going surveillance testing plan – if any

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1-2 Days Before Testing

☐	Create a plan for resident testing. In what order will residents be tested • Who will be responsible for transporting resident to testing area (if needed) • Where will residents wait • Who will be responsible for transporting resident back to room after testing (if needed)
☐	Create a plan for staff testing. • In what order will staff be tested • How will staff be notified of their testing time • Confirm testing area and waiting area and set-up
☐	Obtain coolers and ice packs for samples – just in case. We want to avoid degraded specimens
☐	Determine a location where staff and those who are collecting specimens will meet on testing day This is where staff / testing personnel will don/doff PPE
☐	Pre-fill: • Lab Slips • Consent Forms • Testing Labels – without date/time/initials

Testing Day

☐	National Guard testing: set aside places for the Guard staff to park and set up
☐	Ensure testing areas are set up with appropriate supplies
☐	Have a quick testing team meeting within the hour before testing begins • Review staff assignments • Review resident testing order • Review staff testing order • Review testing process • Final review of staff duties • Answer any staff questions

Testing Day : After Testing

☐	Follow up with the testing team (internal or external teams) to check in on any last-minute needs
☐	Private Lab: Check on gathered and stored supplies to ensure they are appropriately cooled/refrigerated prior to sending to the lab
☐	Check testing areas to ensure all test specimens were collected and none are left in the testing areas
☐	Clean and sanitize all equipment in testing areas
☐	Ship labs – via courier, yourself, sending with the testing team; however this was arranged for your testing site