Community Based Testing Checklist

Community sampling allows for any Missouri resident, symptomatic or asymptomatic for COVID-19, to be tested at one of these testing sites. Through the use of CARES Act funding, the Department of Health and Senior Services (DHSS), the Missouri National Guard (MONG), Missouri’s Local Public Health Agency’s (LPHA’s) and many other partners continue to host community sampling events across the state. Some counties have already provided community sampling using CARES Act funds. Please see the checklist below for how to get started testing in your community.

* Identify a site coordinator/point person. This person is responsible for coordinating all activities at the testing site and coordinates with DHSS for support. Traditionally this person is the local public health agency administrator, emergency management director, or public health nurse. Consider partnering with a local hospital or nearby Federal Qualified Health Center (FQHC) for testing efforts. An extensive partnership with the local public health agency will be critical as well.
* Obtain a laboratory to analyze specimens to be collected. Be sure to discuss the amount of time necessary to obtain test results and how samples will be sent to the laboratory. Additional information and laboratory resources can be found here: <https://health.mo.gov/living/healthcondiseases/communicable/novel-coronavirus/cares-act-funding.php>.
* Gather staff to assist with the event. Nurses or medical personnel will be needed to collect samples. Public health agency staff or law enforcement will be needed to direct traffic at the event. Additional staff will be needed for data entry and note taking at the site. It is noteworthy that many mobile testing vendors bring their own staff, all that is needed with a mobile testing contractor is testing site management (traffic control). Consider staff needed for contact tracing in the event of multiple positive test results occur. Access to Mobile and Non Mobile Testing Sites can be found here: [Access to Mobile and Non Mobile Testing Sites Excel Spreadsheet](https://health.mo.gov/living/healthcondiseases/communicable/novel-coronavirus/xls/access-mobile-non-mobile-sites.xlsx).
* Prepare collection kits and documentation before an event. Pre-print laboratory requisitions and labels for patients with appointments. Order materials by participant last name instead of appointment time to accommodate patients who come at a time differing from their original appointment time.
* Examine the PPE needs for the event. PPE can be purchased through the “PPE Market Place” on the Department of Economic Development website. DHSS has a very small supply of PPE and may not be able assist with PPE needs. Waste generated from the event needs to be considered as well. Waste PPE is considered medical waste and needs to be disposed of properly. Consider discussing PPE waste with a local health care facility or a medical waste company. PPE purchasing and Vendor options can be found here: [PPE Marketplace](https://health.mo.gov/living/healthcondiseases/communicable/novel-coronavirus/ppe.php).
* Locate and secure a site for the testing. It is recommended that testing site occur at a permanent structure with overhead protection for testing outdoors. Some examples of testing sites may include; church or school parking lots, fair grounds, parks, etc.
* Advertise the testing event to your community and inform participants how to pre-register (DHSS can assist with online registration and advertisement). Provide DHSS site location and testing times and additional site information through DHSS’ community testing site request form at <https://dcphdo02redcap.azurewebsites.net/redcap/surveys/?s=P399KPF7RA> if you would like participants to use the DHSS online registration system or call the COVID-19 hotline (877-435-8411) for registration.
* Pre-register individuals for the event and collect registrant demographic information and past medical history information. Pre-registration and assigning each individual timeslots to show up will prevent bottleneck for those wanting to get tested.
* During the event: collect symptom data online using portable computers (laptops/tablets), collect specimen through nasopharyngeal swab kits (or other approved method) supplied by the laboratory of your choice, prepare specimen including labeling and lab requisition, return samples collected to the designated pick-up location, inform patient of their need to self -isolate if symptomatic and to social distance if asymptomatic until results are received, and inform patient as to how they will be notified of their result.
	+ DHSS has 50 iPads with AT&T cellular connections that can be borrowed by a testing site.
* After the event: prepare to inform participants of their results, text or email options are available. However, some individuals may want a telephone call with results. Prepare for contact tracing around COVID-19 positive individuals. Prepare for the next round of testing or testing around contacts of newly discovered cases.
* DHSS is available to aid in the discussion of community testing and can help with the planning phase of testing. Many resources outlined in this checklist are available on the COVID-19 Toolkit located at: <https://health.mo.gov/living/healthcondiseases/communicable/novel-coronavirus/cares-act-funding.php>