



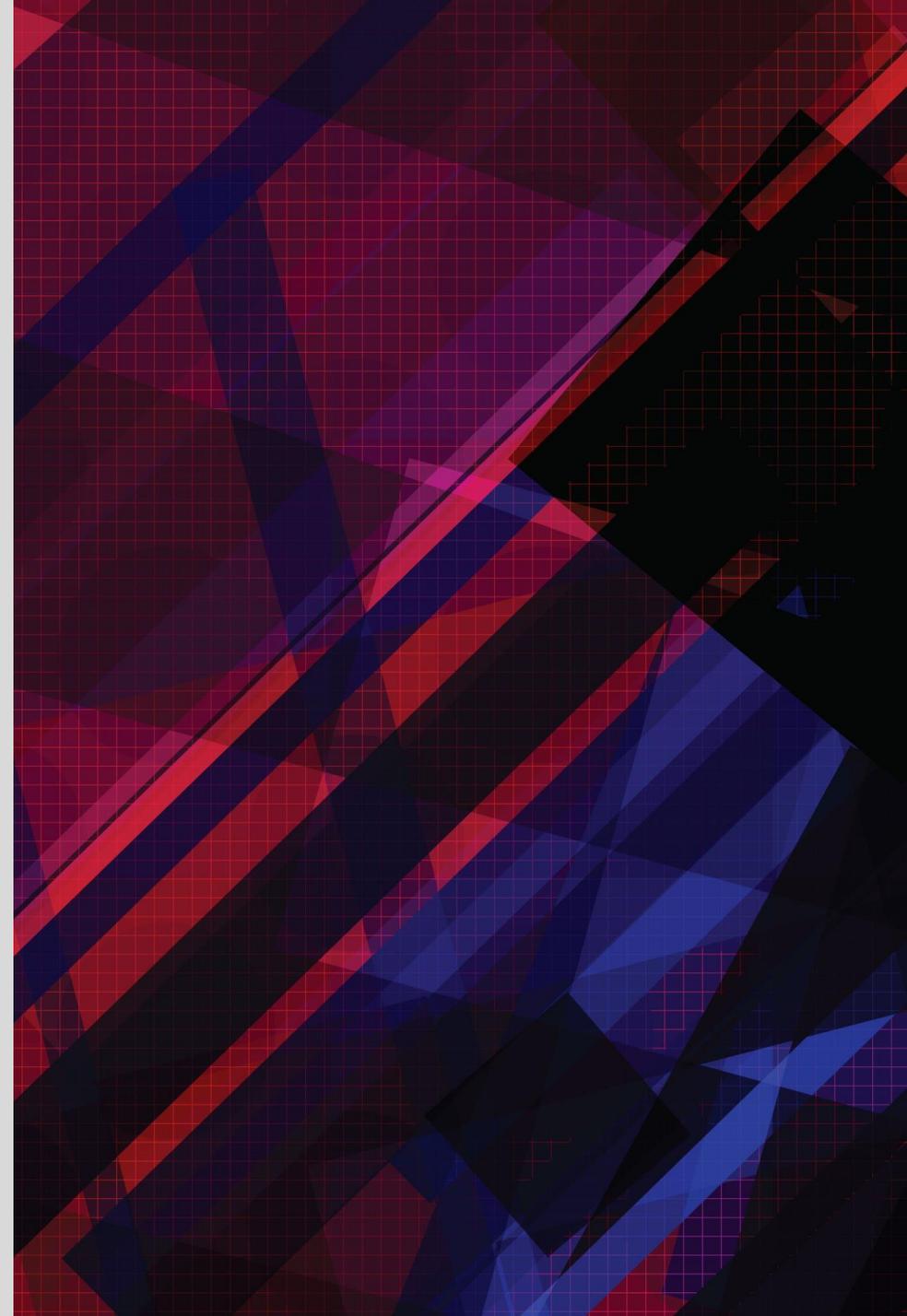
RETURN TO CAMPUS

COVID TESTING TRAINING

BY:



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Overview

- BinaxNOW Review
- Position Reviews
 - Welcome Lot Attendants
 - Testing Lane Monitors
 - Student Identification Checkers
 - Test Observers
 - Test Results Observers
 - Data Entry
 - Exit Attendants
- Shift Check-in / Out



Thank you in advance for your service!

Monitor your email for any shift updates

- **Shift Check-in /Check-out:** Before reporting to your assigned area, you will need to check in at the Command Center located by the trailer. Here you will scan the QR code to check in. At the end of your shift, you will scan the check-out QR Code.
 - Incentive Payments will depend on the reports generated from check-in and check-out.
- Please remember to dress for the warm weather, PV hats and sunglasses are welcomed. Please hydrate with water before during and after your shift.

Welcome Lot Attendants

1. Provide printed instructions & labels to each car.
2. Provide pen if needed but please ask the student to return them to testing table once finished.
3. Remind students to Check-in using the QR Code.
4. Remind students to wait in or near their car for a green flag indicating an open testing lane
5. Remind tester a mask should be worn while in line. Provide a mask if needed.

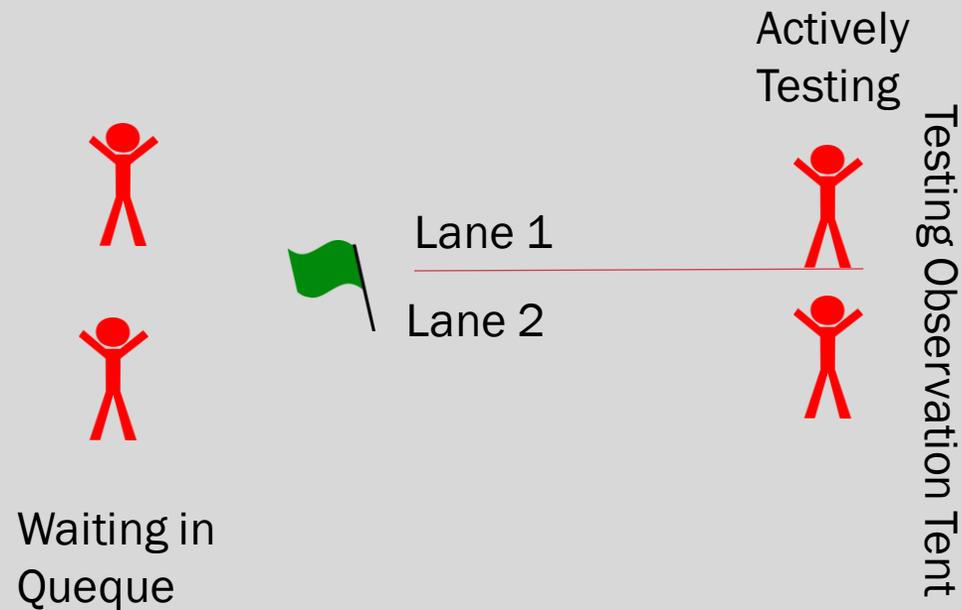


Remember to Smile

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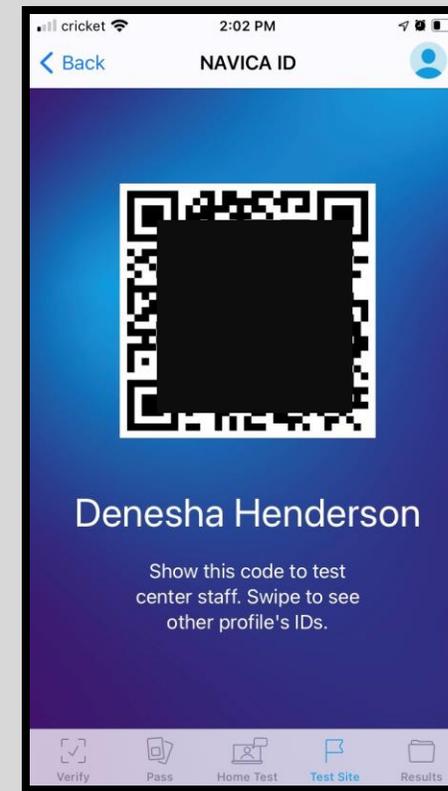
Testing Lane Monitors



1. Monitor your assigned testing lanes.
2. Wave the flag to indicate a lane is available for testing.
3. Ask the tester to move ahead to the testing table.
4. Please try to monitor your lanes to keep the line flowing.
 - a. You may keep at least one other student queued at least 6 feet from the student being tested.

Student Identification Checkers

1. Click Begin Test at the left-hand side in the Navica app
2. Scan the Student Navica QR Code with a blue background from the cellphone
3. Ask the student to see a PHOTO ID.
4. Verify the name on the app, labels and ID.
5. Instruct the tester to place one label on the testing tray.
6. Select Scan Test in the app.
7. Scan the Navica Testing Kit QR Code.
8. Select Specimen Collected
9. Select Submit Specimen.



Testing Observers

1. Verify the information on the labels by asking for the following:

- a. First Name
- b. Middle Initial
- c. Last Name
- d. DOB
- e. Student ID or P-Number

2. Open the test kit to place 6 solution drops in the small hole of each test kit.

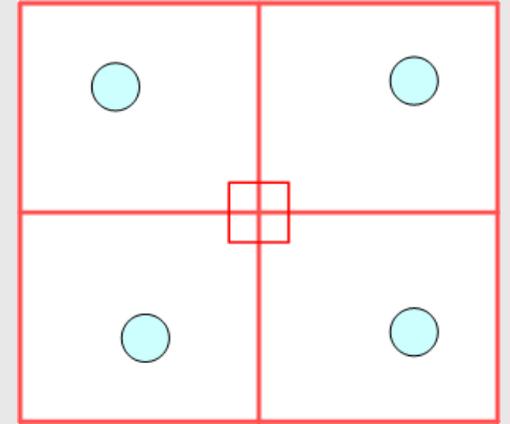
3. Provide the following testing instructions to the tester:

- a. Open Q-tip swab.
- b. Remove your mask and gently swab the inside of both nostrils for a total of 15 seconds.
- c. Carefully place Q-tip into the first whole of the test kit and push upward into the second fluid filled whole.
- d. Turn Q-tip for 3 full rotations.
- e. Remove sticker and close testing kit
- f. Exit the testing area and wait in your vehicle for your results to appear on the Navica app.
- g. Once your results appear you may proceed to the exit station.

4. Place testing tray on the Results Observation table.



Test Results Observer



1

Verify testing kit and tray labels match.

2

Place testing kits into observations space marked on table.

3

Set timer to 15 minutes for the observing test.

4

Mark results on completed tray positive(+) or Negative(-)

- 2 lines = Positive
- 1 line = negative

5

Place testing tray with test kit on data entry table.

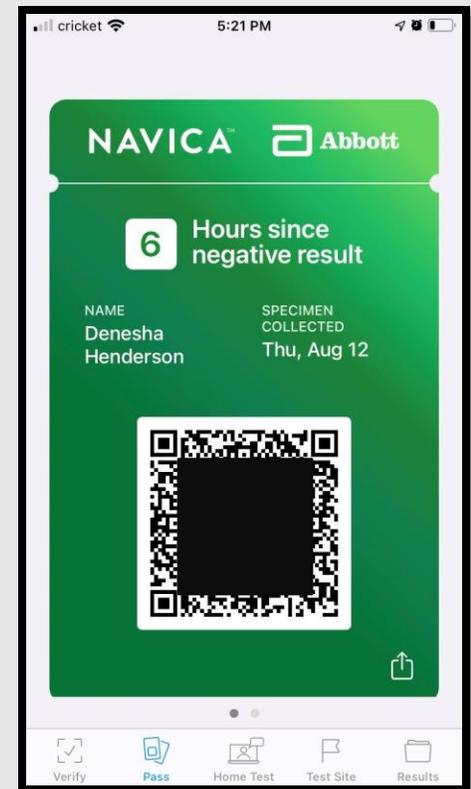
Data Entry

- Press Enter Result at the bottom of the screen
- Select Scan a Test
- Verify labels match on both testing kit and tray
- Scan QR code on the testing kit to enter the results
- Enter appropriate test results into (Red) Navica App
- Scan QR code located on the table to enter tester data into the Qualtrics form
- Dispose of test and tray in a biohazard bin.



Exit Monitor

- Ask the student to pull up their Pass at the bottom of the app.
- A green screen and QR code should appear.
- Based on the Results Displayed:
 - **Negative Results**- Provide student appropriate wristband for the day (Review Color Code). Inform student that the wristband is to be worn until 8/21/21.
 - **Positive Results**- Provide student with COVID Quarantine Notification Letter and instruct them to exit the campus and follow the instructions in the letter.
- Thank them for their cooperation.



Rain Plans

- Ponchos and umbrellas if there is no lightening.
 - If there is lightening, the event workers need to quickly move inside of Hobart Taylor.
 - Please stay close as we will resume as soon as the lightening stops.
- Unfortunately, we cannot take this testing inside for the safety of our students and event workers.
- Please dress to be comfortable and cool but remember we are working so present as professionally as possible.
- Some will be in wet/damp grass so please wear shoes that are suitable for that area.

Testing Schedule

- The daily schedules will be emailed this evening.
- Aug. 14, 2021 will be wristband distribution only. Fewer staff will be needed.
- Spots were assigned based on first come first serve basis but we have tried to accommodate your requests.
- Please take a picture of this screen the link below is where the work schedule will be posted.
- <https://www.pvamu.edu/healthservices/return-to-campus-staffing-schedule/>
- To call for assistance on the day of testing please call 832-684-1538

Questions?

