



# General Order

## Department of Fire & EMS

G.O. #: 01-4-2022

**Subject:** Availability of COVID Testing (All operational personnel)

**Date:** January 14, 2022

**Authority:** Director Michael W. Robinson/*MWR*

In an effort to assure safety and prompt testing as required for all personnel the department in partnership with CCVESA will be offering “as needed” testing services for all active operational personnel. This will be provided on a scheduled basis.

This document describes the full process that will be used to schedule and process a COVID test by staff at the CCPSTC. The testing will be limited to Carroll County Fire/EMS personnel who are actively providing emergency services.

Throughout this document, proctor will refer to the staff member administering the COVID test and provider will be the First Responder requiring the COVID test.

### **Administration:**

#### **A. Who is this COVID Testing for?**

- a. Active providers
- i. Has an exposure
- ii. Is feeling ill and needs the COVID evaluation before being sent home from their shift.

#### **B. Who can authorize the test for a provider?**

- a. President
- b. Chief
- c. EMS Captain
- d. Department Administrator (where such position exists)

#### **C. Process to request.**

- a. A special email has been setup as [CCVESA-CovidTest@ccvesa.org](mailto:CCVESA-CovidTest@ccvesa.org)
  - i. This is an alias that sends the email to all four TC staff.
  - b. The authorizing person must include in the email:
    - i. Name and staff id of the provider needing the test.
    - ii. Contact phone and email of the provider so staff can go directly to the provider to schedule the time for the test.

- iii. Walk-ins will not be accepted

**D. Tracking.**

- a. An excel spreadsheet will be maintained for permanent logging of the test administration and results.
- b. A paper log will be created for use at the testing table. This log will be completed by the test proctor (to avoid any contamination). Information included:
  - i. Date
  - ii. Requestor
  - iii. Tested provider name
  - iv. Tested provider Staff ID
  - v. Test Type
  - vi. Time in
  - vii. Time out
- c. A separate spreadsheet documenting the complete interaction and results will be maintained by the Liaison coordinating this activity. Information included:
  - i. Test Date
  - ii. Requestor
  - iii. Proctor
  - iv. Provider Name
  - v. Provider Staff ID (MIEMSS ID)
  - vi. Provider email
  - vii. Provider phone number
  - viii. Test Type
  - ix. Test Result
  - x. Date/Time Tested Staff notified of PCR result

**E. Scheduling a request.**

- a. Upon receipt of an email request, staff will call the provider to setup an appointment. For the PCR test, if possible, a test time before 12 noon is preferred so the sample can be transported to the lab the same day.
- b. Proctor will call the provider for the following:
  - i. Setup appointment time – log time/provider name in the “ccvesastaff” special covid calendar.
  - ii. If the PCR test will be the test of choice, complete the MIEMSS PCR lab form while on the phone with the provider.
  - iii. Give the provider the instructions for arrival at the CCPSTC.
    - 1. Provider must arrive at the rear of the CCPSTC and will not enter until instructed by the proctor

**Testing Procedure for Rapid Test**

- A. Proctor will use appropriate PPE for the probably contact with the Provider being tested.
  - a. At the minimum, proctor will wear N95 mask, gloves.
  - b. If the Rapid test is being performed in the field with direct contact with the provider, PPE

should also include Face Shield.

- c. A positive rapid test should then be followed up with a PCR test.
- B. **Rapid Tests** have unique steps provided in the specific kits so instructions for the process is referred to the kit instructions.

### **Testing Procedure for PCR Test**

#### **A. Proctor steps in preparation for appointment**

- a. Just before appointment, proctor should lock the back door entrance and place the sign “COVID TEST in PROGRESS” on the door.
- b. Prepare the Vestibule for test.
  - i. Place one of the completed bar code labels on the collection tube
  - ii. Place the Sample swab, collection tube, sample collection bag, MIEMSS Lab form, pair of gloves, and pen on the table in the vestibule.

#### **B. Provider arrival**

- a. The test will be performed in the vestibule at the rear of the CCPSTC.
- b. Upon arrival, Provider will ring the doorbell to announce their arrival.
- c. Proctor will tell provider to enter only to the vestibule and wait there for Proctor’s further instructions. Then unlock the door from the phone.

#### **C. Perform the Test**

- a. Proctor will proceed to back door and prepare for the test. At the minimum, proctor should put on a N95 mask and gloves. Proctor will stay on the inside of the building and not enter the vestibule while provider is there. If proctor must enter the vestibule to assist provider, gown and goggles or face shield must first be donned.
- b. Proctor should log the visit on the log sheet on the supply table.
- c. Proctor will guide the provider through the test.
  - i. Provider should put on the pair of gloves
  - ii. Provider reviews the MIEMSS form for completeness and correct information. Provider must now sign the document.
  - iii. Provider should remove the swab from the packaging.
  - iv. Insert the swab about 1-1.5 inches into each nostril and gently twist it around for 5 secs.
  - v. Provider should then remove the top from the collection tube and place swab into the tube with the cotton tip down into the fluid. Put the top back on the tube and insert the tube into the collection bag.
  - vi. Provider should place everything back on the table, discard their gloves and swab packaging in the trash, then depart the vestibule.
  - vii. Proctor will advise the provider that Dr DiNapoli will be calling them with the results that may take 48 hours or more if the test is completed after the 12-noon cutoff for same day sample pick-up.

#### **D. Proctor post test procedures**

- a. Enter the vestibule and sign the proctor’s portion with the additional date and time of test.

- b. Place the MIEMSS form into the appropriate part of the collection bag and seal the bag
- c. Using wipes, carefully wipe the table area, pen, outside of collection bag, door handles, etc. to sanitize the area.
- d. Return the sample collection into the building and discard your PPE in the order recommended by CDC.
- e. Proctor will then place the sample in the collection pickup box outside the front door.
- f. Proctor will then unlock the back door for normal operations and remove the temporary testing sign from the door.
- g. Proctor should re-sanitize their hands.
- h. For PCR Test, we must call Lab Logistics for pickup. Call 855-522-5644 Ext 1 and provide account number 7628. There is no pickup on Sundays. Best to place call before 12 noon. Afternoon calls may result in a pickup same day though more likely the next Day.

**E. Post-test administration**

- a. Liaison will update the master log to record all tests that were completed each day.
- b. For PCR tests, Dr. DiNapoli will notify CCVESA Liaison at CCVESA-
- c. For the Rapid test, if performed in the field, proctor will send result to CCVESA-CovidResult@ccvesa.org
- d. Liaison will notify the provider and their supervisor authorizing the test of any results.
- e. If a positive PCR test, the LAB automatically notifies the Carroll Health Department.

**Any questions regarding this policy or related COVID testing through this can be referred to the CCVESA Liaison- Richard Koons: [Liaison@CCVESA.org](mailto:Liaison@CCVESA.org)**