Volunteer at a COVID-19 Testing Site

All volunteers must be over 18 years old and associated with CDU or UCLA. Additionally, all volunteers who interact with patients must be < 65 years old and without any condition that may compromise their immune system including, high blood pressure, diabetes mellitus type 2, heart, lung, kidney or blood disease, HIV, pregnancy, cancer, recent chemotherapy, or taking medication for autoimmune diseases or post-transplantation immunosuppression such as CellCept or Prograf. This policy is not to discriminate in any way. It is to protect those who may be at a higher risk of succumbing to critical illness if infected with COVID-19.

PPE (Personal Protective Equipment) will be provided by LA County Fire Department. If at any time, we do not have adequate PPE for all staffing the testing site, testing operations will cease.

Patients orally swab themselves.

Set-Up Crew Arrive at 7:00 am / Break down Crew Everyone at 4:20 pm (5)

Set-Up Crew: Arrive at 7:00am. Put out chairs, tables, set-up station boxes.

**Shift Manager (2):** Physicians, Residents, Medical Students, NP Students, Master’s Level Students Only. Tasks: Monitor all Stations, ensure volunteers are in proper PPE, and ensure stations have supplies, ensure volunteers take breaks, and send afternoon volunteers to their station.

**Shift Assistant Manager (2):** Assistant to Shift Manager and Site Manager, Take printed materials to stations, ensure stations have water, guide breakfast and lunch delivery to Keck Lounge.

**Drive-Up Check-In (4):** Station 1: Confirm Appointment date and time, confirm ID and Confirmation #.

**Data Entry (6):** Enter (last 5 digitis of confirmation number) into appointment system, assign test kit to patient.

**Runners-Must be able to stay all day (4):** Receive last 5 digits of confirmation # and name, confirm with Data Entry, and pass test kit, handouts and masks to patient.

**Same Day Appointment Registration:** Please keep a count of walk ups and their appointment number (5).

**Observe Correct Self-Test Sampling (3):** Station #3: ensure patient swabs inside both cheeks, roof of mouth, sides of throat.

**Observe Proper Placement of Self-Test Kit in Collection Bins (3):** Station 3: Ensure Testing Kit placed inside of the bin, ensure safety.

**Patient Car Managers at Station 1, 2 and 3:** Ensure windows are up. (4) Station 1: Hold patients at Stop Sign between station 1 and station 2 until the two cars in station 2 move to next station. Station 2: Direct cars to lane 1 or lane 2 toward station 3. Station 3: Direct cars to make a right turn onto 120th St.

**Community Outreach and Administrative Support (12):** Community Outreach teams of 5 will distribute information about COVID-19 to the community and pass out masks. 2-3 volunteers will assist with printing patient materials, organizing volunteer information, connecting with donors.