

Planning and Preparedness Checklist for Testing at Your Facility by a State Mobile Team

Long-term Care: Point Prevalence Survey Testing

- You have completed the REDCap survey: [COVID-19 Testing Requests and Allocations for Long Term Care \(https://redcap.health.state.mn.us/redcap/surveys/?s=FXNEEE7PXX\)](https://redcap.health.state.mn.us/redcap/surveys/?s=FXNEEE7PXX) and indicated the need for a mobile testing team to come to your facility.
 - Save your return code given upon submission for future use.
- The State Emergency Operations Center (SEOC) Testing Team will call and schedule a team to come for your baseline, 7-day follow up and 14-day follow up based on priority.
 - When the team schedules you, they try to schedule all three testing dates at once.
 - The team also tries to keep the day(s) of the week and time the same each week for consistency of scheduling.

Pre-Test Planning

- ☐ Plan for what you would do if you had multiple positive resident cases detected by testing.
 - Can you cohort positive residents and dedicate staff to that unit?
 - Can you establish safe spaces for staff to don and doff personal protective equipment?
 - What communications will you provide to residents and families?
- ☐ Plan for what you would do if you had multiple positive **staff** cases detected by testing.
 - Prepare for 5-30% of staff to test positive including those in ancillary departments such as dietary, environmental services, etc.
 - Do you have a contract with a staffing agency?
 - Are you part of a health system that could share staff between facilities?
 - Follow the LTC Emergency Staffing Progression.
- ☐ Evaluate your facility floor plans and work flows to determine the best testing process possible.
 - Consider connecting with a colleague at a facility who has already undergone PPS testing for lessons learned.

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- ☐ Obtain consent and medical orders, as appropriate. Please reference the Frequently Asked Questions about State Mobile Team Testing at [Long-term Care Testing: COVID-19 \(https://www.health.state.mn.us/diseases/coronavirus/hcp/lctesting.html\)](https://www.health.state.mn.us/diseases/coronavirus/hcp/lctesting.html) for more details.

One to Three Days Before Testing

- ☐ Expect phone calls from the following:
 - Your testing team lead to confirm their arrival time.
 - Your MDH or local public health liaison to answer any additional questions or concerns you may have.
 - If applicable, the lab that will be performing the testing on your specimens.
- ☐ Make sure you have the following supplies available for the team:
 - 1-2 tables for the team to place supplies,
 - 4-5 patient basins for the team to place specimens once collected,
 - Ice packs to keep specimens cool until they can be placed in a refrigerator,
 - Space in a non-food refrigerator for specimens until the courier can pick up. Specimens should be stored at 2–8C (35–47F).

Day of Testing

- ☐ Have a clear plan of where you want the mobile testing team to set up for testing.
 - The more prepared you are the smoother the testing process will be.

Have applicable paperwork completed and ready to go. This includes both registration, consent and any lab paperwork as directed.

One to Three Days Post Testing

- ☐ Expect a phone call from an SEOC Testing Team member to inquiry how testing went. We welcome constructive feedback as this process evolves.
- ☐ Expect test results in 2-3 days for your residents.
 - After each round of testing, please return to your REDCap form to report the number of residents and staff that were tested and the number of positive results. These numbers are reported to the Governor at an aggregate level.
 - Expect an auto-generated email to be sent from REDCap with your return code to report this data.



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Contact health.communications@state.mn.us to request an alternate format.

05/29/2020