**Lee Health Urgent Care Cape Coral**  
**Florida**  
**Drive-Through Covid-19 Testing**

**CHECKLISTS For Prep and Takedown**

### Morning Prep

- Disburse radios, log out on log  
  - All outside LCC staff  
  - LCC Supervisor  
  - Lead CSR  
- Check temps in frig/room  
- Set up tent with equipment

### Afternoon Close Down

- Lab specimens to Clinic for pick up  
- Fax entire log to Dept of Health, with totals per each lab listed and total number swabbed  
- Fax Lee, Labcorp, and Quest logs respectively to each lab with fax cover sheet showing the total swabs sent to their labs  
- Text screen shot of DOH fax cover sheet indicating totals (photo) to XXXX at XXX-XXX-XXXX  
- Pack up equipment and store  
- Return radios

**Equipment**

Setup includes a larger tent that goes over to lanes of traffic. A smaller tent is used for staff and supplies. The site needs an adequate entrance and exit with a check point to ensure the patient has an appointment and a lab order (meaning they are on our log for testing). It needs an adequate exit with an armed guard for emergencies.

- Large refrigerator (to store swabs after obtaining)  
- Small refrigerator (to store the test kits prior to swabbing)  
- Large regular trash can, lined  
- Large red trash can, lined  
- Specimen kits x 3 labs  
- Specimen bags x 3 labs  
- Gloves x 3 sizes  
- Hand sanitizers x 2  
- Water on ice  
- Coolers or frig for complete specimen?  
- Cooler or frig of test kits?  
- Emesis bags  
- Pens  
- N-95 masks  
- Regular masks  
- Gown packs  
- Face Shields  
- Kleenex  
- Instructions for patients  
- Clipboard for supplies  
- Logs (3) on clipboard  
- Test tube rack  
- Red bags  
- Regular trash bags  
- Large lab bags to double bag specimens for pick up  
- Laptop
roles

there is a clean role (prepper) and a dirty role (swabber).

all patients present with an order from their PMD and an appointment.

prepper

- Obtain paper work & labels
- Prepare labels
  - Date, time, initials and site
- Determine appropriate swab based on ordering lab
- Label swab
- Collect 1 lab bag
- Assist with swab collection
  - Place in lab bag
- Place specimen with lab order in frig
- Place name on COVID log, indicate ordering physician

swabber

- Don PPE per CDC guidelines
  - First set of gloves
  - Gown
  - Mask
  - Double glove
  - Face shield
- Patient pulls up, places car in park and turns engine off
- Verify identification (drivers license)
  Explain process, tell to follow instructions
- Provide tissue and COVID information sheet
- Swab patient
  - Nasopharyngeal swab
- Inform patient results with come from PMD in 3-5 days, not to call testing site for results
- Doff outer gloves and reapply
  - Note: change gloves between every patient
  - Note: change other PPE if soiled
  - Reminder: car is considered DIRTY
- Once done, doff per CDC Guidelines
- Document Covid dot phrase
- Sign and close chart
Lee Health COVID-19 Specimen Collection Algorithm

1. Patient gets order from Provider
2. Patient calls to schedule appointment (239) 343-8800
3. Patient emails their Order, ID, and insurance @LeeHealth.org
4. Patient arrives at outdoor collection site
5. Security verifies order and appointment
6. Patient is given information regarding COVID-19 and directed to see Primary Care Provider OR Urgent Care OR Call to make an appointment: (239) 343-8800
7. Both Confirmed?
   - NO: Primary Care Provider OR Urgent Care OR Call to make an appointment: (239) 343-8800
   - YES:
     - Security radios collection team
     - Patient drives car to tent
     - Patient drives car to tent
     - LPN/RN in PPE completes 2 Patient identifiers and gives Discharge Instructions
     - Clinical Staff (LPN/MA) pulls pre-filled lab bag cord puts label on log and specimen tube
     - LPN/RN swabs patient and places sample in bag
     - LPN/MA verifies ID of specimen and places in refrigerator
     - Patient leaves