

Littleton Public Schools

POOLED TESTING - SPECIMEN COLLECTION PROCEDURES

DRAFT

SCHOOL	SPECIMEN COLLECTION WINDOW	COLLECTION METHOD/LOCATION	STAFF/ROLE	SPECIMEN COLLECTION PLAN OVERVIEW	ADDITIONAL NOTES/INFO
Littleton High School	COLLECTION: 10:55am-12:00pm	METHOD: Self-Administration* <small>(assistance will be provided by the nurse to any student who requires assistance with collecting the swab)</small>	Mary Philpot - district coordinator Chris Porell - site supervisor Kathleen Sullivan - collection observer John Harrington - collection observer Keith Comeau - collection observer	Centralized Location - - Students will check in at the collection table as they enter the cafeteria - If there are more than 4 individuals waiting at a time, they will be directed to begin lunch and return to the collection table when they see that the line has dispersed. - Pool lists will be pre-populated. - Administration will inform staff of their assigned testing window. If consenting staff do not arrive during their assigned window, they will not be able to participate in the pool collection that day. - 5 mugs (labeled with the pool numbers) will be on the table. - Students will be checked-in and given their pool number. - The student will self-administer the anterior nasal swab and collect their specimen. - They will place it in the correct numbered mug on the table. - Staff will add the specimen tube to the correct pool bag. <i>(Each school will have a plastic file tote and pool bags will be separated in mesh document envelopes and separated by individual hanging files)</i> - Staff will cross-check pool list and reconfirm student info and correct pool assignment. - At 8:45am, staff will end specimen collection, clean and disinfect area and return pooled testing carts to the nurse's office. - Between 8:45-9:15am, Nicole will review and confirm pools are correctly documented and complete. - Specimens will be picked up at 9:15am	Need to determine plan for Transition students
		LOCATION: Centralized Location: Cafeteria			

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Littleton Middle School	COLLECTION: 6:55am-7:20am	METHOD: Self-Administration* <small>(assistance will be provided by the nurse to any student who requires assistance with collecting the swab)</small>	Mary Philpot - district coordinator Kathy McCarthy - site supervisor Matt Levangie - collection observer Jason Everhart - collection observer Kathleen Sullivan - collection observer Jessa ?	<p>*Each grade will have a designated location for specimen collection.</p> <ul style="list-style-type: none"> - Staff will pick up pooled testing cart and begin set up - Students are allowed to enter the building at 6:55am. - As students/staff arrive, they will check in at the collection table. - Students will be randomly assigned to a pool at check in. - Staff will be pre-assigned to a pool and collection location. If consenting staff do not arrive during the designated testing window, (6:55am-7:20am), they will not be able to participate in the pool collection that day. - Following check in, their name will be added to the pool list and cross-referenced with the master list to confirm that consent is on file and confirm correct spelling. - The students/staff will self-administer the anterior nasal swab and collect their specimen. - They will place it in the mug on the table. - Collection staff will add the specimen tube to the correct pool bag. <i>(Each school will have a plastic file tote and pool bags will be separated in mesh document envelopes and separated by individual hanging files)</i> - Collection staff will cross-check pool list and reconfirm student info and correct pool assignment. - At 7:20am, collection staff will end specimen collection, clean and disinfect area and return pooled testing carts to the nurse's office. - Between 7:20am-8:30am, Kathy will review and confirm pools are correctly documented and complete. - Space permitting, tardy students may be able to be entered into a pool between 7:20am-8:15am - Specimens will be picked up at 8:30am 	<p>Potential Assignments:</p> <p>8th grade - Jason or Matt (alternating) 7th grade - Kathleen 6th grade - Kathy Float - Mary (or Jessa?)</p> <p>Questions -</p> <ul style="list-style-type: none"> - Are there 2-way radios for staff to communicate/request assistance?
	PICK UP: specimen pick up 8:30am	LOCATION: Centralized Location(s) 8 th Grade - Gym Lobby 7 th Grade - Cafeteria 6 th Grade - Stage			

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Russell Street School	<p>COLLECTION: 8:05am-8:45am</p> <p>PICK UP: specimen pick up at 9:15am</p>	<p>Self-Administration* <i>(assistance will be provided by the nurse to any student who requires assistance with collecting the swab)</i></p> <hr/> <p>LOCATION: Centralized Location(s) Main Lobby? Gym?</p>	<p>Mary Philpot - district coordinator Nicole Barry - site supervisor Cheryl Temple - collection observer Anrea Romano - collection observer Jessa ? or parent volunteer?</p>	<p>Centralized Location -</p> <ul style="list-style-type: none"> - Students will check in at the collection table in the lobby. - Pool lists will be pre-populated. - 15 mugs (labeled with the pool numbers) will be on the table. - Students will be checked-in and given their pool number. - The student will self-administer the anterior nasal swab and collect their specimen. - They will place it in the correct numbered mug on the table. - Staff will add the specimen tube to the correct pool bag. <i>(Each school will have a plastic file tote and pool bags will be separated in mesh document envelopes and separated by individual hanging files)</i> - Staff will cross-check pool list and reconfirm student info and correct pool assignment. - At 8:45am, staff will end specimen collection, clean and disinfect area and return pooled testing carts to the nurse's office. - Between 8:45-9:15am, Nicole will review and confirm pools are correctly documented and complete. - Specimens will be picked up at 9:15am 	<p>Andrea and Cheryl will alternate overseeing the specimen collection</p>

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Shaker Lane School	9:00am-10:00am	Staff-Administration <i>(2nd graders will have the option to self-administer at the discretion of staff)</i>	Mary Philpot: district coordinator/site supervisor Jennifer Pletcher: specimen collection Kathleen Sullivan: specimen collection	Centralized Location - - Specimen collection will occur in the classrooms - Pool lists will be pre-populated <i>(rotated across pools-Temple style)</i> - Mary and Kathleen will start with the preschool and then move to kindergarten/transitional k and at the same time Michelle/Rebecca and Jen will start with grade 2 and then move to grade 1. - Collection staff will arrive at the classroom and call 2 students to the cart at a time - Students will be checked-in to identify their assigned pool number. - Staff will administer the anterior nasal swab and collect their specimen. - Staff will add the specimen tube to the correct pool bag. (Each school will have a plastic file tote and pool bags will be separated in mesh document envelopes and separated by individual hanging files) - Staff will cross-check pool list and reconfirm student info and correct pool assignment. - Once all the consenting student specimens are collected, staff will self-administer the anterior nasal swab and collection staff will add to their assigned pool bag. - Once collection is complete, collection staff will end specimen collection, clean and disinfect area and return pooled testing carts to the nurse's office. - Following collection, Mary will review and confirm pools are correctly documented and complete.	Need to identify if there are any staff (preschool teachers, etc...) who will want to assist with specimen collection (need to be trained) Need 2 carts Mary and Kathleen need to leave for the high school no later than 10:15
		LOCATION: Classrooms	Michelle Kane/Rebecca Deacon: specimen collection Support staff/Parent volunteer: additional support/collection observer		

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Central Office Staff	COLLECTION:	METHOD: Self-Administration*	Mary Philpot - district coordinator		
		LOCATION:			