

Drive-Thru COVID-19 Screening Center Operation Manual

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City of Sejong Public Health Center

- **Advanced reservation:** Perform basic history taking through phone hotline beforehand; instruct subject to drive the vehicle alone with no other passengers (drive-thru is not offered if they do not have access to a vehicle or cannot drive); make appointments for 6 people per 1 hour (Example: Inform 6 suspected patients to come between 9AM-10AM)
- **Entrance:** Check identification at the entrance when vehicle arrives → Set vehicle's air conditioning to recirculation mode → Explain that the result will be communicated after 6 - 24 hours and that the subject must isolate him/herself at home immediately after testing → Proceed to testing area
- **Preparation:** Vehicle enters testing area → Open window → Check identification → Explain testing procedures → Check for temperature → Check travel history → Take history for any respiratory symptoms
- **Collection:** Oropharyngeal swab → Nasopharyngeal swab → Hand over a sputum container → Explain how to cough for sputum collection → Close window → Subject produces sputum → Open window → Receive sputum container (Sputum collection is only for people with sputum symptoms)
- **Clean-up:** Give subject 1 disinfectant wipe and instruct to clean the inside of the vehicle → Instruct to go home immediately and isolate him/herself → Educate that no one else should drive the vehicle until results are available → Close window
- **Disinfection:** Spray disinfectant on the window, door, and fender of the side used during testing → Disinfect the ground under the used window → Subject drives back home
- **Protective equipment:** [Level D+safety goggles+N95 mask+2 layers of gloves+vinyl apron] → After testing each subject, take off the vinyl apron → Alcohol sanitize the outer layer gloves → Take off the outer layer gloves → Alcohol sanitize the inner layer gloves → Put on new outer layer gloves → Put on a new vinyl apron → Conduct next testing → Fully change all personal protective equipment per hour after every 6 tests

Disclaimer

The original document was developed by the City of Sejong Public Health Center and has been translated from Korean to English by a group of volunteers listed below.

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