



# Back to the Workplace

Pooled COVID-19 Testing Program Playbook  
For use with Auto Pooled Kit

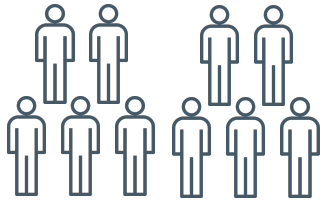
# Table of Contents

- **Overview**
  - ◎ **What is Pooled Testing**
  - ◎ **Back to the Office Program**
- **Creating Your Program**
  - ◎ **Policies**
    - **Frequency & Timing**
    - **Follow Up**
  - ◎ **Pre-testing Setup**
- **Testing Process**
  - ◎ **Test Collection**
  - ◎ **Registration & Returns**

# Overview: What is Auto Pooled Testing

Pool testing is an efficient method for community surveillance.

- 1** On the day of testing, **participants are each given an individual test to administer (2 min)**. The tests are sent into the lab and tested together as a “pool”.



10 individuals =  
2 pools of 5

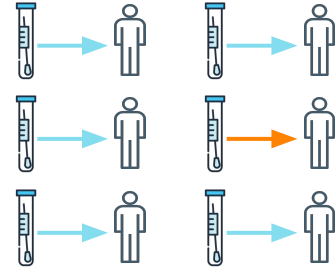
- 2** A combined sample from the individual tests is **analyzed for one result**—negative or positive for COVID-19.



NEGATIVE (-) RESULT or POSITIVE (+) RESULT  
High Probability Low Probability

1 Pooled Test =  
1 Result, if negative

- 3** If the pooled result is positive, **the lab will retrieve the individual samples and do the required follow-up testing** to identify the participant(s) who have COVID-19.



If positive pool ->  
Individual Results for all pool  
participants

# Overview: Back to the Office Program

---

This playbook will guide you through implementing your COVID-19 testing program from start to finish.

Our Back to the Office program is designed to streamline COVID-19 testing for returning to in-office work. This playbook provides the practical and logistical tools for implementing a Back to the Office testing program and communicating effectively about it. You'll find...

- ...Best practice protocols available for customization
- ...Step-by-step program implementation guide
- ...Educational materials for testing population

# Creating Your Program: Policies

---

## POPULATION

We encourage an automatic opt-in system for all on-site staff. Decide what exceptions are going to look like (require masking, more distancing, etc.), in the event that you will allow on-site individuals to opt out.

## CONSENT

The Auto Pooled kit test does requires participants to fill out a consent forms during the registration process,

# Creating Your Program: Policies

---

## FREQUENCY

We recommend testing everyone 1-2x per week, and re-assessing at regular intervals. Come up with thresholds for when you might reduce, cease, or up your testing cadence. More on this [here](#).

## RESULTS

This test requires minimal administrative work in results communication. The lab will record all pooled test results in a Results Portal accessible by the program administrator.

In the event of a positive pool the lab will send the program administrator an email that their has been a positive pool and also send each positive pool participant their individual results, negative or positive.

# Policies: Frequency & Timing

---

## OPTIMAL TESTING TIMES

**1x week:** Tuesdays or Wednesdays are recommended. This includes one day of transport to get results by Friday.

**2x week:** Mondays and Wednesdays or Thursdays is recommended. This is as far apart as possible whilst still allowing for shipping time & results returned by the weekend.

**Always test in the mornings.** This will ensure you meet the cutoff for UPS air shipping. If you're dropping off, the sooner in the day the samples are sent to the lab the quicker you will receive results.

## NOTES

Many holidays are on Monday, so testing on Mondays will require more adjustments.

When using overnight mailing, the test day **must** be Monday through Thursday.

# Creating Your Program: Pre-testing Setup

---

## CREATE AN ACCOUNT

For your first time testing, you will need to follow the link in your confirmation email to create an administrator account. This will be your dashboard to view results. It can take up to 48hrs to get access, so be sure to do it as soon as possible to not delay testing once you've received your kits.

## PREPARE YOUR GROUP

Your kit comes with pre-packaged supplies for all individuals, including instructions. However, we recommend being as transparent as possible with your testing program, and even running a trial before beginning a regimen. This will get people acclimated.



# Testing Process: Test Collection

---

## TIMING






Set up a window (ex: 9-11am) for collection of supplies before shipment or a cutoff time (available until 12pm for drop off) as this will give you more control. Decide if you will (and how) contact no-shows depending on your policy.

## LOCATION

Testing can happen at home the night before/morning of, or in person in the office. Either way, it is highly recommended you choose a location that is easily accessible. The reception area, or a conference room off to the side, is ideal. You can catch people on their way in and remind them to grab or drop off their supplies.

# Testing Process: Test Collection

## FIXED POOLS

-  Give clear instructions to participants about where to pick up their supplies and return their individual samples
-  Set up the pick up/drop off area with all packets, and a participant checklist to check off, if desired
-  Remind the participants to register their sample, and clearly mark their tubes with the necessary information (full name and DOB)
-  Participants will swab their noses and return the test to the administrator as desired and indicated
-  Ship the samples back to the lab using the pre-paid postage

# Testing Process: Registration & Returns

---

## REGISTRATION

In order for tests to be run, participants must successfully register their test. You can verify this on the administrative side of the Veritas portal. Participants must also write their full name and DOB on the tube. It is good for the administrator to be vigilant to avoid errors which cause delays/unprocessable tests.

## RETURNS

It is **crucial** to ship samples back before the UPS air cutoff. Ensure you know what it is at your UPS drop off location. We cannot make ourselves responsible for delayed results caused by samples being shipped incorrectly. Please keep your tracking number for us to look into any issues.



Results are returned within 24 hours, on average, from receipt at the lab. Note that shipping could take up to a day as well.



**Want more  
information?**

Contact us at  
**[pool-support@cic-health.com](mailto:pool-support@cic-health.com)**