



Back to the Workplace

Pooled COVID-19 Testing Program Playbook

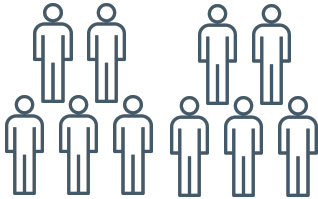
Table of Contents

- **Overview**
 - ◎ **What is Pooled Testing**
 - ◎ **Back to the Office Program**
- **Creating Your Program**
 - ◎ **Policies**
 - **Frequency & Timing**
 - **Results Delivery & Follow Up**
- **Testing Process**
 - ◎ **Determining Pools**
 - **Fixed vs. Random**
 - **Record Keeping**
 - ◎ **Test Collection**
 - ◎ **Registration & Returns**

Overview: What is Pooled Testing

Pool testing is an efficient method for community surveillance.

- 1** On the day of testing, participants are divided into groups of up to 10 people (2 min). Each group is tested together as a “pool”.



1 Pool

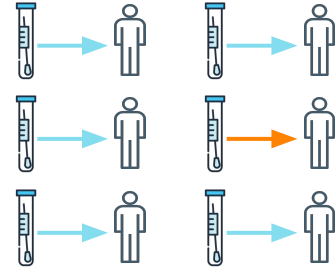
- 2** A combined sample from the pool is analyzed for one result—negative or positive for COVID-19.



NEGATIVE RESULT or POSITIVE RESULT
High Probability or Low Probability

1 Tube / 1 Test / 1 Result

- 3** If the pooled result is positive, individual follow-up testing is required to find the participant(s) who have COVID-19.



If Positive > Follow-Up Test

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

Because this test does not require submission of any Protected Health Information, most implementations do not institute a formal written consent. If you would like to have a formal consent, we recommend you review such an option with your council.

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

Decide how you will communicate your results to your testers. Two effective policies for negative results are a mass-email or a no-news is good news approach.

For positives, connect with individuals directly. More on this [here](#).

Policies: Frequency & Timing

OPTIMAL TESTING TIMES

1x week: Tuesdays or Wednesdays 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, as opposed to a courier/drop off if located near Cambridge, MA, the test day must be Monday through Thursday.

For larger workforces, it is often helpful to span testing over multiple days in smaller groups. We recommend this when testing more than 100 people.

Policies: Results Delivery & Follow Up

RESULTS DELIVERY

Recommended: Based on your pools, send an email blast. Most often, pools are negative, so the email can be company-wide. When there are positives, alert all, and individually email and call individuals in positive pool to implement follow-up plan.

Alternatives: No news is good news, or a spreadsheet that contains de-identified results for negatives. This approach is best for administrators who want a more passive testing setup.

FOLLOW UP

Recommended: Provide employees with an individual at home kit and keep at least 10 in the office. Have employees in positive pool do an individual test. Follow up with contact tracing as needed. **Do not use pool testing for contact tracing or follow ups.**

Alternatives: Have individuals in positive pools go to local testing sites or to their PCP and await results before returning to the office.

Note: If all antigen tests from a positive pool come back negative, we recommended you administer a second antigen test to members of the positive pool the next day. If both tests come back negative it likely means that any viral load picked up by the pool PCR test has been declining to safe levels.

Determining Pools: Fixed vs. Random

Depending on your office population size, frequency of testing, and flexibility of testing policies, you can consider these two options.

FIXED

Pros: Easy record-keeping, can group people with their office close contacts

Cons: Occasionally less efficient (ex: only 6 or 10 people show up) and may need more frequent adjustment.

RANDOM

Pros: Flexibility with who to test depending on who is in the office, no need to test in a particular order

Cons: More meticulous record-keeping and communication of results might be required

Determining Pools: Record Keeping

SPREADSHEETS

Please download our sample template for both assigned pools [[Google Sheets](#)] and unassigned pools [[Google Sheets](#)]. Feel free to adjust and re-format as desired. Copy your template into a specific sheet or tab for each testing event. Here, the administrator can keep track of who is in which pool.

PAPER HARD COPY

Each pool can have a paper sign-in sheet [[LINK](#)]. As people self-swab, they mark their name on the pool's sign-up sheet (random pools) or can mark a checkbox beside their name (fixed pools).



Note: You may choose to use both methods--using a hard copy to inform your electronic record-keeping, for example, or as a way to cross reference for any discrepancies.

Testing Process: Test Collection

TIMING

Set up a window (ex: 9-11am) or a cutoff time (available until 12pm) this will give you more control. Decide if you will contact no-shows depending on your policy.

LOCATION

It is highly recommended you choose a location easily accessible. The reception area, or a conference room off to the side, is ideal. You can catch people on their way in.

Testing Process: Test Collection

RANDOM POOLS



Welcome people as they come in to test.



Give them a swab. It can be helpful to have sets of 10 prepared, to not go over the maximum number.



Have the individual(s) self-swab.



Mark which tube their sample went into alongside the date, pool name, etc.



Repeat up to 9 times.








Replace the tube with a new one to test next group of up to 10 people.



Register (at cic-health.com/pool) each tube once it is completed.

Testing Process: Test Collection

FIXED POOLS

-  Pre-assign people to their tubes. It is helpful to identify the groups with a consistent name such as “Green” or “Pool 2”.
-  Set up the testing room with all the tubes set out and clearly marked.
-  As people come up, remind them their group, and give them a swab.
-  Have them self-swab, and put their swab in the tube.
-  Register (at cic-health.com/pool) all tubes once testing is completed.

Note: if using a spreadsheet record-keeping and registration system, the administrator would mark off the person as they come in to sample. If using printed registration sheets, the participant can a checkbox next to their name as they place the sample in the collection tube. The Printed registration method is most effective if the administrator would like to setup the testing for the day and then not be present during the entire sampling process.

Testing Process: Registration & Returns

REGISTRATION

You **may not** pre-register tubes. Plan to register your tubes right before you begin testing for the day, or as soon as you are done (a few hours later). The closer to swabbing times, the better. Use your pool names and numbers as you memo to keep your records straight.

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. If you are dropping samples off directly at one of our drop off locations, please package your kits the same way you would if you were shipping.



Results are returned within 24 hours, on average, from receipt at the lab. Please be prepared to communicate your results as planned, within that time frame. Note that shipping could take up to a day as well.



Want more information?

Contact us at
pool-support@cic-health.com