# Requirements for a COVID-19 Point of Care (POC) Screening Site

## Version date: March 15, 2021; subject to change

### Management of POC Site

- Identify site POC Lead(s) responsible for overseeing data collection, testing reporting, quality assurance activities, ordering supplies, infection control, staff training and supervision.
- Create POC Implementation Plan(s) for your site including site-specific policies (if needed), operating procedures, and work flows.
- Ensure plans comply with appropriate Infection Prevention and Control (IPC) practices.
- Identify local Medical Health Officer (MHO) or designate at local health authority, and their contact information, for mandatory reporting of positive COVID-19 POC results.
- Establish clinical pathways for confirmatory testing, repeat testing, and referral to follow-up care where applicable.
- Develop a cultural safety plan which considers the needs of communities that may access the site (e.g., work with community leaders, ensure language services available).
- Ensure testing kits and supplies (e.g. specimen containers, labels, signage, PPE, etc.) are stocked and accessible to staff.
- Create workflow for end-to-end data and record entry.
- Ensure compliance with all applicable laws, provincial or federal directives, and provincial or federal guidance. Screening does not negate the obligation of employers to abide by orders issued by the PHO, or any general or industry specific workplace safety guidance.

### Training and Competency

- Ensure staff have completed required training.
- Establish staff procedures to assess and maintain POC competencies after training, and on an ongoing basis.

### Testing Space

- Identify a private space for POC and related discussions that can ensure client confidentiality.
- Identify a secure location where sensitive materials (e.g. paper copies of test results or other personal information, laptop/device used for entering records, etc.) can be stored to maintain privacy and confidentiality.
- Ensure personal protection supplies and waste containers are available in the testing space.

### Quality Assurance & Reporting Requirements

- Identify a space where test kits can be stored securely and according to manufacturer’s guidelines.
- Develop a plan for staff to report issues or concerns or that can arise during POC or with the test kit.
- Ensure all rapid COVID-19 POC are performed in accordance with and conform to relevant oversight, quality and health and safety procedures and protocols.
- Maintain quality control logs to ensure compliance with quality assurance standards.
- Ensure compliance with regional and provincial reporting requirements (e.g., test usage).