

A – Screening site checklist

ITEM	COMPLETED (tick / cross)	DATE
SITE REQUIREMENTS		
Connection to essential utilities		
Clear signage to identify clinic location		
Signage to indicate process / directions to individuals including entry, exit, registration location etc.		
Adequate space for QR code registration space outside or immediately inside building allowing for adequate social distancing		
Adequate space to allow social distancing when lining up prior to receiving test (1.5m between people clearly marked / indicated)		
Adequate space to maintain social distancing in entire area		
Signage to reinforce social distancing requirements		
Wheelchair access – where required		
Accessible toilets with social distancing signage		
Undercover wet weather area (allowing for social distancing)		
One-way flow i.e. one entry and one exit		
Adequate ventilation for enclosed spaces		
SCREENING REQUIREMENTS		
Privacy considerations		
Bench or table for storage		
Garbage bin – secured and emptied regularly		
Adequate numbers of tables and chairs for testing staff (allowing for social distancing)		

PPE REQUIREMENTS

PPE for workforce (surgical mask, gloves)

Masks for support staff

Masks for all individuals awaiting test (to sit at registration tables)

Signage to reinforce appropriate mask use

EQUIPMENT & ICT REQUIREMENTS

Tape to mark social distancing requirements

Hand sanitiser for registration space and waiting areas

Information sheets for patients

Wifi for QR codes and downloading information;
Mobile range to make calls to PHU if required for positive test results

Stationary

STAFF INSTRUCTIONS

Staff orientated to site and workflows

Staff provided with re-stocking of kit supplies process